STEP ONE: Log in or if new, create profile

If you are new to our site, you need to create a student profile.* Creating a profile provides you with a password-protected account. You need an email address to complete the student profile – one that is **not used** by another student, such as a family member. Having an account allows you to register online and track your courses. **The Fee-based student system is separate from the Tuition-free class system.*

Click on "Login/Create Account" on the dark gray bar **or** click the teal button "New? Create Profile" on the home page. Follow the prompts. When finished, you will receive a copy of your profile via email.



After you sign in, you will be taken to an information page that provides a link to our refund policy, as well as a link to your dashboard – the place to edit your new profile, check current registrations, transaction history, waitlisting, and more.

STEP TWO: Locate the classes that interest you

- To browse courses, click a subcategory on the site's left-side navigation bar under "Fee-Based Life Enhancement" or click "All Classes" for more options and information. -**OR**-
- Click "Search" on the site's left-side navigation bar and enter information into one (or two) of the requested fields.

 If you already have a specific class ID number, you can input it in the "search for a class" window and go directly to the class.



STEP THREE: Begin the registration process - add classes to your "cart" and "checkout"

To select the class for registration, click "Add to Cart"

	Sacred Sites - History, Science, and Myths From prehistoric megalithic structures to Gothic cathedrals, sacred sites were designed according to codes of an ancier sacred knowledge. Explore cod <u>View More</u>	ID:22004
	202731LE Section Number: 01 Materials Cost: \$0.00 Class Cost: Instructor : <u>Svetlana Meritt</u> Instructional Method: Lecture Weekly - Fri 1:15 PM - 2:45 PM (11/16/2018-12/7/2018) Location : Santa Barbara, <u>Schott Campus</u> Room : 03	\$29.00
	Please read: No class Nov. 23, due to a holiday. Add to Cart	2
	View	Details »

• If a class is full, but has a waiting list, the button will say "Add to Waiting List." To add your name to the waiting list, click that button.

• When you finish "shopping" for classes, you can "View Cart" or click the "Checkout" button.



 Remember to agree to the refund policy by checking the box on the checkout page, and follow the directions to complete your registration.

Shopping Cart

YOUR SHOPPING CART APPEARS BELOW. PLEASE REVIEW ALL DETAILS VERY CAREFULLY. REMEMBER TO READ THE REFUND POLICY, AND THEN AGREE TO IT BY CLICKING IN THE "AGREE TO REFUND POLICY" BOX.



• The "Checkout" button takes you to the page to enter your credit card information. After successful processing, you will receive a confirmation and transaction receipt by email.