GENERAL INSTRUCTIONS

Click here To register :

Step 1: Since you/your child is enrolled in Winter clssses, Login by selecting **Have an Account** within the grey bar on right side of the page.

(Use participant first name, last name, zip code and birthdate)

Step 2: Click **My Prior Courses** in the grey bar on the right side of the page

Step 3: Check the box for classes you want to rollover this term

Step 4: Click **Add Selections to Shopping Cart** button top right

Step 5: Look through the complete spring class listing, click the to add new classes to your schedule

Step 6: View Shopping Cart and proceed

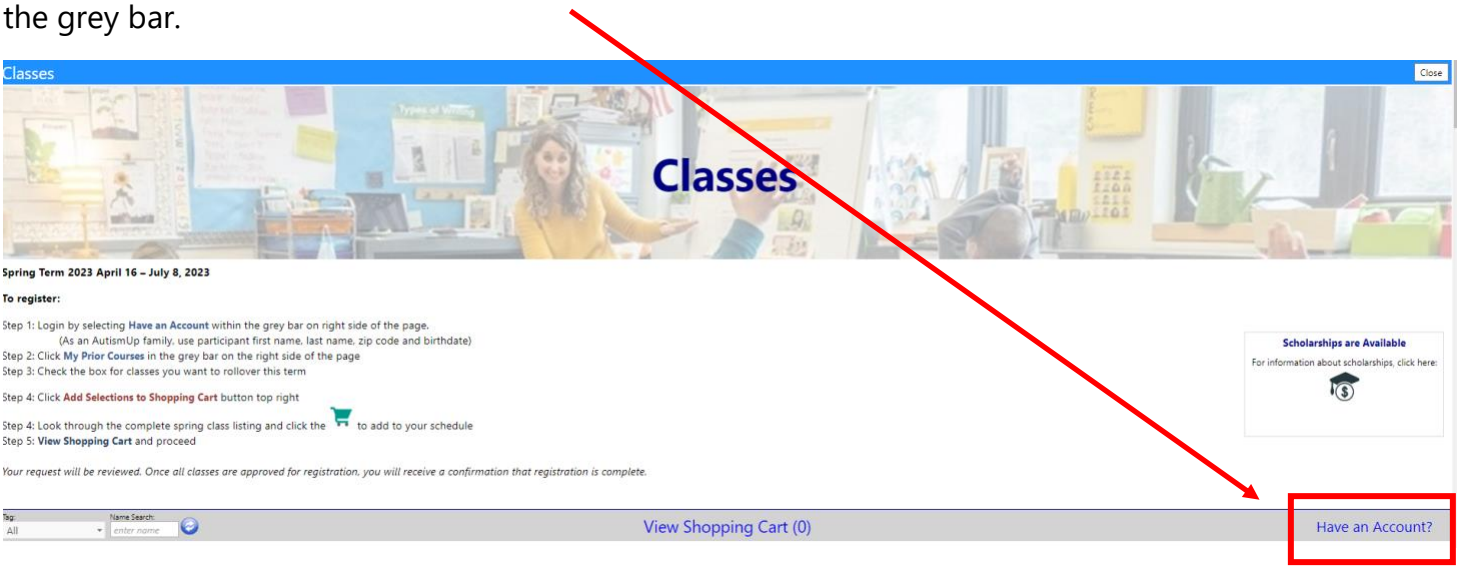
Step 7: Checkout

Step 8: Final step

Your request will be reviewed. Once all classes are approved for registration, you will receive a confirmation that registration is complete.

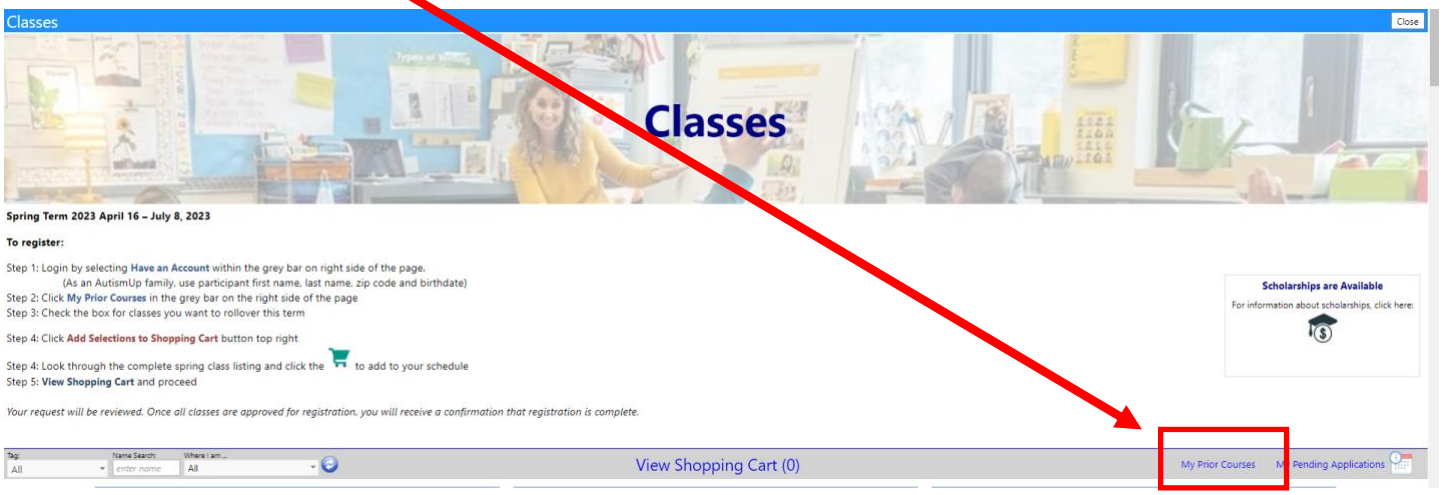
SCREEN SHOTS SHOWING STEPS IN THE PROCESS:

Step 1: Login by selecting **Have an Account** within the grey bar. You may have to scroll down to see the grey bar.

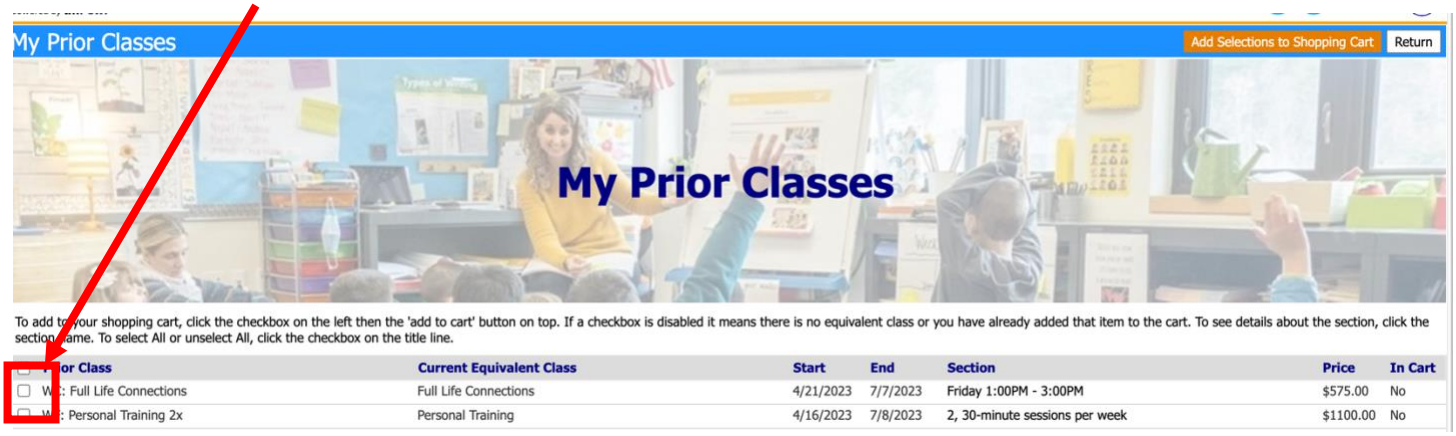


You will get a pop-up window. As a Winter term participant, enter the participant first name, last name, zip code and birthdate. If you get a "no match" message, try a different version of participant's first name. In many cases our records have participants full first name.

Step 2: Click **My Prior Classes** in the grey bar on the right side of the page



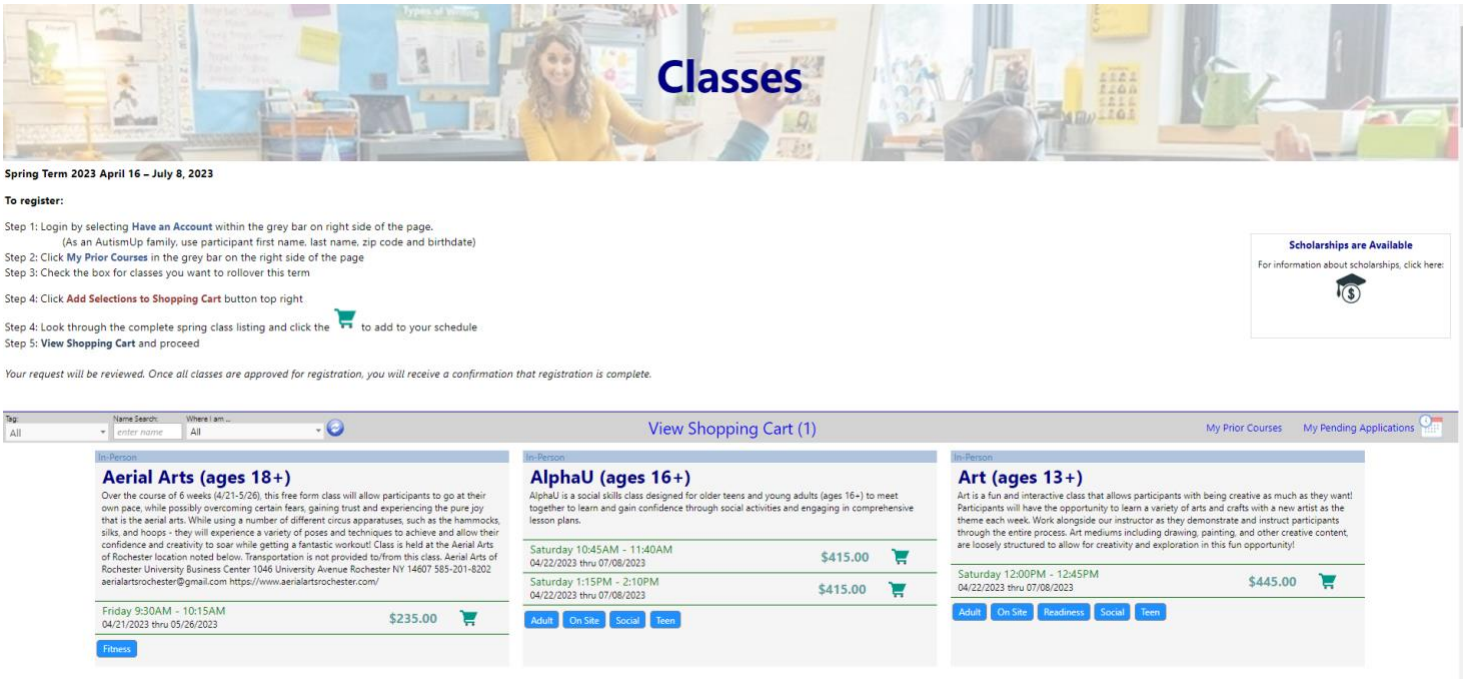
Step 3: Check the box for classes you want to rollover this term



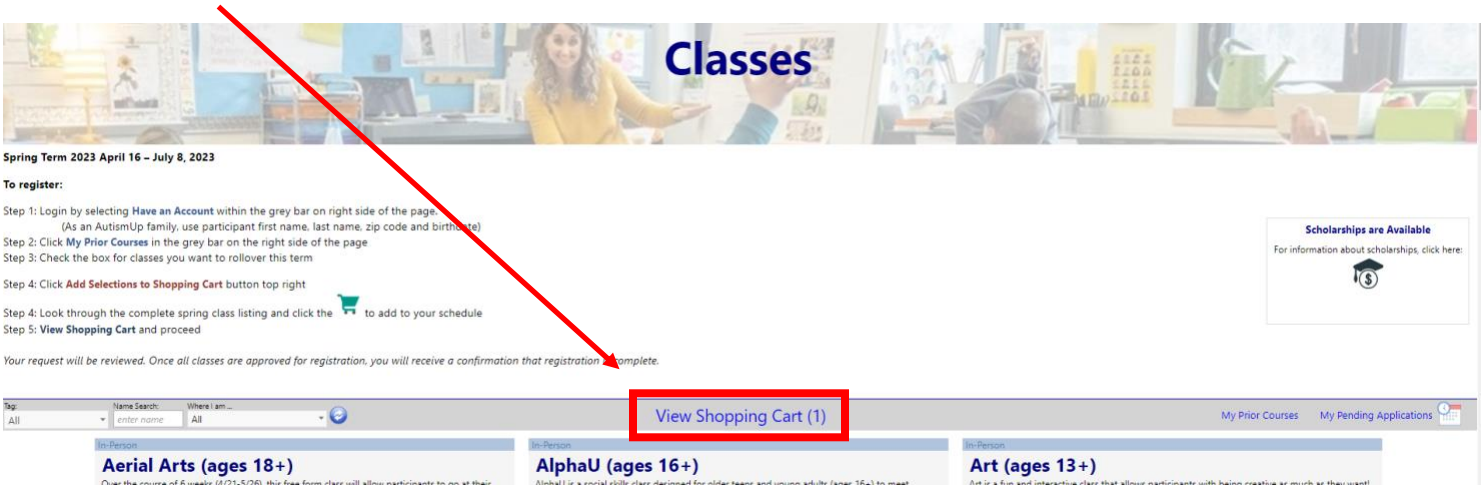
Step 4: Click **Add Selections to Shopping Cart** button top right

You will return to the main Classes page.

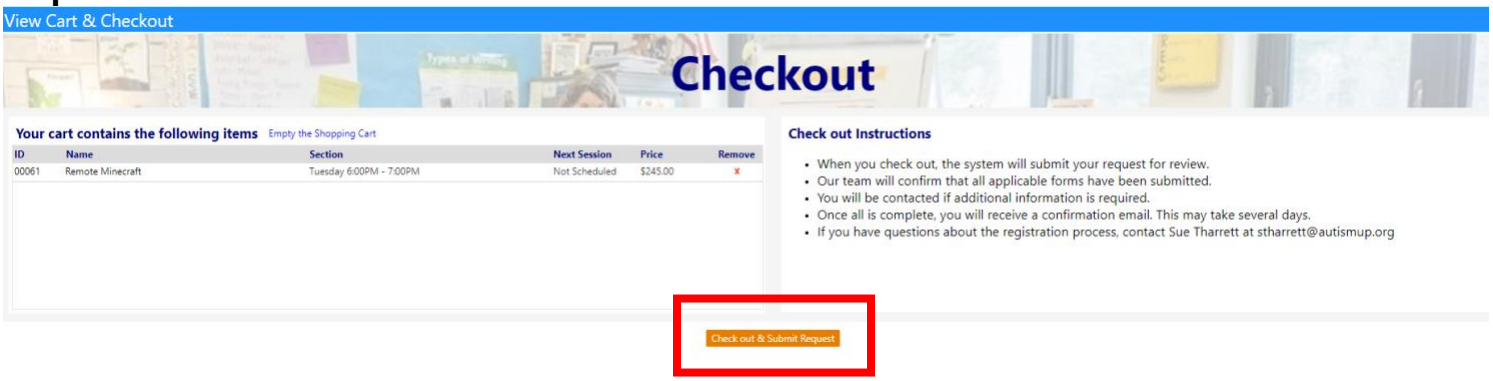
Step 5: Look through the complete spring class listing, click the to add new classes to your schedule



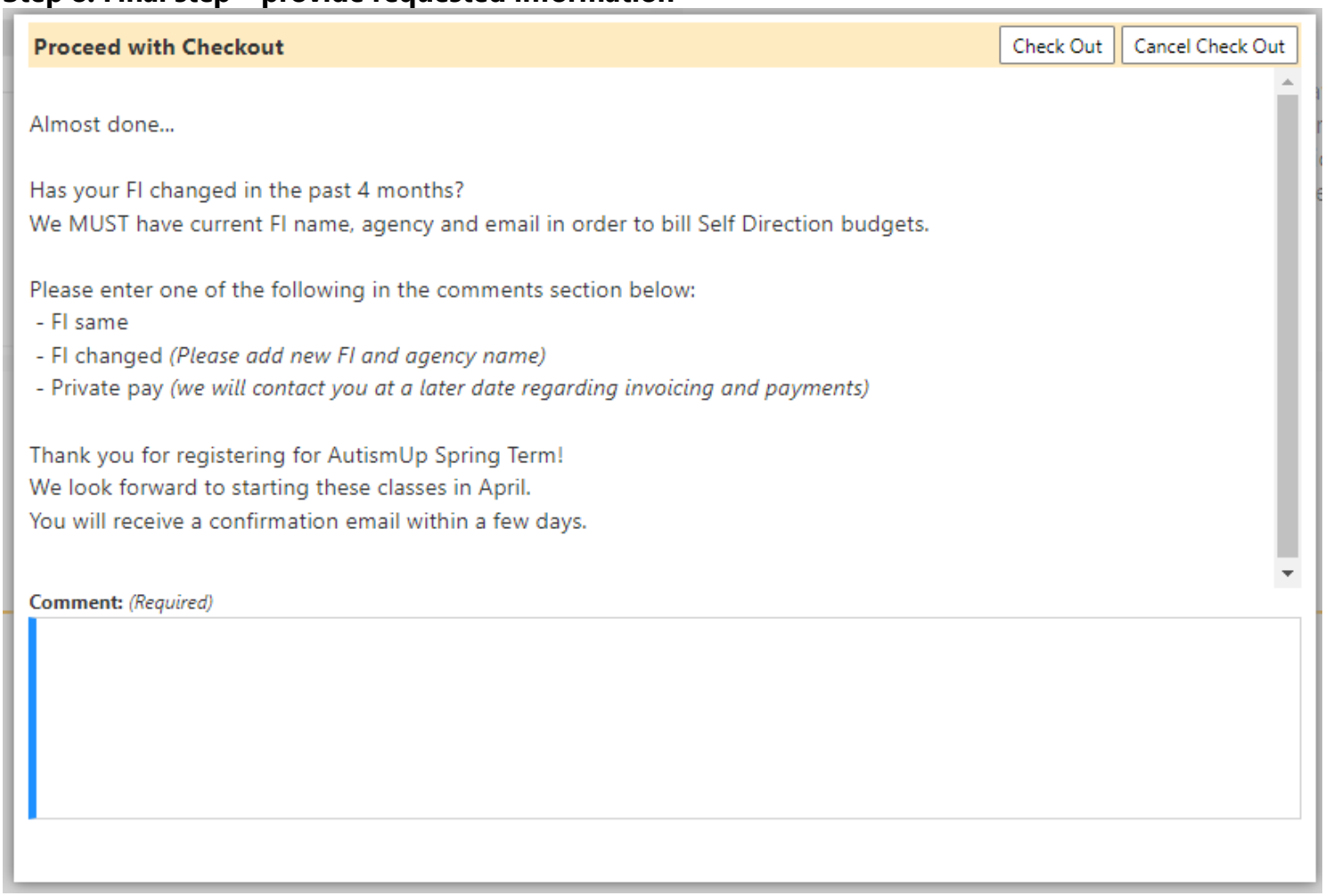
Step 6: View Shopping Cart and proceed



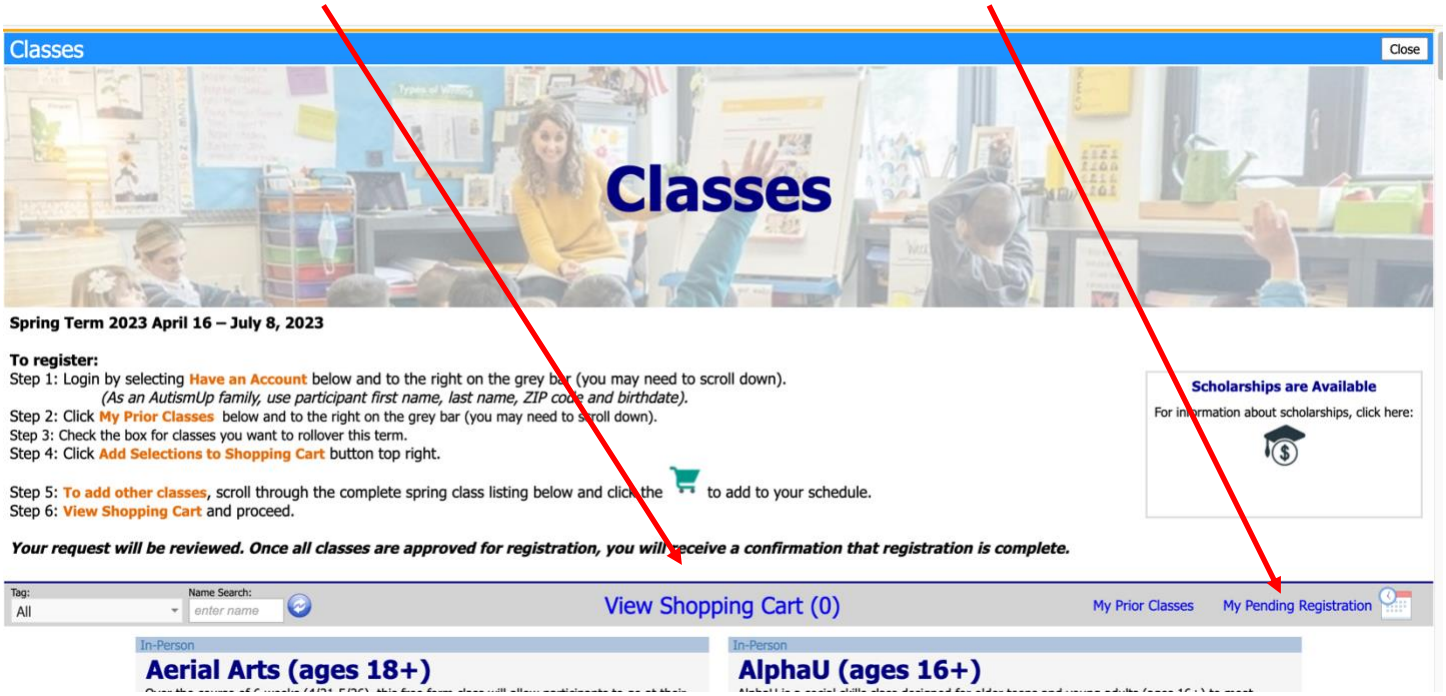
Step 7: Checkout



Step 8: Final step – provide requested information



There is currently not a pop-up that says you are complete. You will simply return to the CLASS screen, and your cart will be empty. You can see classes you requested under My Pending Registration.



You will get an email within 24 hours indicating that your registration requests have been received. Program directors will review all requests. You will be notified by email in about 2 weeks confirming enrollment. We will contact you if any problems or questions.

NO Payments will be billed at this time. When class enrollment is confirmed, we will confirm payment details and dates for those paying privately. For those using Self Direction, AutismUp will invoice your FI.