

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.)

JMU Outreach & Engagement

OUTREACH

STUDENTS ▶

COURSES ▶

ONLINE REGISTRATION HOME



College for Kids

Dates: January 14 - February 18, 2017
Meets: Sa from 9:00 AM to 12 N
Location: [Memorial Hall](#)
Fee: \$135.00

Choose the applicable track: Elementary or Middle.
Workshops: [Workshop Listing](#)

There are still openings remaining at this time

ENROLL YOURSELF OR **ENROLL SOMEONE ELSE**

Description

To enroll your child(ren), you must create an account for yourself first and then, your child.

Click on **Enroll Someone Else** to start the registration process. (Parents may enter their email address for their child.)

Enrollment and Payment Information

*Enrollment is not finalized until payment is received.

- 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

(Wrong Place? If you intended to enroll yourself, go [Back](#) and click the Enroll Yourself button.)

You must have an account with us to enroll someone else in a course

1. Log onto your own account first. If you don't have an account yet, Sign Up.
2. Once you log onto your own account (or create one for yourself), the Enroll Someone Else process will continue.

Returning?

If you've taken courses with us, you already have an account. Login using your registered email address and password.
Note: This is not the same as your JMU e-ID/password single login.

Email Address:

Password: [Forgot/Don't Know?](#)

LOG ON

Changed your Email Address?

Call us at 540-568-4253 for help restoring your account.

Enrollment Progress ...



New?

If you've never taken courses with us:

SIGN UP

An account with us allows you to:

- Enroll yourself and others in courses
- View your registration history
- Pay Balances Online
- Update your profile

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

Add New Profile

PLEASE READ If you have taken courses with us before but never used our online system, you must set your password before you can access your account and enroll in courses. You can [set/reset your password by clicking here](#). If you know your password, please [log in](#) to your existing account.

If your email address changed and you no longer have access? Contact the appropriate coordinator to restore your account.

- Outreach & Engagement (professional development, test prep and youth programs): outreach@jmu.edu or 540/568.4253
- Home Visiting or Virginia Project Connect trainings: homevisitingconsortium@jmu.edu or 540/568.5251
- Lifelong Learning Institute: LLI@jmu.edu or 540/568.2923

Please allow 1-2 business days for a response. Hours vary by department.

Account Information

*Required - email and password are used when logging into your account.

*Email Address:

*Verify Email Address:
(enter email address again to ensure accuracy)

*Password:
(6-10 characters with no spaces)

*Verify Password:
(enter password again to ensure accuracy)

Personal Information

*Required

Source:

*First Name:

Middle Initial:

*Last Name:

Suffix:

Firm:

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

- STUDENTS ▾
 - Welcome, First!
 - Enrollment Cart**
 - View/Update Account
 - My Course Records
- COURSES ▶
- ONLINE REGISTRATION
- HOME

Enroll Someone Else

1) Enter the email address of the person you want to enroll:

- **Person has an Account With Us?** - enter the email address assigned to their account.
- **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.

*Email: **OK**

... OR ...

2) 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.

Enrollment Progress ...

A-Z INDEX DIRECTORY EXPENDITURES PRIVACY ACCESSIBILITY

 **JAMES MADISON UNIVERSITY**

800 SOUTH MAIN STREET
HARRISONBURG, VA 22807
[CONTACT US](#)

Please Note Close

You have entered your own email address. If you want to create a new account with this email address, click the X button in the upper-right of this popup window to close it and continue the enrollment process.
If you want to enroll yourself, click here.

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

*Email:

We currently have no other records matching that email address.

Please create a new account by providing the following information:

Populate fields using values from: **MY PROFILE**

*Indicates Required Information

*First Name:

*Last Name:

*Address:

*City:

*State:

*Zip/Postal Code:

Day Phone:

Special Needs:

CONFIRM AND CONTINUE **CANCEL AND START OVER**

Enrollment Progress ...

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.)

Enrolling Child One in:

College for Kids, January 14 - February 18, 2017

How did you learn about this course? ▼

Course Options

Registration Fee: \$135.00

Please sign up for exactly 1 workshop

Workshop Selections: - Select a workshop: ▼

College for Kids Additional Information

*Grade level is required field.

Alternate Choice Information: If you did not receive your 1st track choice, indicate an alternate below. Should a space become available, you will be contacted on a first come, first serve basis.

*Child's Grade Level: Select Grade Level ▼

School Division: Select School Division ▼

Alternate Track Option: None: Currently Enrolled in 1st Choice ▼

Child's Birthday:(MM/DD/YYYY)

Child's Gender: Female Male

Child's Ethnicity: Select Ethnicity ▼

SAVE TO CART AND ADD MORE COURSES

PROCEED TO CHECKOUT

ENROLL SOMEONE ELSE IN THIS COURSE

CANCEL ENTRY