

## Continuing Education Online Registration Helpful Hints

<http://higherreach.jalc.edu/modules/shop/index.html>

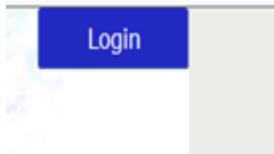
1. What web browser are you using? Please use Google Chrome or Internet Explorer version 8 or newer

To prevent issues when registering please use Google Chrome or the latest version of Internet Explorer Web browser. \_



2. Are you a new user on this website? If so you need to create a new Login

On the left side of the screen click the blue Login button.



➔ Next Click create New Customer Account

**Create a new Customer Account**

[Click here](#) to create a new account.

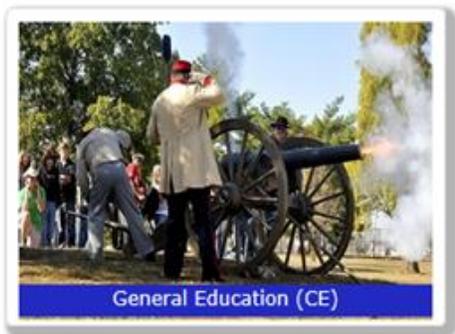
From there please answer ALL of the questions that when creating a new account. Once you have created a Login and Password you will be prompted to login.

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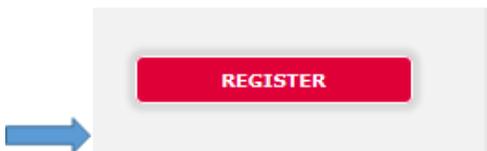
### 3. Register for your class(s)

Once logged in you can start registering for your favorite classes. Simply click on the different catalogs to find your course.



Once you have clicked on the catalog for a class you want then click on the COURSE NUMBER and then the SECTION NUMBERS to decide which date, time, or instructor you are looking for.

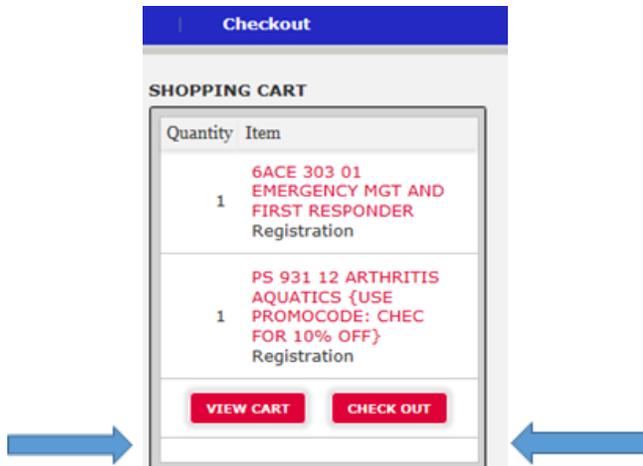
Next click



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You can then continue to checkout or view the classes you have added to register for.



### 4. Finish and Pay

Once you have clicked Check Out then continue answering ALL of the customer information click next. Here you can apply a PROMO CODE if applicable for the course you are registering for.

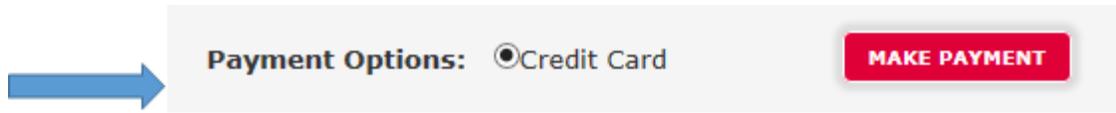
Promo Code:

Type in the Code and click Apply

Next Select make payment

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If paying with a credit card please select and click make payment. You will then be taken to the external Payment Gateway. If paying with an E-check then indicate at the top of the payment Gateway.

Upon successful registration you will receive a confirmation email, a copy of your invoice, and a copy of your payment receipt.

Click Here to Start Registration



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