

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

Phone*	Day	866-289-7043	Ext	
Additional phones		None specified		
		None specified		
		None specified		
E-mail*	any.student@email.com			
Re-enter E-mail*	any.student@email.com			
Preferences				
Mail preference May we include you on our mailing lists?				
<input checked="" type="radio"/> Yes <input type="radio"/> No				
Email Preference <input checked="" type="radio"/> Yes <input type="radio"/> No				
Receive course related info via e-mail?				
Demographics				
Birth Date	08/10/1985			
	mm/dd/yyyy			
Gender	<input type="radio"/> Female <input checked="" type="radio"/> Male			
Occupation	None specified			
	Type or area of employment.			
		Submit	Cancel	

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				
browse courses	Browse our courses page... to find just the right class!			
courses	You may want to view our current Course Series and Certificates			
sign out				
FAQ	Arts & Play	Business and Development	Health & Human Services	Personal Growth
teaching	Crafts	Business	Health Science	Growth
search	Culinary	Careers	Growth	Fire School Programs
current registrations	Fitness	Computer	Introspection	Manufacturing
my transcript	Home & Garden	Finance	Mind-Body	
my transactions	Special Interest	Information Technology		
household profile				
my waiting list				

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.

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Classes: Business and Development: Careers

Make yourself marketable. Maximize your talent. Design a new job, fix your old one. Explore options for work that you never knew existed.

Please click on the course title to see the full course description.

If you have questions, please provide us with the course title and number when [e-mailing](#) or calling.

Sort by:

[Finding a Career That Makes Your Heart Sing](#) Class ID: 3834 1 session Tuition: \$39.00
Saturday, 4:00 pm - 6:00 pm; 1 session starting June 15, 2013, ending June 15, 2013
Location: [Southdale Mall](#) Instructor: [Berkman](#)

[Finding a Career That Makes Your Heart Sing](#) Class ID: 3835 1 session Tuition: \$39.00
Saturday, 4:00 pm - 6:00 pm; 1 session starting July 13, 2013, ending July 13, 2013
Location: [Southdale Mall](#) Instructor: [Berkman](#)

Class Listing Page

- *locate* preferred class
- *click* ADD TO CART button

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Shopping Cart

[Finding a Career That Makes Your Heart Sing](#) \$39.00
Subtotal = \$39.00

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

- Choose Additional Classes
- Edit Cart
- Checkout

Registering [Angie Anderson](#)

Shopping Cart

Student Details	Class Details	Amount
Anderson, Angie angie@augusoft.net 3425 mdfsk, MN 98989	Finding a Career That Makes Your Heart Sing, 3834 Start Date: 6/15/2013, Instructor: Berkman Location: Southdale Mall Class Registration Cost	<input checked="" type="checkbox"/> Agree to Refund Policy <input type="button" value="Remove Class"/> \$39.00
Total		\$39.00
Discounts and Checkout		
<input type="text"/>		
<input type="button" value="Apply Promo Code"/>		<input type="button" value="Apply Gift Code"/>
<input type="button" value="Choose Additional Classes"/>		
<input type="button" value="Checkout"/>		

From **Shopping Cart** page...

- *click* [Refund Policy](#) 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.

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