



EDMONDS COLLEGE

**CREATIVE RETIREMENT
INSTITUTE (CRI)**

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.

Section 1		Create an account online	pg. 2
		Start here if you have never taken any CRI classes, or haven't taken a class since Fall 2015	
Section 2		Register for classes	pg. 4
		Start here if you have taken any CRI classes since Fall 2015 and remember your username and password	
Section 3		Recover account information	pg. 10
		Start here if you have taken CRI classes since Fall 2015 but do not remember your username or password	
Section 4		Other helpful functions	pg. 14
		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.	

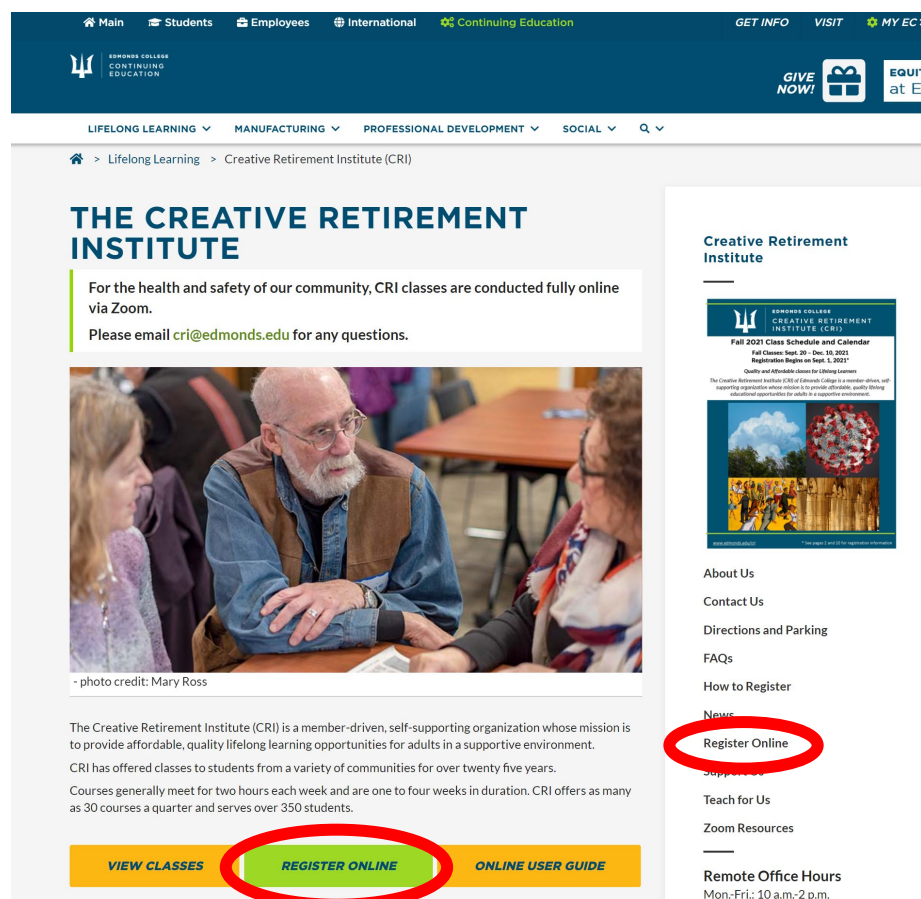
Section 1 | CREATE AN ACCOUNT ONLINE

- **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



Click **“Register Online”** on the menu to the right or scroll down and click the green button.



The screenshot shows the website for the Creative Retirement Institute (CRI) at Edmonds College. The page features a navigation bar with links for Main, Students, Employees, International, Continuing Education, GET INFO, VISIT, and MY EC. Below the navigation bar, there are dropdown menus for Lifelong Learning, Manufacturing, Professional Development, and Social. The main content area includes a heading for 'THE CREATIVE RETIREMENT INSTITUTE', a paragraph about online classes via Zoom, and a photo of an older man. A sidebar on the right contains a menu with items like 'About Us', 'Contact Us', 'Directions and Parking', 'FAQs', 'How to Register', 'News', 'Register Online', 'Support Us', 'Teach for Us', 'Zoom Resources', and 'Remote Office Hours'. The 'Register Online' link in the sidebar is circled in red. At the bottom of the page, there is a green button labeled 'REGISTER ONLINE' which is also circled in red.

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, they must be corrected before continuing.

Sign In

[Privacy policy](#)
[Return to Continuing Education](#)

YOU MUST SIGN-IN TO REGISTER

To sign in to your current account, enter your user name and password.

Don't have an account? Create one quickly by specifying a user name (no spaces), a password, and your e-mail address.

NOTE: If you are registering someone for a Youth Camp, please create the profile in the student's name and put a parent's name in the "Comments" field when you check out.

Sign In to Existing Account

Username:

Password:

Sign In

[Find My Username](#)
[Forgot My Password](#)

Create New Account

Username:

Password:

Retype password:

Email:

Retype email:

Create Account

➤ 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".

Create New Account: My Information

Enter your contact information and then click Submit button.

MY CONTACT INFORMATION

Required fields are indicated by an asterisk (*)

Title:	None	▼
* First name:	<input type="text"/>	
Initial:	<input type="text"/>	
* Last name:	<input type="text"/>	
* Address 1:	<input type="text"/>	
Address 2:	<input type="text"/>	
* City:	<input type="text"/>	
* State:	Washington	▼
* Zip Code:	<input type="text"/>	
* Day phone:	<input type="text"/> <input type="text"/> - <input type="text"/> Ext. <input type="text"/>	
Eve phone:	<input type="text"/> <input type="text"/> - <input type="text"/> Ext. <input type="text"/>	
* Date Of Birth:	<input type="text"/>	(MM/DD/YYYY)
Citizen:	Select One	▼

Check here if you do not want to receive any marketing/promotional emails from us. This will not prevent you from receiving class-related information via email.

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".

CONTINUING EDUCATION

Welcome,

Sign Out

View Cart

My Account


Help

Home

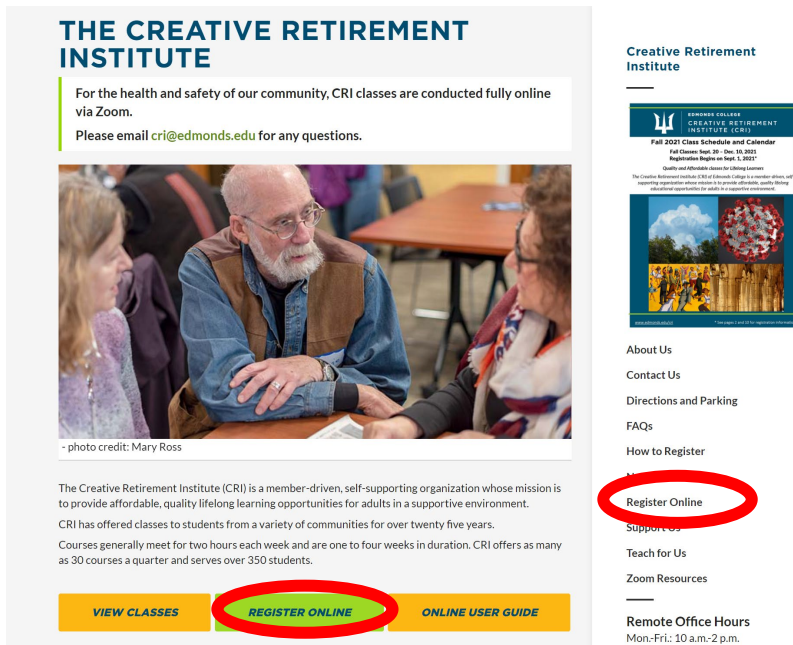
Section 2 | REGISTER FOR CLASSES

- 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.

➤ Step 1



Click "**Register Online**" on the menu to the right or scroll down and click the green button to sign in to your account.



THE CREATIVE RETIREMENT INSTITUTE

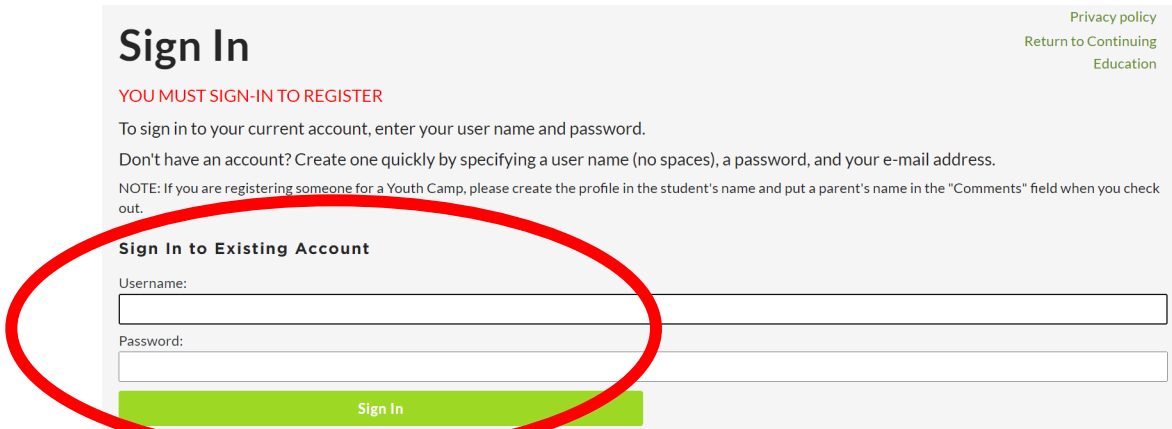
For the health and safety of our community, CRI classes are conducted fully online via Zoom.
Please email cri@edmonds.edu for any questions.

Creative Retirement Institute

- About Us
- Contact Us
- Directions and Parking
- FAQs
- How to Register
- Register Online**
- Support Us
- Teach for Us
- Zoom Resources
- Remote Office Hours
Mon.-Fri.: 10 a.m.-2 p.m.

VIEW CLASSES **REGISTER ONLINE** **ONLINE USER GUIDE**

Enter your Username and Password. Click "**Sign In**".



Privacy policy
Return to Continuing Education

Sign In

YOU MUST SIGN-IN TO REGISTER

To sign in to your current account, enter your user name and password.

Don't have an account? Create one quickly by specifying a user name (no spaces), a password, and your e-mail address.

NOTE: If you are registering someone for a Youth Camp, please create the profile in the student's name and put a parent's name in the "Comments" field when you check out.

Sign In to Existing Account

Username:

Password:

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.

CONTINUING EDUCATION

Click on a category below for more information.



CREATIVE RETIREMENT INSTITUTE

Fall 2021 Schedule
Zoom Resources for Online Classes
How to Register



COMMUNITY EDUCATION

Career and Business
Language and Culture
Home, Health and Health
Performing Arts
Visual Arts



YOUTH SUMMER CAMPS

FAQs
NEW! ONLINE Technology Camps with Black Rocket
Drawing Discovery!
Fun With Photography!

➤ Step 3

Click “Add to Cart” button to add the class to your cart.

If a class is already full, “Add to Waitlist” will appear instead of “Add to Cart”.

Cui Bono? Winners & Losers in the Global Political Economy (28163)

Presented by: Scott Gassler

1:00 PM - 3:00 PM

Location: ONLINE via Zoom - (link emailed two days prior to class)

4 W

11/17/2021 - 12/8/2021

Fee: \$56.00

Show Class Description

Your cart/receipt might show the following title for this class: **CRI Current Issues: Economics**

Add To Cart

Defanging Social Engineering Phishing Attacks (28160)

Presented by: Brian Boston

10:00 AM - 12:00 PM

Location: ONLINE via Zoom - (link emailed two days prior to class)

2 W

12/1/2021 - 12/8/2021

Fee: \$28.00

Show Class Description

Your cart/receipt might show the following title for this class: **CRI Technology: Safety and Privacy**

Add To Cart

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. Wait listed 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, you must select one item from the “How did you hear about us?” list at the bottom of the screen.

The screenshot shows a 'Shopping Cart' page. At the top right, there is a link 'Return to Continuing Education'. Below it, a table lists items in the cart. The first item is 'ESL Test Prep, Section 02' with a price of \$400.00. Below the table, there is a 'TOTAL: \$400.00' and a 'Check Out' button. A dropdown menu is open for the question 'How did you hear about us?'. The dropdown menu contains the following options: '--Select One--', '--Select One--', Beacon News, Continuing Education Brochure, Daily Herald, Email/Online Ad, Facebook, Friend/Family Member, Homage, Instructor Referral, Internet Search, Other, and Returning/Continuing Student. A red circle highlights the 'Check Out' button, and another red circle highlights the dropdown menu. A red arrow points from the dropdown menu to the 'Check Out' button.

ITEM	PRICE	DETAILS
ESL Test Prep Section 02 9:00 AM-10:00 AM, 1/10/2022 - 1/28/2022 3 Sessions Location: Instructor: Nicole Luvison TOTAL:	\$400.00	Remove item

How did you hear about us?

--Select One--

- Select One--
- Beacon News
- Continuing Education Brochure
- Daily Herald
- Email/Online Ad
- Facebook
- Friend/Family Member
- Homage
- Instructor Referral
- Internet Search
- Other
- Returning/Continuing Student

Check Out

Then, click “Check Out”.

➤ Step 5

Review your contact information. If changes are needed, first click “Edit Profile” and make corrections, then click “Save Changes”. If your information is correct, click “Next”.

The screenshot shows the 'CHECK OUT: MY INFORMATION' page. The title is 'CHECK OUT: MY INFORMATION'. Below the title, there is a instruction: 'Verify your information below, and then click Next.' The page is divided into two columns. The left column contains a form for 'MY CONTACT INFORMATION'. The right column contains a list of steps: 1: Registration, 2: My Information, 3: Payment Method, 4: Billing Information, 5: Purchase. The 'Next' button is highlighted with a red circle.

CHECK OUT: MY INFORMATION

Verify your information below, and then click Next.

MY CONTACT INFORMATION

Required fields are indicated by an asterisk (*)

Title: None

* First name: []

Initial: []

* Last name: []

Company: []

Employee ID: []

* Address 1: []

Address 2: []

* City: []

* State: Washington

* Zip Code: []

* Day phone: [] - [] Ext. []

Eve phone: [] - [] Ext. []

* Date Of Birth: [] (MM/DD/YYYY)

Check here if you do not want to receive any marketing/promotional emails from us. This will not prevent you from receiving class-related information via email.

1: Registration
2: My Information
3: Payment Method
4: Billing Information
5: Purchase

Edit Profile Next

➤ Step 6

Confirm your payment method, and click **“Next”**.

You must pay by credit or debit card if registering online. If you prefer paying by check, please contact CRI office for details 425-640-1830.

CHECK OUT: PAYMENT METHOD

Choose a method of payment and enter the appropriate information, and then click Next.

PAYMENT METHOD

Payment type:

1: Registration
2: My Information
3: Payment Method
4: Billing Information
5: Purchase

[Previous](#) [Next](#)

➤ Step 7

Check 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 or update the billing details. Click **“Next”**.

CHECK OUT: BILLING INFORMATION

Enter your billing information, and then click Next.

BILLING INFORMATION

My contact and billing information are the same

Required fields are indicated by an asterisk (*)

Title:

* First name:

Initial:

* Last name:

* Address 1:

Address 2:

* City:

* State:

* Zip Code:

* Day phone: - Ext.

* E-mail:

1: Registration
2: My Information
3: Payment Method
4: Billing Information
5: Purchase

[Previous](#) [Next](#)

➤ Step 8

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

CHECK OUT: PURCHASE

Verify that your order, billing address, and payment information are correct, and then click Purchase to submit your order. [Here is our refund policy.](#)

- 1: Registration
- 2: My Information
- 3: Payment Method
- 4: Billing Information
- 5: Purchase

ITEM	PRICE	DETAILS
ESL Test Prep	\$400.00	
Section 02		
9:00 AM-10:00 AM, 1/10/2022 - 1/28/2022		
3 Sessions		
Location:		
Instructor: Nicole Luvison		
Subtotal:	\$400.00	
Payment:	\$400.00	
Balance:	\$0.00	

BILLING INFORMATION [Change](#)

PAYMENT INFORMATION [Change](#)

Credit card to be processed by an external payment service

Note to Registrar's Office:

[Previous](#) [Purchase](#)

➤ Step 9

You will be brought to an external secure page to enter your payment information. Fill out credit card information and click **“Pay”**.

Billing Information

* Required field

First Name *

Last Name *

Address Line 1 *

Address Line 2

City *

Country/Region *

State/Province *

Zip/Postal Code *



Email *



Your Order

Total amount **\$400.00**

Payment Details


Card Type *

 Visa  Mastercard

 Amex  Discover

Card Number *

Expiration Month * Expiration Year *

CVN * 

➤ Step 10

The following screen will confirm the purchase you made. An email will be delivered to your email address by the system from comed@edmonds.edu indicating the classes you have registered for, the charges, etc.

Approval Page

Thank you for your purchase! Your payment is authorized. You should receive a confirmation of your order by email. You have paid us: \$400.00
Please click on "Print Receipt" button to view/print a receipt.

Payment Info

Session ID:	
Order Number:	123456
Payment Method:	Credit
Card Type:	Your Card
Account Number:	xxxxxxxxxxxx1111
Name:	Your Name
Address:	Your Address
	City
	State
	Zip Code
Transaction ID:	1234567890.....

Print Receipt **Print**

You can print your receipt by clicking "**Print Receipt**". A window will pop up. Click "**Print**" in the upper left corner. \$400.00

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

Click **“Register Online”** on the menu to the right or scroll down and click the green button to sign in to your account.

Edmonds College
CONTINUING EDUCATION

GET INFO VISIT MY EC

LIFELONG LEARNING MANUFACTURING PROFESSIONAL DEVELOPMENT SOCIAL

Lifelong Learning > Creative Retirement Institute (CRI)

THE CREATIVE RETIREMENT INSTITUTE

For the health and safety of our community, CRI classes are conducted fully online via Zoom.
Please email cri@edmonds.edu for any questions.

- photo credit: Mary Ross

The Creative Retirement Institute (CRI) is a member-driven, self-supporting organization whose mission is to provide affordable, quality lifelong learning opportunities for adults in a supportive environment. CRI has offered classes to students from a variety of communities for over twenty five years. Courses generally meet for two hours each week and are one to four weeks in duration. CRI offers as many as 30 courses a quarter and serves over 350 students.

VIEW CLASSES REGISTER ONLINE ONLINE USER GUIDE

Creative Retirement Institute

ESMONDS COLLEGE
CREATIVE RETIREMENT INSTITUTE (CRI)

Fall 2021 Class Schedule and Calendar
Fall Classes: Sept. 20 – Dec. 10, 2021
Registration Begins on Sept. 5, 2021

Quality and Affordable classes for Lifelong Learners

The Creative Retirement Institute (CRI) of Edmonds College is a member-driven, self-supporting organization whose mission is to provide affordable, quality lifelong educational opportunities for adults in a supportive environment.

About Us
Contact Us
Directions and Parking
FAQs
How to Register
News
Register Online
Support Us
Teach for Us
Zoom Resources

Remote Office Hours
Mon.-Fri.: 10 a.m.-2 p.m.

From the Sign In page, click on “[Find My Username](#)”.

Privacy policy
Return to Continuing Education
Education

Sign In

YOU MUST SIGN-IN TO REGISTER

To sign in to your current account, enter your user name and password.
Don't have an account? Create one quickly by specifying a user name (no spaces), a password, and your e-mail address.
NOTE: If you are registering someone for a Youth Camp, please create the profile in the student's name and put a parent's name in the "Comments" field when you check out.

Sign In to Existing Account

Username:

Password:

[Sign In](#)

[Find My Username](#)

➤ 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.**

USERNAME RECOVERY

If you are unable to log in or forgotten your username, please follow the instructions below.

To recover your Username:

1. Enter the email address* associated with your student account.
2. Click on the "Find my Username" button
3. An email will be sent to you that includes any username associated with your email address.
***Note:** The email address must be the same as the one you entered when creating your profile.

Enter the email address you used for registration.

Email:

[Find My Username](#)

[Reset my Password](#)
[Return to Sign In](#)
[Contact Us](#)

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](#)”.

Note: If more than one person uses the same email address, all usernames associated with that email address will be included in the email.

RESET YOUR PASSWORD:

➤ Step 1

If you know your Username, or have recovered your Username, but forget your password, click on “[Reset My Password](#)”.

The screenshot shows the 'Sign In' page. At the top right, there are links for 'Privacy policy', 'Return to Continuing Education', and 'Education'. The main heading is 'Sign In'. Below it, a red text says 'YOU MUST SIGN-IN TO REGISTER'. The instructions state: 'To sign in to your current account, enter your user name and password. Don't have an account? Create one quickly by specifying a user name (no spaces), a password, and your e-mail address. NOTE: If you are registering someone for a Youth Camp, please create the profile in the student's name and put a parent's name in the "Comments" field when you check out.' There is a section titled 'Sign In to Existing Account' with input fields for 'Username:' and 'Password:'. A green 'Sign In' button is below the fields. At the bottom left, there are links for 'Find My Username' and 'Reset My Password', with the latter being circled in red.

➤ 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 to you with a link and steps to reset your password.

Password Reset

If you are unable to log in or have forgotten your password, please follow the instructions below.

To reset your Password:

1. Enter the unique username associated with your student account.
2. Enter the email address associated with your student account.
3. Click on the 'Reset my Password' button.

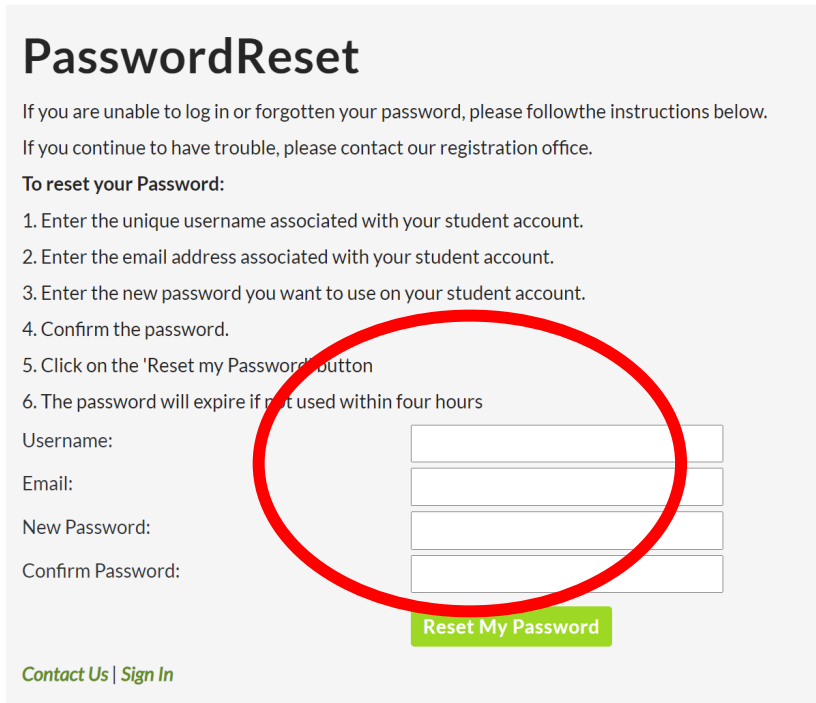
An email will be sent to you with a link and steps to reset your password. If you continue to have trouble, please email us at continuing.education@edmonds.edu.

The screenshot shows the 'Password Reset' page. It has input fields for 'Username:' and 'Email:'. Below the fields is a green 'Reset My Password' button, which is circled in red. At the bottom left, there are links for 'Find my Username', 'Return to Sign In', and 'Contact Us'.

Exit this screen and follow the steps in your email.

➤ Step 3

Once you click on the link in the “Password Reset” email, the following screen will appear. Enter your username, email, new password, repeat your new password, and click “[Reset My Password](#)”.



PasswordReset

If you are unable to log in or forgotten your password, please follow the instructions below.
If you continue to have trouble, please contact our registration office.

To reset your Password:

1. Enter the unique username associated with your student account.
2. Enter the email address associated with your student account.
3. Enter the new password you want to use on your student account.
4. Confirm the password.
5. Click on the 'Reset my Password' button
6. The password will expire if not used within four hours

Username:

Email:

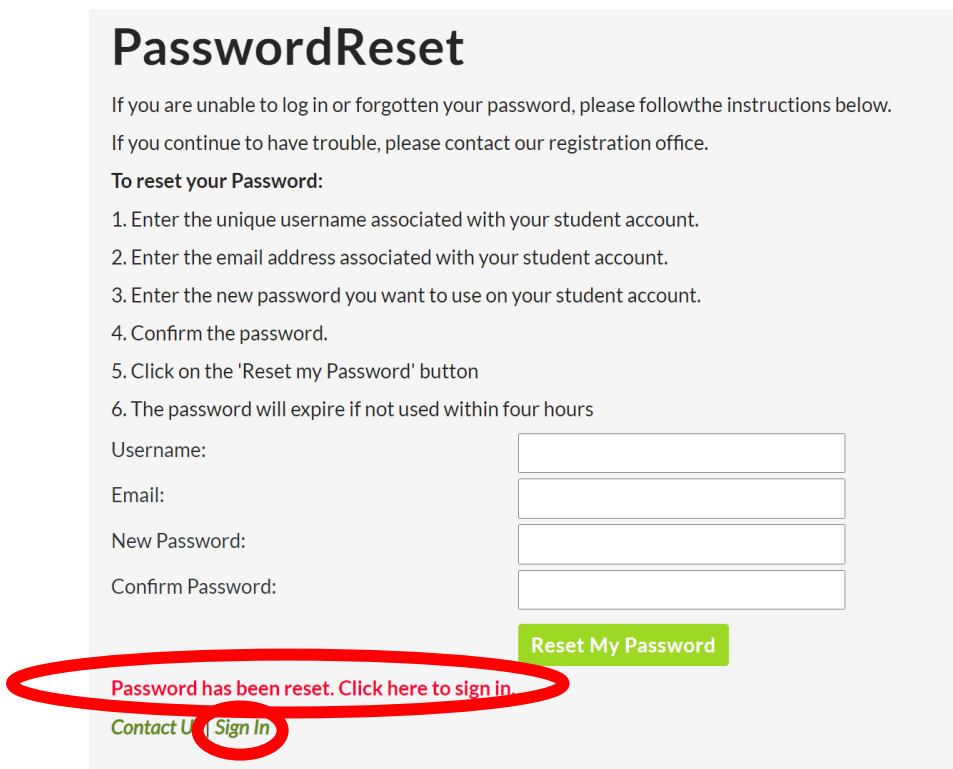
New Password:

Confirm Password:

[Reset My Password](#)

[Contact Us](#) | [Sign In](#)

Once you click on “[Reset My Password](#)”, similar screen will appear but it will contain a message at the bottom of the screen confirming that your password has been reset.



PasswordReset

If you are unable to log in or forgotten your password, please follow the instructions below.
If you continue to have trouble, please contact our registration office.

To reset your Password:

1. Enter the unique username associated with your student account.
2. Enter the email address associated with your student account.
3. Enter the new password you want to use on your student account.
4. Confirm the password.
5. Click on the 'Reset my Password' button
6. The password will expire if not used within four hours

Username:

Email:

New Password:

Confirm Password:

[Reset My Password](#)

[Password has been reset. Click here to sign in.](#)

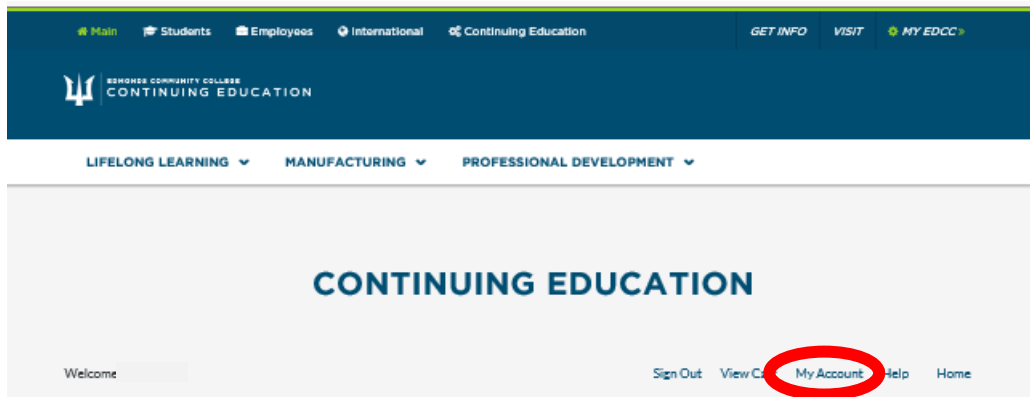
[Contact Us](#) | [Sign In](#)

**** NOTE:** The new password will expire if not used within a few hours. Please make sure to log in to your account with the new password right away by clicking “[Click here to sign in](#)” or “[Sign In](#)” at the bottom of the screen.

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**.

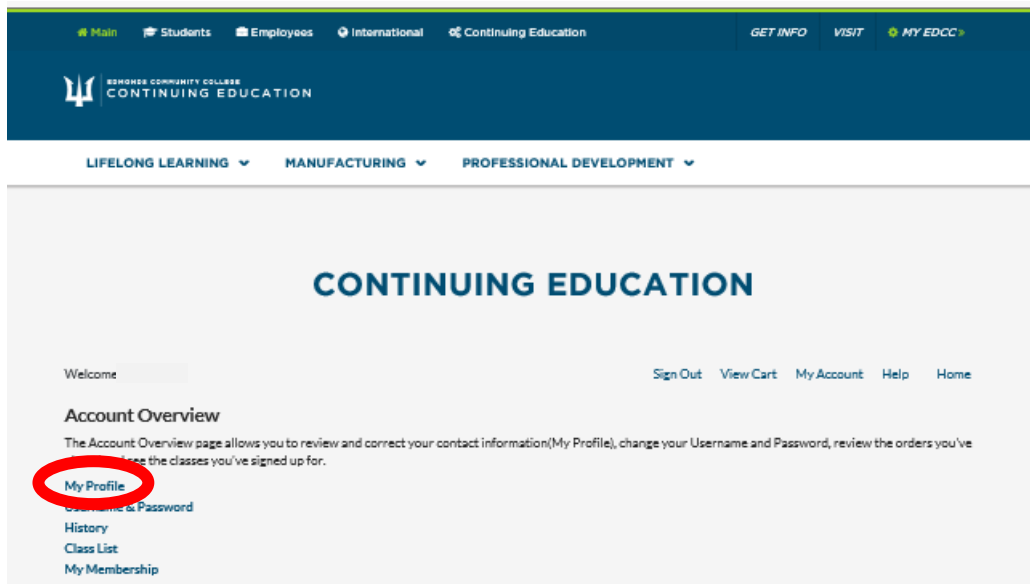
For this section, begin by clicking “**My Account**” after signing in.



UPDATE YOUR PROFILE

➤ Step 1

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



➤ Step 2

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

The screenshot shows the 'My Profile' page in the Continuing Education portal. The page has a dark blue header with navigation links: Main, Students, Employees, International, Continuing Education, GET INFO, VISIT, and MY EDCC. Below the header is a white navigation bar with links for LIFELONG LEARNING, MANUFACTURING, and PROFESSIONAL DEVELOPMENT. The main content area is titled 'CONTINUING EDUCATION' and features a 'Welcome' message and a 'My Profile' section. The 'My Profile' section includes a 'Required fields are indicated by an asterisk (*)' note and a form with the following fields: Student ID, Title (dropdown menu), First name, Initial, Last name, Company, Employee ID, Address 1, Address 2, City, State (dropdown menu), Zip Code, Day phone, Eve phone, Date Of Birth (MM/DD/YYYY), and E-mail. A 'Save Changes' button is located at the bottom right of the form and is circled in red. Below the form is a checkbox for receiving marketing emails.

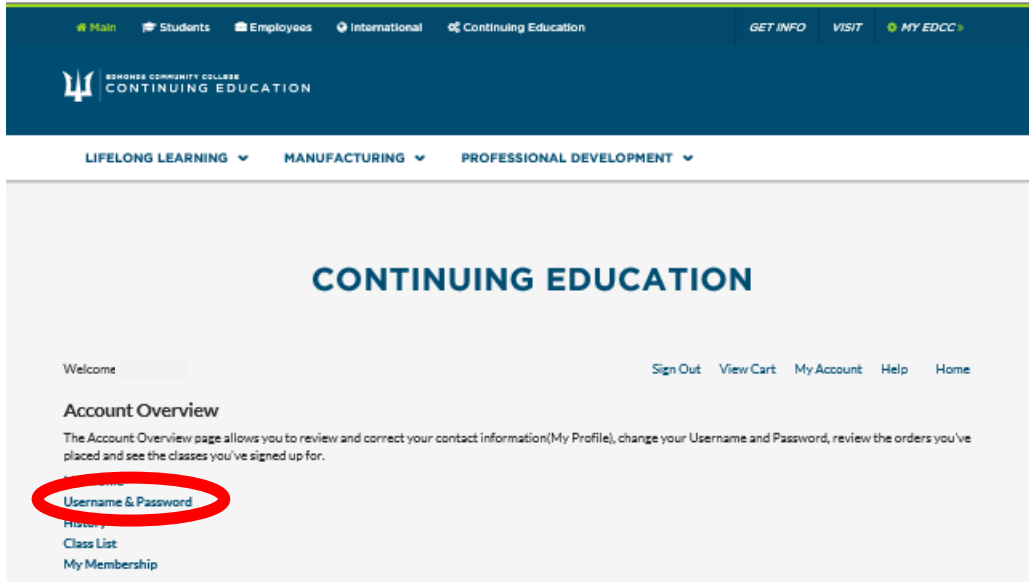
When you are finished updating your information, click “**Save Changes**”.

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.

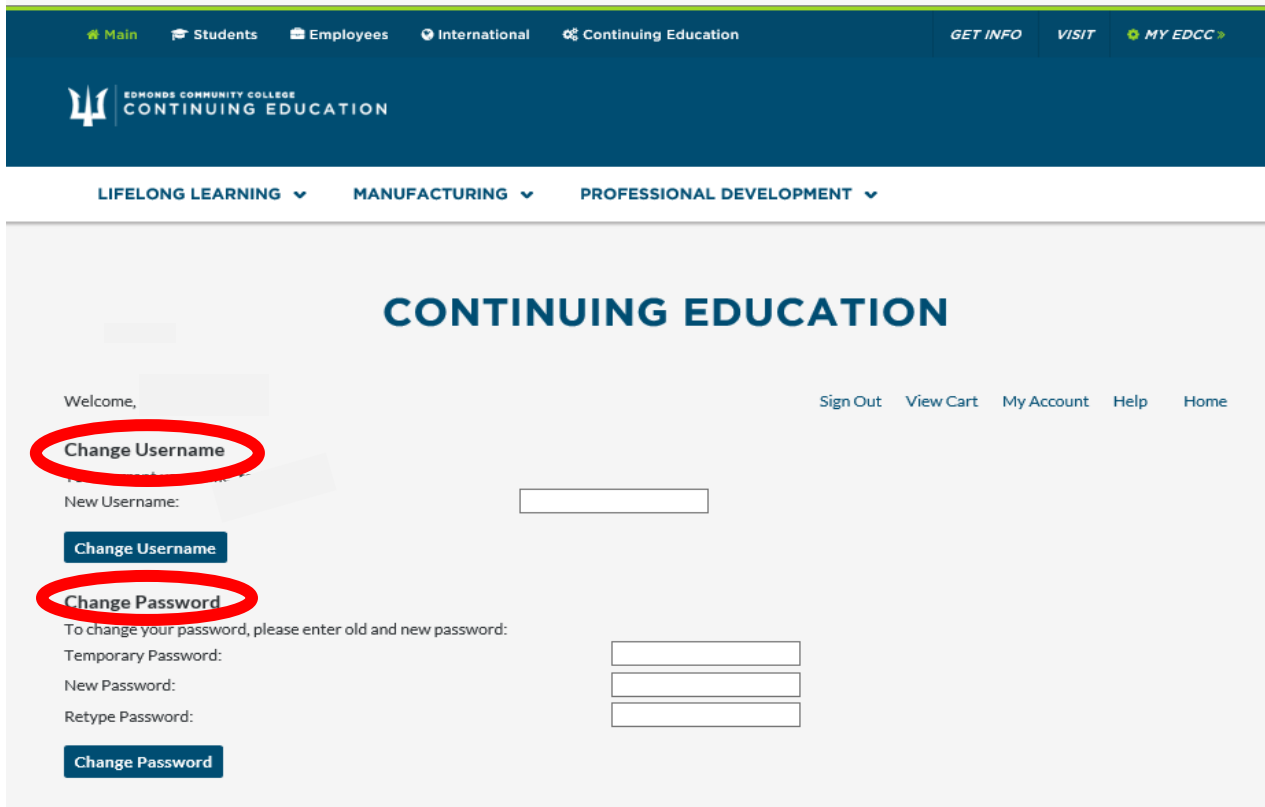
UPDATE YOUR USERNAME OR PASSWORD

➤ 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

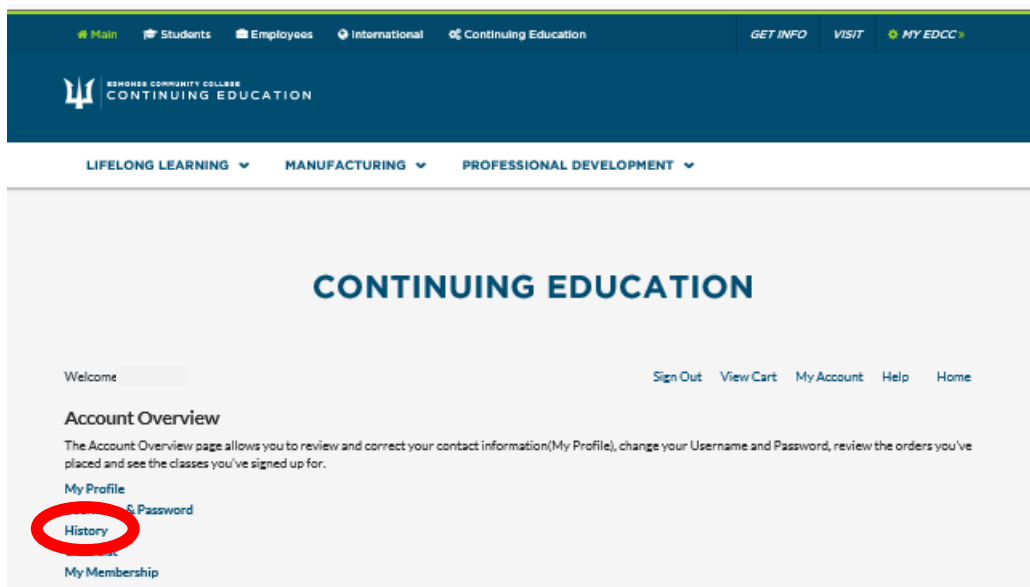
First update your Username by clicking “[Change Username](#)”. After you get the confirmation message, you can update the Password.

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.

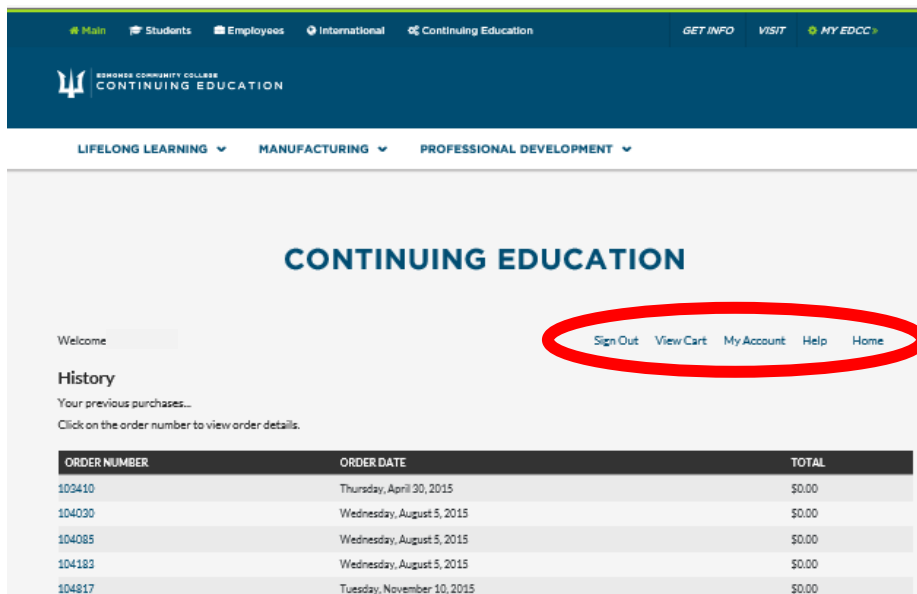
VIEW YOUR REGISTRATION HISTORY

➤ Step 1

To view your registration history, click on “[History](#)”.



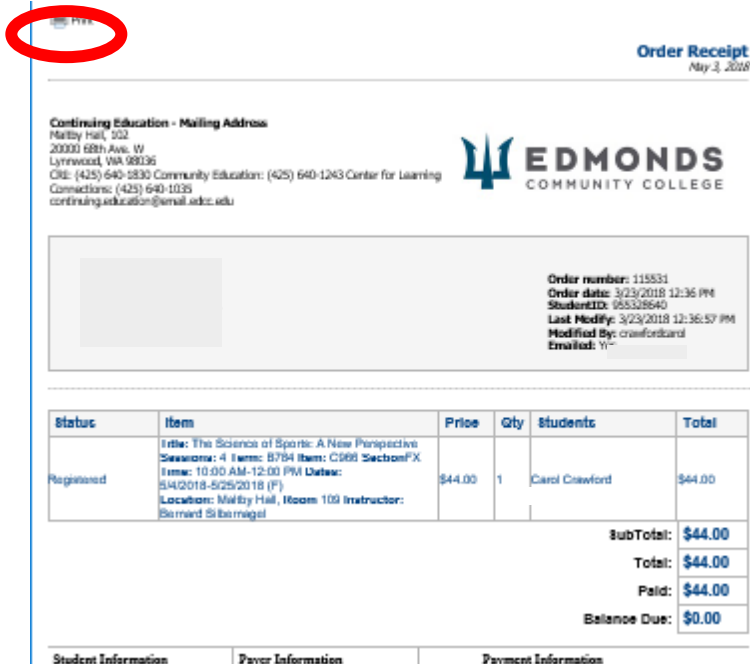
The following screen will appear. This history is a list ordered by date of all the transactions that apply to your account in the system.



➤ 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.



Order Receipt
May 3, 2018

Continuing Education - Mailing Address
Malby Hall, 503
20000 68th Ave. W
Lynnwood, WA 98036
C/E: (425) 640-9830 Community Education: (425) 640-1243 Center for Learning
Connections: (425) 640-1036
continuing.education@email.edcc.edu

EDMONDS
COMMUNITY COLLEGE

Order number: 115531
Order date: 3/23/2018 12:36 PM
StudentID: 055328640
Last Modify: 3/23/2018 12:36:57 PM
Modified By: cranfordkari
Emailed: Y

Status	Item	Price	Qty	Students	Total
Registered	Title: The Science of Sports: A New Perspective Season: 4 Term: S754 Item: C988 SectionPK Term: 10:00 AM-12:00 PM Dates: 5/4/2018-5/25/2018 (F) Location: Malby Hall, Room 109 Instructor: Bernard Silbermeigel	\$44.00	1	Carol Crawford	\$44.00
SubTotal:					\$44.00
Total:					\$44.00
Paid:					\$44.00
Balance Due:					\$0.00

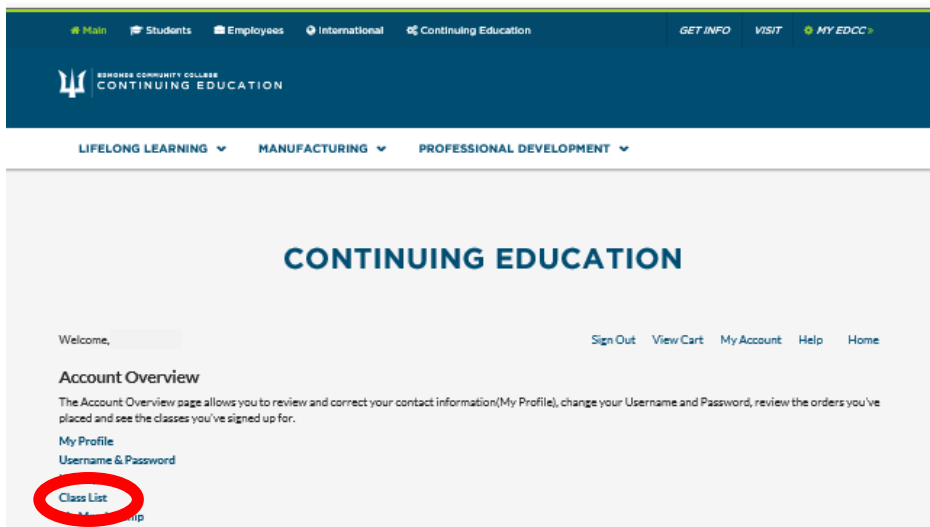
Student Information | Payer Information | Payment Information

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".



Main | Students | Employees | International | Continuing Education | GET INFO | VISIT | MY EDCC

EDMONDS COMMUNITY COLLEGE
CONTINUING EDUCATION

LIFELONG LEARNING | MANUFACTURING | PROFESSIONAL DEVELOPMENT

CONTINUING EDUCATION

Welcome, Sign Out | View Cart | My Account | Help | Home

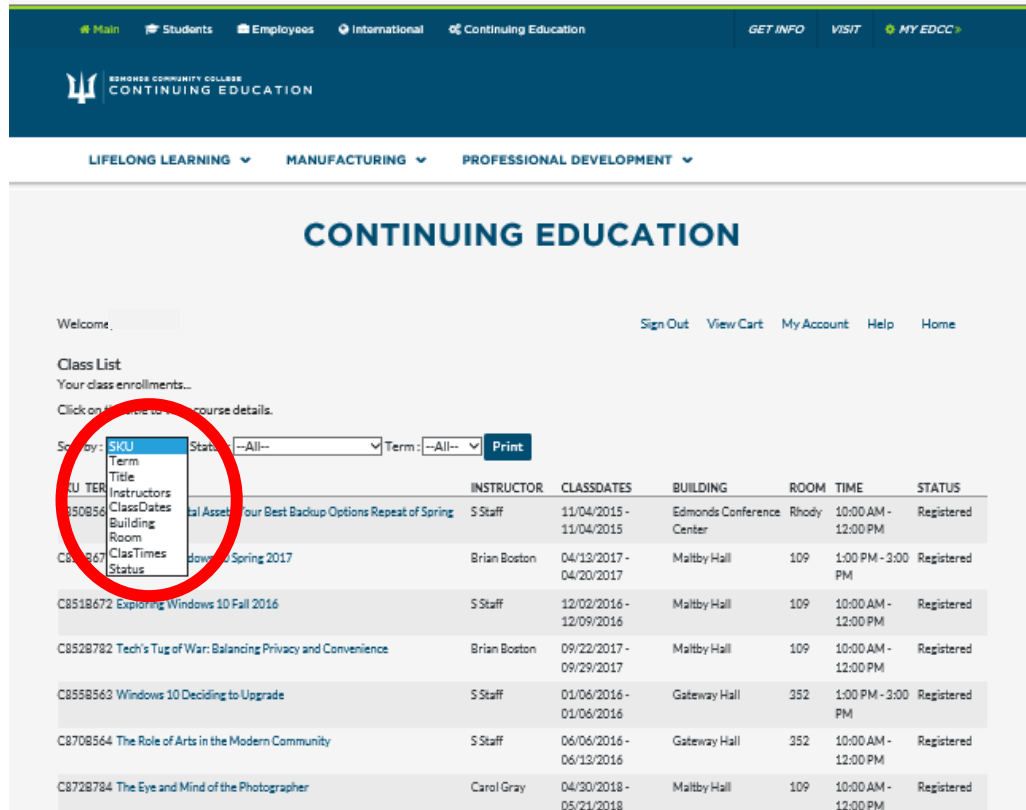
Account Overview

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 and see the classes you've signed up for.

My Profile
Username & Password
Class List
My Account

➤ 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.



Edmonds Community College
CONTINUING EDUCATION

LIFELONG LEARNING ▾ MANUFACTURING ▾ PROFESSIONAL DEVELOPMENT ▾

CONTINUING EDUCATION

Welcome, [Name] [Sign Out](#) [View Cart](#) [My Account](#) [Help](#) [Home](#)

Class List
Your class enrollments...
Click on the link to view course details.

Sort by: **SKU** Status: --All-- Term: --All-- [Print](#)

SKU	TER	Title	Instructors	CLASSDATES	BUILDING	ROOM	TIME	STATUS
C850856		Mal Asset Your Best Backup Options Repeat of Spring	S Staff	11/04/2015 - 11/04/2015	Edmonds Conference Center	Rhody	10:00 AM - 12:00 PM	Registered
C870267		Download Spring 2017	Brian Boston	04/13/2017 - 04/20/2017	Maltby Hall	109	1:00 PM - 3:00 PM	Registered
C8518672		Exploring Windows 10 Fall 2016	S Staff	12/02/2016 - 12/09/2016	Maltby Hall	109	10:00 AM - 12:00 PM	Registered
C8528782		Tech's Tug of War: Balancing Privacy and Convenience	Brian Boston	09/22/2017 - 09/29/2017	Maltby Hall	109	10:00 AM - 12:00 PM	Registered
C8558563		Windows 10 Deciding to Upgrade	S Staff	01/06/2016 - 01/06/2016	Gateway Hall	352	1:00 PM - 3:00 PM	Registered
C8708564		The Role of Arts in the Modern Community	S Staff	06/06/2016 - 06/13/2016	Gateway Hall	352	10:00 AM - 12:00 PM	Registered
C8728784		The Eye and Mind of the Photographer	Carol Gray	04/30/2018 - 05/21/2018	Maltby Hall	109	10:00 AM - 12:00 PM	Registered

**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 college's mainframe computer at the moment. Your name will be on the roster for the class and you just need to show up for the class.

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