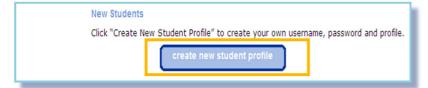# QRA: Student Profile

How to Create a Student Profile?

In order to register for classes, series, or events you must create your own student profile. A profile also allows you to view your transactions, current or past registrations, transcripts, and add your name to a class waiting list.
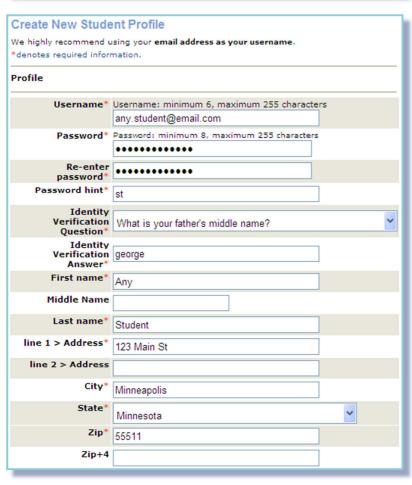
New Students

Click "Create New Student Profile" to create your own username, password and profile.

create new student profile

Create New Student Profile
From **Sign In** page

- *click* create new student profile

Profile Creation

Choose what kind of profile you want to create

For single, individual learners, please create a Student profile. Household profile creation is encouraged for families with youth registration needs.

- Create a Student Profile (single user)
- Create a Member Profile

Create Profile

Profile Creation

- *select* Create a Student Profile (single user)

- *click* Create Profile

Create New Student Profile

We highly recommend using your **email address as your username**.
*denotes required information.

Profile

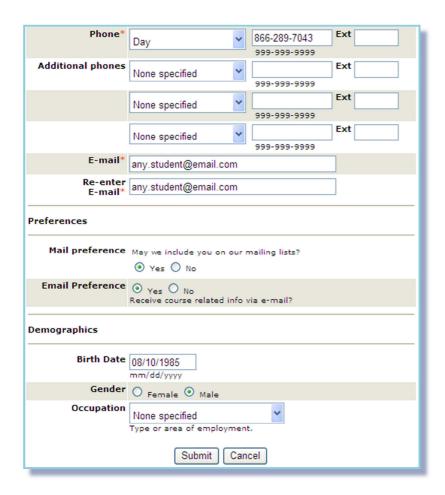|	
Username*	Username: minimum 6, maximum 255 characters
	any.student@email.com
Password*	Password: minimum 8, maximum 255 characters
	••••••••••••••
Re-enter password*	••••••••••••••
Password hint*	st
Identity Verification Question*	What is your father's middle name?
Identity Verification Answer*	george
First name*	Any
Middle Name	
Last name*	Student
line 1 > Address*	123 Main St
line 2 > Address	
City*	Minneapolis
State*	Minnesota
Zip*	55511
Zip+4	

Add Student Profile
* denotes required information

- *enter* your email address as your Username

- *enter* all required information; name, address, city, state, zip

- profile data continues on page 2

Add Student Profile - continue

- *enter* all required information; phone, email

- When you have completed your student profile, *click* Submit.

Secure your username & password in a safe place for access at a later date.

After submitting this page, you are returned to the courses page to begin your registration.

Courses Page

- From the Courses page, locate preferred Category / Subcategory

- *click* preferred subcategory link

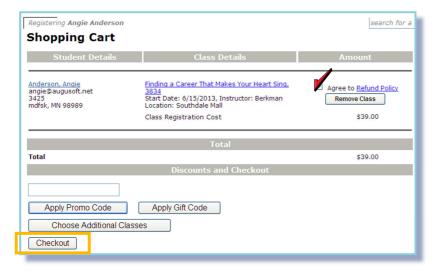After clicking your preferred subcategory, you land on the class listing page.

Class Listing Page

- *locate* preferred class

- *click* ADD TO CART button

When class or classes added to shopping cart; **options** available…

- Choose Additional Classes
- Edit Cart
- Checkout

From **Shopping Cart** page…

- *click* <u>Refund Policy</u> link
- *read* refund policy
- *click* checkbox(s)
- *enter* corresponding *"codes"* if applicable
- lastly, *click* Checkout

Checkout continues with Credit Card payment screen; enter pertinent data and process.