



## Online Registration Instructions

1. **Log on to the website:** <http://kids.deltacollege.edu>. This is the homepage for Kids College with detailed information about the program and its offerings. In the box after the brief description of Kids College, click on the link "Online Registration and Class Catalog." This will take you to the site where you can access the detailed schedule of classes, create an account, register, and pay by credit card.
2. On the left are the subject headings that the individual workshops are listed. Select your area(s) of interest. Please review the entire workshop descriptions, schedules, requirements, and material fees, if applies, prior to making your selections. To enroll in a workshop, click on "Add to Cart" (blue link to the right of the total fee). This will add the desired workshop to your "shopping cart".
3. You do have the option at this point to remove a workshop if you have changed your mind by clicking on the "remove" button to the right of a selected workshop. *(Note: Please choose your workshops carefully as there is a **\$10 processing fee** for dropping a workshop at a later date.)* Click on "Update Cart" at the bottom of the page to save any changes.
4. When your selection is complete and you are ready to pay the registration fees, click on "Register for Courses". *(Note: Fees must be paid at the time of registration)*
5. If this is your first time registering online, you will be prompted to create a new account. Click on "Create a New Account" and fill in all the requested information. *(Note: In the future, you will not need to re-enter your information, but you will need to have your user ID and password to access your account... If you do NOT register for a workshop when you create your new account, the information will NOT be saved).* Reminder, when entering the child's date of birth it must be in the exact format as the example. If you have more than one student registering for Kids College, each child must have their own account including their individual information profile, log-in, and password.
6. If you already established your account, click on "Sign In" (upper center in the gray bar), then enter your user ID and password. You will be prompted through the registration process. If you have forgotten your log-in or password, please call 954-5015. Please do not set up a second account for an existing student.
7. Click on "Review Cart." The "Terms & Conditions" and "Policies" will automatically be displayed. Please review carefully, and click "I Accept" in order to proceed with the payment process. *(Note: Refund policy- Refunds MUST be submitted to the Community Education Department one week prior to the start of the workshop.)*
8. Your personal information, the workshops you chose, and the total amount due will be displayed. Enter your credit card information for payment. *(Note: The billing address for your credit card must match the displayed registration information; you may key over the displayed information if it is different.)*
9. At the end of the registration process, you will have an opportunity to print out a receipt. You will receive an automatic receipt by e-mail only if you provided an email address when you created your account. *(Note: Specific workshop requirements or material fees will not show on your printout, but appear in the workshop description. Please review prior to the start of your workshop, as applies).* If you are registering more than one student, after the first student's registration is complete, log out and get completely out of the system, then go in and start the entire process again to register the next student.
10. If you do not have Internet access and are not able to register online, you may register by mail, in person, or by phone with the Community Education Department. For a registration form and details about other options to register, please see the Community Education Registration forms in the back of on the Kids College website under "Forms & Documents" or in the *Delta Digest*. *(Note: there is a **mandatory \$3 processing fee** for this service.)*

If you have any questions, please call the Community Education Department at **209-954-5045**.