Online User Guide

The following guide provides step-by-step instructions for how to create an account, recover your account information, and register for classes using our online registration system.

<table>
<thead>
<tr>
<th>Section 1</th>
<th>Create an account online</th>
<th>pg. 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start here if you have never taken any CRI classes, or haven’t taken a class since Fall 2015</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 2</th>
<th>Register for classes</th>
<th>pg. 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start here if you have taken any CRI classes since Fall 2015 and remember your username and password</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3</th>
<th>Recover account information</th>
<th>pg. 14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Start here if you have taken CRI classes since Fall 2015 but do not remember your username or password</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 4</th>
<th>Other helpful functions</th>
<th>pg. 19</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If you’re familiar with the online system, you can find helpful functions such as updating your user profile or checking what classes you are registered for.</td>
<td></td>
</tr>
</tbody>
</table>
Section 1  Create an account online

- **All CRI students must create an account to register for classes.** If you haven’t previously signed up for any CRI classes, or haven’t taken any classes since Fall 2015, please follow the instructions below to create your user profile.
- The username and password you create will be used to sign in and access your account to register for classes, check your enrollment status, or update your profile. **It is recommended you write down your username and password and keep it in a safe place.**
- If you forget your profile information, see Section 4 to recover your username and password. **Please do not create a new account if you have taken a class since Fall 2015 – there will be an existing online account either created by you or by the CRI office.**

**Step 1**

www.edcc.edu/cri

Click “**Sign In**” on the menu to the right.
Enter a Username and Password of your choosing. Your Username and Password must each be 6-40 characters in length with no spaces. Re-enter your password. Enter and re-enter your email address. Click “Create Account”. Any errors will be highlighted – you must correct any errors before continuing.

Step 2

Fill in your name, address, phone number and date of birth on the following screen. All fields with a red asterisk (*) are required; fields without an asterisk are optional. When finished, click “Submit”. 
Once you are signed in to your account, you are then able to register for classes, check your schedule, and modify your account information. You are signed in when the text under Continuing Education reads “Sign Out”.

Once in a while the school offers special promotions for previous students through emails. Check here if you do not want to receive any of these marketing communications.
Section 2  Register for Classes

- All CRI students must be logged in to their online account to register for classes. If you haven’t previously signed up for any CRI classes, or haven’t taken any classes since Fall 2015, please follow the instructions above to create your user profile.
- You will need to know your Username and Password to log in to your online account.
- If you forget your profile information, you can click “Find my Username” or “Reset my Password”, or see Section 3 for step-by-step instructions to recover your profile information. Please do not create a new account.
- If you do not want to register for any classes and only wish to attend the Luncheon, you do not need to pay the quarterly membership fee. Instead, call the CRI office at 425.640.1830 so we can register you for the Luncheon only.

Step 1

www.edcc.edu/cri

Click “Sign In” on the menu to the right.
Enter your Username and Password. Click “Sign In”.

Step 2

Once you are signed in to your account, the following “Home” screen appears. Select the quarter you wish to register for from the Creative Retirement Institute column on the left.
Step 3

Once you add the quarterly membership by clicking “Add to Cart”, all classes that have not already started will appear with their own “Add to Cart” button. If a class is already full, “Add to Waitlist” will appear instead of “Add to Cart”.

If you are registering for the following quarter early, the Luncheon will also be listed with an “Add to Cart” button, until registration for the Luncheon has expired.
You may add as many classes as you want to your cart. When you click on “Add to Cart” or “Add to Wait List”, the system automatically takes you to your cart. You can return to the list of classes by using the back arrow or by clicking on “Home” and again selecting the quarter you are registering for from the list.

If you accidentally add the same class again, the system will not add the class a second time.

You will see a running total for your classes at the bottom of the Cart screen. Waitlisted classes are not included in the total and you will not be charged for a wait-listed class.

**Step 4**

When you have added all the classes you want to your cart, click “Check Out”.
Review your account information. If changes are needed, first click “Edit Profile” and make corrections, then click “Save Changes”. If your information is correct, click “Next”.

CONTINUING EDUCATION

Welcome

Shopping Cart

Preview the items in your cart. When you’re ready to check out, click Check Out.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PRICE</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBE Membership Spring 2018</td>
<td>$20.00</td>
<td>Remove Item</td>
</tr>
<tr>
<td>Section 80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 AM - 1:00 PM, 4/2/2018 - 8/15/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor: 1 Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contention: A Nation Without a State</td>
<td>$13.00</td>
<td>Remove Item</td>
</tr>
<tr>
<td>Section 80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 PM-2:00 PM, 6/1/2018 - 6/15/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location: MAB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor: Maria Montesrez</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ohio's Masterpiece</td>
<td>$44.00</td>
<td>Remove Item</td>
</tr>
<tr>
<td>Section 80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 AM-12:00 PM, 6/17/2018 - 6/17/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location: MAB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor: Scott Taylor</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$57.30</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL: $57.30

How do you hear about us?
Select One:

Check Out
Step 5

Enter your credit card information including expiration date and click “Next”. You must pay by credit card if registering online. If you are not purchasing your classes by credit card, you may fill out a registration form and include a check or your credit card information on the form (no cash) and mail or turn it in to the CRI office.

**Please recognize that people who use the online system to register will receive class confirmation immediately. The office will process registration paperwork as workload permits in the order the paperwork is received, but we cannot guarantee that the class will still be open by the time the paperwork is processed.**
Step 6

Once you have filled out your credit card information and clicked “Next”, you will see a screen which asks about your billing information. If the credit card you used matches the name, address and phone on your registration, you can simply check the box for “My contact and billing information are the same.” Otherwise, fill in the credit card details. Click on “Next”.
Step 7

Review the classes you are registering for and your billing information. If everything is correct, click “Purchase” at the bottom of the screen.

Step 8

The following screen will confirm the purchase you made. An email will be delivered to your email address by the system (community.education@email.edcc.edu) indicating the classes you have registered for, the charges, etc.

To print a receipt, click “Print Receipt for Order” in the upper right corner of the page.

A window will pop up. Click “Print” in the upper left corner.
You are finished! You may now “Sign Out” at the top of the screen.
Section 3  Recover Account Information

- If you have forgotten your Username or have taken a CRI class since Fall Quarter 2015, but have never signed in online, you may recover the Username and/or Password for your account using the following process.
- If you forget your profile information, you can click “Find my Username” or “Reset my Password”, or see Section 3 for step-by-step instructions to recover your profile information. Please do not create a new account.

Recover your Username:

Step 1

www.edcc.edu/cri

Click “Sign In” on the menu to the right.
From the Sign In page, click on “Find My Username”.

![CONTINUING EDUCATION Sign In Form]

**Step 2**

Enter the email address you used when you created your account, and an email will be sent to that address showing your username. **If you do not have an email, contact the CRI office and we can help you.**

If more than one person uses the same email address, all usernames associated with that email address will be included in the email.
Once you click on “Find My Username”, a message will also appear on the screen indicating that an email has been sent.

Click “Return to Sign In”.

Reset your Password:

Step 1

If you know your Username, or have recovered your Username, but forget your password, click on “Reset My Password”. This will be a password reset and will not send you the old password.
Step 2

Once you click on “Reset My Password”, the following screen will appear. Enter your username and email address, and click “Reset My Password”. An email will be sent with a temporary password.
Click “Return to Sign In”.

**Step 3**

Log in using your username and temporary password.

The following screen will appear. Enter the temporary password, and then enter the new password you want to use twice.

Click “Change Password”.

A message will pop up telling you that you have successfully changed your password.

**Note that you are currently signed in.** You can proceed to enroll in classes by clicking “Register for Classes”, or edit your profile information by going to “My Profile”. It is recommended that you do **not** try to reset both your username and password at the same time. It is best to reset your username by going to “My Profile” and editing and saving the change from there once you have logged in.

Click on “Sign Out” at the top of the page if you are done for now.
Section 4 Other Helpful Functions

- Once you have signed in, there are several useful functions under “My Account”.
- This section contains instructions to Update Your Profile, including your name, address, phone number or email information; Update Your Username or Password; View Your Registration History; View Your Class Enrollment; and Check Your Membership Status.

For this section, begin by clicking “My Account” after signing in.

Update Your Profile

Step 1

To update your name, address, phone number or email information, click on “My Profile”.

CONTINUING EDUCATION

Welcome Sign Out View Cart My Account Help Home

Account Overview
The Account Overview page allows you to review and correct your contact information (My Profile), change your Username and Password, review the orders you've placed, see the classes you've signed up for.

My Profile
History
Class List
My Membership
Step 2

Once you click “My Profile”, the following screen will appear. Update your information as needed.

When you are finished updating your information, click “Save Changes”.

If you are done, click on “Sign Out” at the top of the screen. Otherwise, click “Home” to return to the View (Quarter) Classes, “My Account” to access other account actions, or “View Cart” if you are in the process of registering for classes.

Update Your Username or Password

Step 1

To update your Username or Password, click on “Username & Password”.
The following screen will appear. This screen is similar to the screens in Section 3 | Recover Account Information. It is recommended that you do not try to reset both your username and password at the same time.

Step 2

First update your Username by clicking “Change Username”. After you get the confirmation message, you can update the Password.

If you are done, click on “Sign Out” at the top of the screen. Otherwise, click “Home” to return to the View (Quarter) Classes, “My Account” to access other account actions, or “View Cart” if you are in the process of registering for classes.
View Your Registration History

Step 1

To view your registration history, click on “History”.

The following screen will appear. This history is a list ordered by date of all the transactions that apply to your account in the system.

Step 2

Click on any Order Number and the following printable screen will appear detailing all the transactions related to that Order Number.
Click “Print” in the upper left to print the detailed transaction.

If you are done, click on “Sign Out” at the top of the screen. Otherwise, click “Home” to return to the View (Quarter) Classes, “My Account” to access other account actions, or “View Cart” if you are in the process of registering for classes.

View Your Class Enrollment

Step 1

To check which classes you are enrolled in, click on “Class List”.
Step 2

A list of all the classes you have registered for since Fall of 2015 will appear. The screen comes up sorted by SKU (Class Number). Click on **Sort By: Term** and your latest registrations and the status of those classes will appear at the bottom of the list.
**The Status may say Pending which means that although you have registered in Campus CE (the online system), your registration has not yet gone to the EdCC mainframe computer. Your name will be on the roster for the class and you just need to show up for the class.

If you are done, click on “Sign Out” at the top of the screen. Otherwise, click “Home” to return to the View (Quarter) Classes, “My Account” to access other account actions, or “View Cart” if you are in the process of registering for classes.

Check Your Membership Status

**Step 1**

To check your membership status, click on “My Membership”.

The following screen will appear, listing all CRI memberships you have purchased, with the latest date at the bottom of the list.
If you are done, click on “Sign Out” at the top of the screen. Otherwise, click “Home” to return to the View (Quarter) Classes, “My Account” to access other account actions, or “View Cart” if you are in the process of registering for classes.

<table>
<thead>
<tr>
<th>NAME</th>
<th>EXPIRATION DATE</th>
<th>CLASS COUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBI Membership</td>
<td>12/11/2016</td>
<td>N/A</td>
</tr>
<tr>
<td>CBI Membership WINTER</td>
<td>3/17/2017</td>
<td>N/A</td>
</tr>
<tr>
<td>CBI Membership SPRING</td>
<td>6/16/2017</td>
<td>N/A</td>
</tr>
<tr>
<td>CBI Membership FALL17</td>
<td>No Expiration</td>
<td>N/A</td>
</tr>
<tr>
<td>CBI Membership WINTER 18</td>
<td>3/16/2018</td>
<td>N/A</td>
</tr>
<tr>
<td>CBI Membership Spring 18</td>
<td>6/15/2018</td>
<td>N/A</td>
</tr>
</tbody>
</table>