Steps to Register for Your Dual Credit Class at Texas Woman's University

How to Create a TWU Pioneer Portal

Please make sure you have created at TWU Pioneer Portal before beginning the process. If you have not, follow these steps:

1. Go to www.twu.edu and click on the "Pioneer Portal" link at the top right, above the Google search box.
2. It will go to the Pioneer Portal login panel, where there is a button that says, "Create Portal Account", click on that.
3. This will take you to the screen to create the account. Enter the last name, Social Security (or TWU Student ID#), Birth Date and create a password. The password must be complex and you must follow the instructions on the screen.
4. Click on "Create My Account"

Registering for Classes

1. Log into your Pioneer Portal.
2. Once you've logged in, click on 'Web Advisor'.
3. Click 'Log In' on the top right hand corner and use your TWU username and password to log on.
4. Select the 'Students' tab once you've logged in.
5. Under the blue registration block, select 'Express Registration'.
6. Enter ONLY the Course Code for the class you will be registering. Do NOT enter any other selection. Click on Submit.
7. Click the drop box to the left of the class you have registered for, and select 'Register', then select 'Submit'.
8. The next page should say you successfully registered for the class.

Paying Online for Course

1. Log into your Pioneer Portal.
2. Once you've logged in, click on 'Web Advisor'.
3. Click 'Log In' on the top right hand corner and use your TWU username and password to log on.
4. Select the 'Students' tab once you've logged in.
5. Under the Blue 'Financial Information' Block, select 'Pay My Bill'.
6. You will be prompted to log in again with your same TWU username and Password.
7. Follow the steps to make Credit Card Payment. VISA is **NOT** accepted.