

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.

New Students Click "Create New Student Profile" to create your own username, password and profile.					
Profile Creation	ofile you want to create				
for families with youth regis	rs, prese create a student profile. Household profile creation is encouraged tration needs.				
1					
Crea	ate a Student Profile (single user)				
	a member Frome				
Create Profile					
Create New Stude	ent Profile				
We highly recommend u	using your email address as your username.				
*denotes required infor	mation.				
Profile					
Profile					
Username*	Username: minimum 6, maximum 255 characters				
	any.student@email.com				
Password*	Password: minimum 8, maximum 255 characters				
Re-enter password*	•••••				
Password hint*	st				
Identity					
Verification Question*	What is your father's middle name?				
Identity					
Verification Answer*	george				
First name*	Any				
Middle Name					
Last name*	Chudent				
line 1 > Address*					
ine 1 > Address*	123 Main St				
line 2 > Address					
City*	Minneapolis				
State*					
7in*					
2lb.	55511				
Zip+4					

- 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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Phone*	Day	~	866-289-7043	Ext	
		_	999-999-9999		
Additional phones	None specified	~		Ext	
		_	999-999-9999		
	None specified	~		Ext	
	· · ·		999-999-9999		
	None specified	~		Ext	
	None specified		999-999-9999		
E-mail*	any.student@email.com	n			
Re-enter E-mail*	any.student@email.com	n]	
Preferences					
Mail preference	May we include you on c	ur n	nailing lists?		
	⊙ Yes ○ No				
Email Preference	O Yes ○ No Receive course related in	nfo v	ia e-mail?		
Demographics					
Birth Date	08/10/1985 mm/dd/yyyy				
Gender	○ Female ⓒ Male				
Occupation	None specified Type or area of employm	nent	~		
	Submit	Cano	cel		

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 Browse our courses page... to find just the right class! browse courses You may want to view our current Course Series and Certificates courses sign out FAQ Health & Trades and Arts & Play **Business and** Personal Development Growth Industry Human teaching Services Crafts search Fire School Programs Business Growth Health Science current registrations Culinary my transcript Careers Introspection Manufacturing my transactions Fitness Mind-Body Computer household profile Home & Garden my waiting list Finance Special Interest Information Technology

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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Classes: Business and Development: Careers					
Make yourself marketable. Maximize your talent. Design a new job, fix your old one. Explore options for work that you never knew existed.					
Please click on the course title to see the full course description. If you have questions, please provide us with the course title and number when e-mailing or calling. Sort by: Alphabetical by class name Choose Addition	nal Classes				
Finding a Career That Makes Your Heart Sing Class ID: 3834 1 session Tuition: \$39.00 Saturday, 4:00 pm - 6:00 pm; 1 session starting June 15, 2013, ending June 15, 2013 Location: <u>Southdale Mall</u> Instructor: <u>Berkman</u>	Add To Cart				
Einding a Career That Makes Your Heart Sing Class ID: 3835 1 session Tuition: \$39.00 Saturday, 4:00 pm - 6:00 pm; 1 session starting July 13, 2013, ending July 13, 2013 Location: Southdale Mail Instructor: Berkman	Add To Cart				

Classes: Business and Development: Careers

Please click on the course title to see the full course description.

Sort by: Alphabetical by class name

Make yourself marketable. Maximize your talent. Design a new job, fix your old one. Explore options for work that you never knew existed.

If you have questions, please provide us with the course title and number when e-mailing or calling.

Finding a Career That Makes Your Heart Sing Class ID: 3834 1 session Tuition: \$39.00

Saturday, 4:00 pm - 6:00 pm; 1 session starting June 15, 2013, ending June 15, 2013 Location: <u>Southdale Mall</u> Instructor: <u>Berkman</u> Finding a Career That Makes Your Heart Sing</u> Class ID: 3835 1 session Tuition: \$39.00

Saturday, 4:00 pm - 6:00 pm; 1 session starting July 13, 2013, ending July 13, 2013 Location: <u>Southdale Mall</u> Instructor: <u>Berkman</u>

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

Edit Cart Checkout

\$39.00

Subtotal = \$39.00

nding a Career That akes Your Heart Sing

Choose Additional Classes

Add To Cart

Add To Cart

Checkout

Registering Angie Anderson		search for a
Shopping Cart		
Student Details	Class Details	Amount
Anderson, Angie angie@augusoft.net 3425 mdfsk, MN 98989	<u>Finding a Career That Makes Your Heart Sing.</u> <u>3834</u> Start Date: 6/15/2013, Instructor: Berkman Location: Southdale Mall	Agree to <u>Refund Policy</u> Remove Class
	Class Registration Cost	\$39.00
	Total	
Total		\$39.00
	Discounts and Checkout	
Apply Promo Code	Apply Gift Code	
Choose Additional Cla	sses	
Checkout		

From Shopping Cart page...

- click <u>Refund Policy</u> 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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