


# Step By Step Instructions

## How to register for Workforce and Professional Development classes


### **Create a profile – Do you have a profile?**

*If Yes, Click the 'Sign In' link on the left, place your username and password in the space provided, and click the  button.*

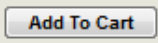
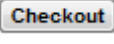
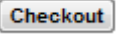
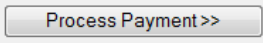
*If No, Create one using the steps below.*

1. Click **'Sign In'** on the left hand side of the screen.
2. Click **'Create New Student Profile'**.
3. Fill in the screen with your information. The fields in blue are required.

NOTE: If you are registering an individual such as a child, create a profile with their information, not yours.

4. When all of the information is filled in, click  at the bottom of the screen.

### **Register for Class - Once you are signed in you can add classes to your shopping cart by using the steps below.**

1. Choose the class you would like to register for by category by clicking the 'Courses' or 'Search' link on the left side of the screen.
2. Once you have found the class you are looking for you will click . A box will show to your left with the contents in your shopping cart. You can add as many classes as you would like before checking out.
3. When you have all of the classes for which you will be registering, click  in your shopping cart.
4. You will be sent to a screen that gives you the chance to review your cart before making your purchase. When ready to pay with credit card click  at the bottom of the screen.
5. Place your credit card information in the sections provided and click . Once the payment is processed and approved, you will have the opportunity to print a confirmation.