How do I register for Fee-based classes?

STEP ONE: Log in or if new, create profile

If you are new to our site, you need to create a student profile.* Creating a profile provides you with a password-protected account. You need an email address to complete the student profile – one that is not used by another student, such as a family member. Having an account allows you to register online and track your courses. *The Fee-based student system is separate from the Tuition-free class system.

Click on "Login/Create Account" on the dark gray bar or click the teal button “New? Create Profile” on the home page. Follow the prompts. When finished, you will receive a copy of your profile via email.

After you sign in, you will be taken to an information page that provides a link to our refund policy, as well as a link to your dashboard – the place to edit your new profile, check current registrations, transaction history, waitlisting, and more.

STEP TWO: Locate the classes that interest you

- To browse courses, click a subcategory on the site’s left-side navigation bar under "Fee-Based Life Enhancement" or click "All Classes" for more options and information. -OR-
- Click "Search" on the site’s left-side navigation bar and enter information into one (or two) of the requested fields.
If you already have a specific class ID number, you can input it in the “search for a class” window and go directly to the class.

**STEP THREE: Begin the registration process - add classes to your "cart" and "checkout"**

- To select the class for registration, click "Add to Cart"

- If a class is full, but has a waiting list, the button will say "Add to Waiting List." To add your name to the waiting list, click that button.
• When you finish "shopping" for classes, you can “View Cart” or click the "Checkout" button.

• Remember to agree to the refund policy by checking the box on the checkout page, and follow the directions to complete your registration.

• The “Checkout” button takes you to the page to enter your credit card information. After successful processing, you will receive a confirmation and transaction receipt by email.