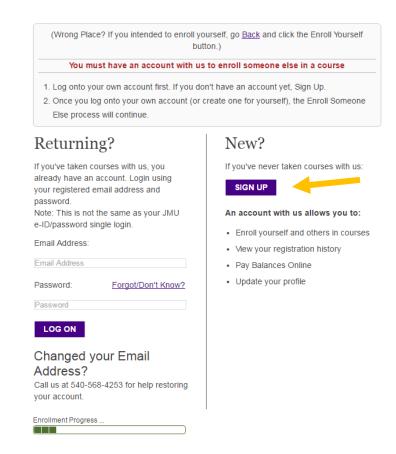
HOW TO REGISTER FOR THE FIRST TIME // SETTING UP YOUR ACCOUNT

1) To enroll your child(ren), you must create an account for yourself first. Click on Enroll Someone Else to start the registration process. (Parents may enter their email address for their child.)



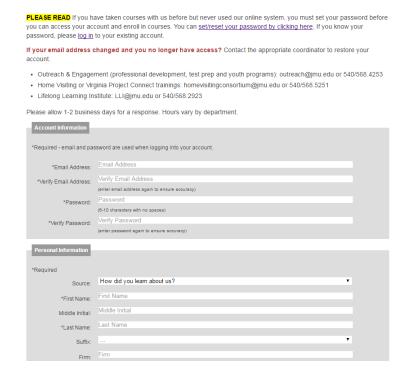
2) Log into your account first. If you do not have an account yet, click **SIGN UP**. **Note: This account is separate from your JMU e-ID single sign-on.

Enroll Someone Else



3) Complete New Profile registration fields. Click ADD ACCOUNT button at the end of the page.

Add New Profile



Memberships

Become a member and receive benefits such as discounted course fees: Available Memberships

No Current Memberships

Notifications

We occasionally send notices about upcoming courses to those on our mailing list. If you would like to unsubscribe, please check the appropriate box below. *Note: You will still receive registration confirmations, instructor emails, class updates, etc..

- Don't Email Me Promotional Material
- Don't Mail Me Promotional Material

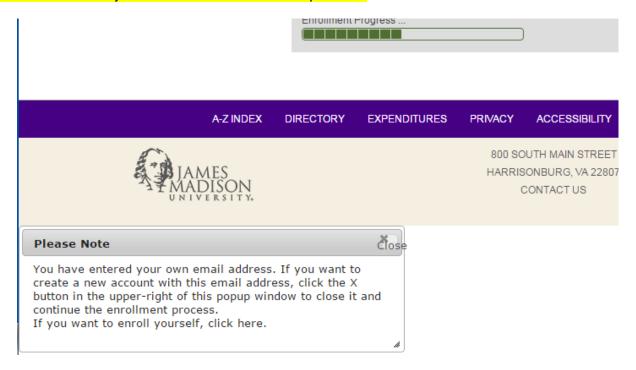
In order to continually improve our programs, we reserve the right to share your contact information with a third party who may contact you seeking input to aid in evaluating those programs. Please inform us if you do not wish for your contact information to be shared by checking the box:

ADD ACCOUNT

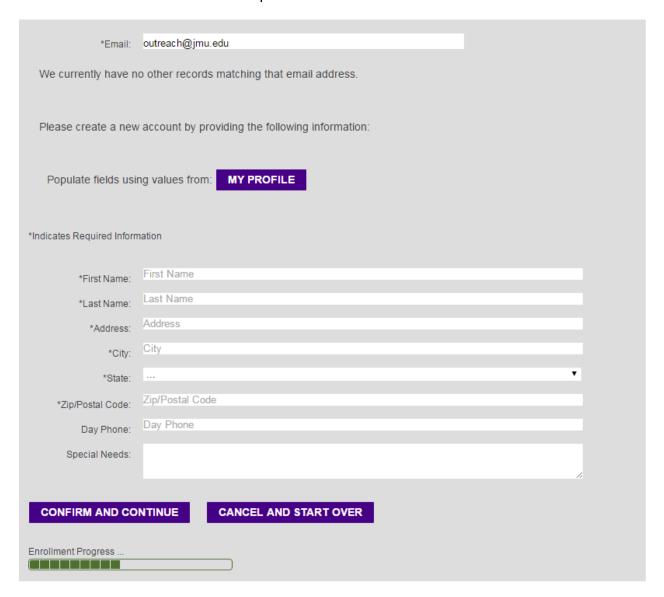
4) Once you add the "Parent" account, enter the email address for the person you are enrolling. Parents/Guardians may use their own email address. Input email address (or choose from dropdown) and click **OK.** *If you have enrolled someone previously, the dropdown will appear.

OUTREACH Enroll Someone Else STUDENTS * Welcome, First! **Enrollment Cart** 1) Enter the email address of the person you want to enroll: View/Update Account My Course Records Person has an Account With Us? - enter the email address assigned to their account. COURSES > · Person Does NOT have an Account Yet? - enter the email address that you want to assign to their account. *Parents: You may enter your own email address, and it will be assigned to the new account. ONLINE *Email: outreach@jmu.edu REGISTRATION HOME ... OR ... Select someone you have previously enrolled: Name: **Enrollment Progress**

If enter your own email address, a dialog box will appear. You may need to scroll down to view it as it may be at or near the bottom of your screen. Close the box to proceed.



5) Input your child's first and last name. You can prepopulate the other fields by clicking My Profile. **CONFIRM AND CONTINUE** when complete.



6) Once the accounts have been initially created, you can proceed with registration.

To enroll another child, click on ENROLL SOMEONE ELSE IN THIS COURSE and repeat STEPS 4-6.

Click PROCEED TO CHECKOUT to complete registration(s.)

