

Online Registration Directions

1. Go to www.isd623.org (adult or youth)
2. Click on [Community Ed Online Registration](#)
(Adult Enrichment, Class listings, & Youth Enrichment links are also links to online registration)
3. Click on either the Program Title (Adult Enrichment) or the picture to view courses
4. Click on the subject area for corresponding courses
To view info about a particular class, click on the class name
5. Select the class by checking the box on the right, **Add to Cart**
6. Click on the **Add to Cart** button at the bottom of the page
7. If you want to choose more than one class, click on **Back to Catalog**
8. If you're done selecting your classes, click **Check Out**

If you have **NOT** registered for our classes online before:

1. Fill out the form, in its entirety, & click on save and continue.
(Be sure to select your customer type if you are 60+ years of age.)
2. Proceed to fill out the 2nd page/form
3. Click on **Save and Continue**
4. Fill in any information that is blank and click on **Submit Payment**.
5. You will receive an email confirmation of your class within 24 hours.

If you have registered online before:

1. Click on the word, [HERE](#) at the top of the form
2. Enter the username & password you had chosen & click **Login**
3. Click on [View Shopping Cart](#) in the upper right corner
4. Click on "Check Out"
 - **If the person assigned to the class(es) is correct:**
 1. Select the appropriate credit card from the ones listed on file, or enter new credit card information.
 2. Click on Submit Payment
 - **If a person is not assigned to the classes you chose:**
 1. Click on the words, [Assign a Person](#)
 2. Select the name of the person you want to register for the particular class from the list.
 - If the person's name for the particular class does not show:
 - i. Click [Add New Student/Participant](#)
 - ii. Fill out the form
 - iii. Click **Save & Continue**
 - **If a person is indicated for the class, but is incorrect, click on [Edit Person](#)**
 2. Select the name of the person you want to register for the particular class from the list.
 - If the person's name for the particular class does not show:
 - i. Click [Add New Student/Participant](#)
 - ii. Fill out the form
 - iii. Click **Save & Continue**

9. Select the appropriate credit card from the ones listed on file, or enter new credit card information.

10. Click **Submit Payment**

You will receive a confirmation email within 24 hours to the email address we have on file for you.