

# INSTRUCTIONS

## FOR REGISTERING AND PAYING ONLINE

*(Print out this page for use while in WebAdvisor)*

- 1) Click on the WebAdvisor link.
- 2) Click on the yellow box, titled Go to WebAdvisor.
- 3) Click on the yellow box to the right, titled CONTINUING EDUCATION.  
**(DO NOT go to Student or Prospective Student or try to login even if you are currently taking courses or have taken courses here in the past.)**
- 4) Under REGISTRATION, click on Register and Pay for Continuing Education Classes.
- 5) You can type in the name of the course or the course code if you know this information and then scroll to the bottom and click on SUBMIT. If you do not know the exact name of the course or the course code, just scroll to the bottom and click on SUBMIT.
- 6) Select your course by clicking on the box to the left of the course title. Scroll down and click on SUBMIT.  
**(Not all Continuing Education classes are available for online registration and payment. If you do not find the course you are looking for on this list, you will need to use another method of registration – mail-in, walk-in, etc.**
- 7) Once you have selected your course and hit submit a Personal Identification form will come up. Type in all required information indicated by a red asterisk. At the bottom, there is another box you need to check called YOU MUST CERTIFY IN ORDER TO PROCEED. Click on that box, and then click on SUBMIT.
- 8) There will be a few more questions you have to answer, and then you can put in your credit/debit card information. Once you complete the payment procedures, you will receive a confirmation email which also represents your receipt and registration information for the class. This email will include the title of the course, your student ID number and the amount you paid for the course (You should print out and keep the email for your records).

### HAVING TROUBLE?

**If your registration and payment will not go through, please make sure you are reading and answering the questions very carefully. Here are some examples of things that may stop your registration and payment from going through:**

- 1) **You did not enter all the required information. The information still required will be listed in red at the top of the page.**
- 2) **You type in an address that is different from what we have for you in our system.**
- 3) **You type in the LAST four digits of your social security number instead of the FIRST four.**
- 4) **Your name or other biographical information is very similar to someone else's in the system. You may get an error message stating you could not be uniquely identified.**
- 5) **If your payment does not go through, you might be entering your credit card number or expiration date incorrectly, or you may not have indicated the correct type of card – VISA, MasterCard, etc.**

If you are still having problems, please call the phone number indicated for the class you are interested in taking.

[Click here to go to WebAdvisor - !\[\]\(e3f8612927870f2e0f9f5989e6dd3064\_img.jpg\)](#)