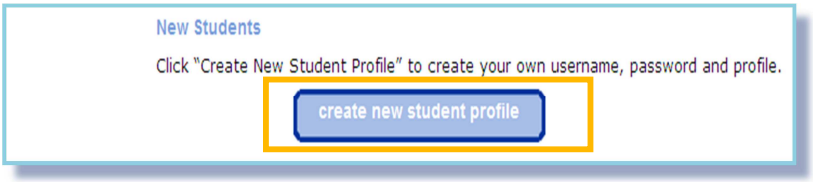
QRA: Student Profile

How to Create a Student Profile?

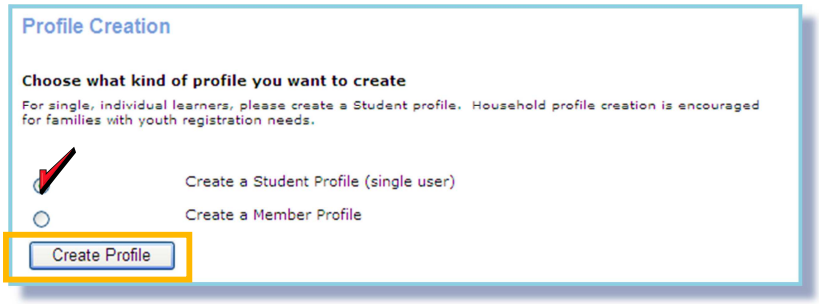
In order to register for classes, series, or events you must create your own student profile. A profile also allows you to view your transactions, current or past registrations, transcripts, and add your name to a class waiting list.



Create New Student Profile

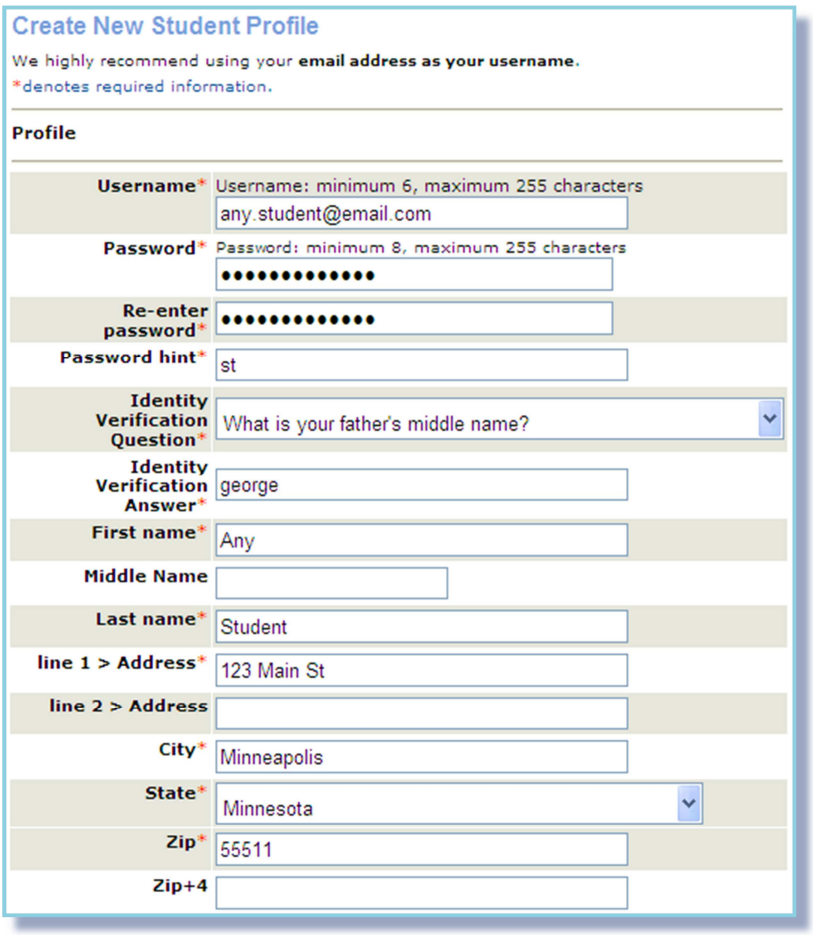
From **Sign In** page

- *click* create new student profile



Profile Creation

- *select* Create a Student Profile *(single user)*
- *click* Create Profile



Add Student Profile

*** denotes required information**

- *enter* your email address as your Username
- *enter* all required information; name, address, city, state, zip

- profile data continues on page 2

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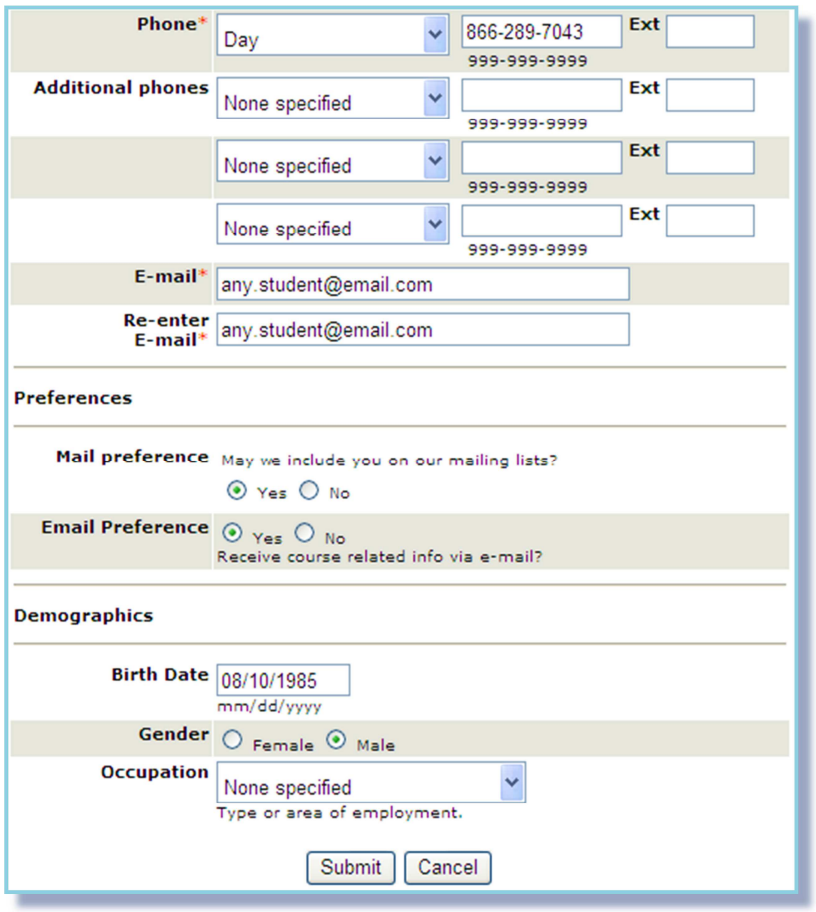

Add Student Profile - continue

- *enter* all required information; phone, email
- When you have completed your student profile, *click* Submit.

***Secure* your username & password** in a safe place for access at a later date.

After submitting this page, you are returned to the courses page to begin your registration.

Courses Page

- From the Courses page, locate preferred Category / Subcategory
- *click* preferred subcategory link

After clicking your preferred subcategory, you land on the class listing page.

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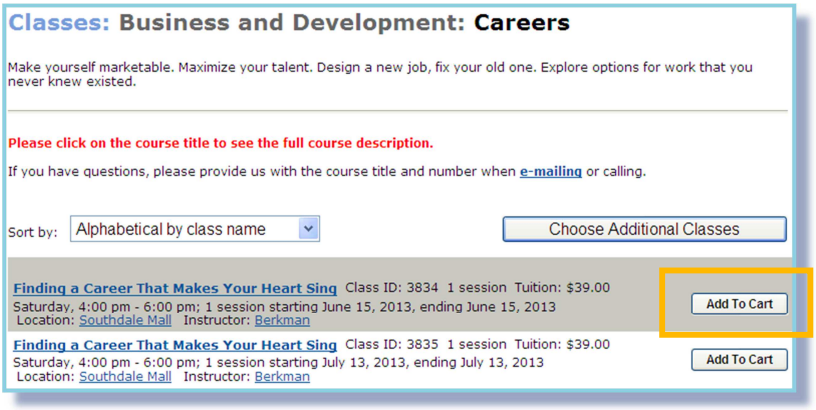
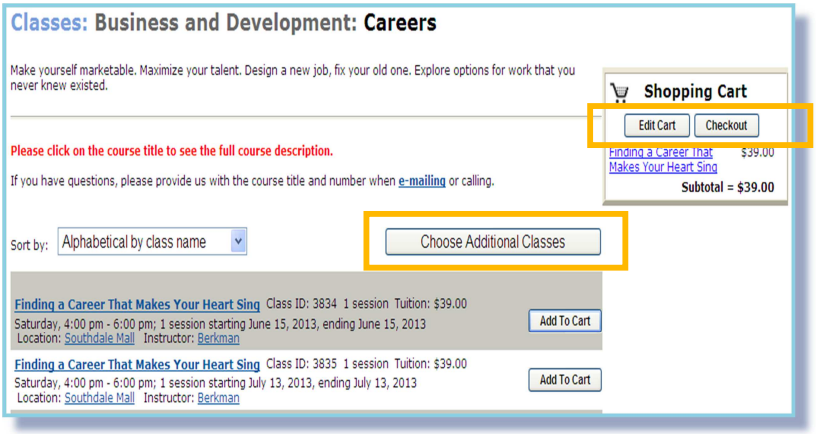


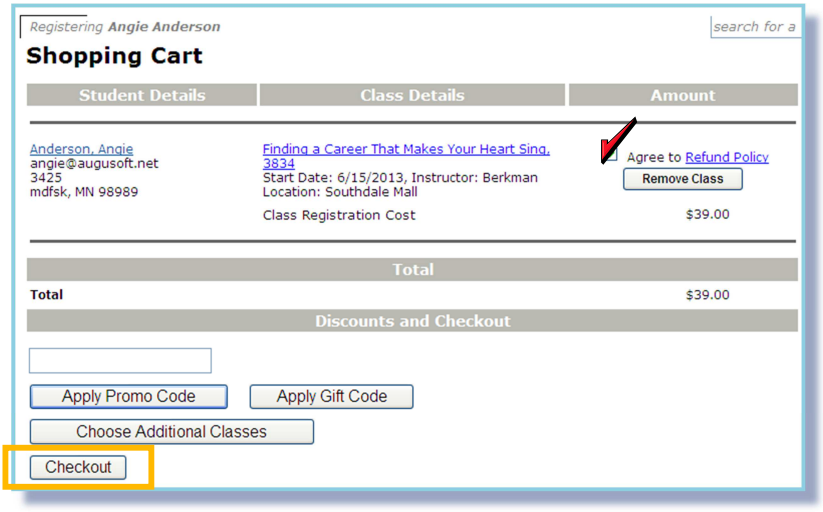
Class Listing Page

- *locate* preferred class
- *click* ADD TO CART button



When class or classes added to shopping cart; **options** available…

- Choose Additional Classes
- Edit Cart
- Checkout



From **Shopping Cart** page…

- *click* Refund Policy link
- *read* refund policy
- *click* checkbox(s)
- *enter* corresponding *"codes"* if applicable
- lastly, *click* Checkout

Checkout continues with Credit Card payment screen; enter pertinent data and process.

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