

## Online User Guide

The following guide provides step-by-step instructions for how to create an account, recover your account information, and register for classes using our online registration system.

- |                  |  |   |               |
|------------------|--|---|---------------|
| <b>Section 1</b> |  | <b>Create an account online</b><br>Start here if you have never taken any CRI classes, or haven't taken a class since Fall 2015   | <b>pg. 2</b>  |
| <b>Section 2</b> |  | <b>Register for classes</b><br>Start here if you have taken any CRI classes since Fall 2015 and remember your username and password   | <b>pg. 5</b>  |
| <b>Section 3</b> |  | <b>Recover account information</b><br>Start here if you have taken CRI classes since Fall 2015 but do not remember your username or password  | <b>pg. 13</b> |
| <b>Section 4</b> |  | <b>Other helpful functions</b><br>If you're familiar with the online system, you can find helpful functions such as updating your user profile or checking what classes you are registered for. | <b>pg. 18</b> |

## Section 1 Create an account online

- **All CRI students must create an account to register for classes.** If you haven't previously signed up for any CRI classes, or haven't taken any classes since Fall 2015, please follow the instructions below to create your user profile.
- The username and password you create will be used to sign in and access your account to register for classes, check your enrollment status, or update your profile. **It is recommended you write down your username and password and keep it in a safe place.**
- If you forget your profile information, see Section 4 to recover your username and password. **Please do not create a new account if you have taken a class since Fall 2015 – there will be an existing online account either created by you or by the CRI office.**

### Step 1

Click **“Register Online”** on the menu to the right or scroll down and click the green button.

The screenshot shows the Creative Retirement Institute website. At the top, there is a navigation bar with links for Main, Students, Employees, International, Continuing Education, GET INFO, VISIT, and MY EDCC. Below this is a secondary navigation bar with categories like LIFELONG LEARNING, MANUFACTURING, and PROFESSIONAL DEVELOPMENT. The main heading is 'CREATIVE RETIREMENT INSTITUTE'. Below the heading, there is a breadcrumb trail: Home > Lifelong Learning > Creative Retirement Institute (CRI). The main content area features a large image of people at an event, with a smaller inset image of a brochure titled 'Creative Retirement Institute (CRI)'. To the right of the main image is a vertical menu with the following items: About Us, Contact Us, Directions and Parking, FAQs, How to Register, **Register Online** (circled in red), Support Us, and Teach for Us. Below the menu, there is contact information for the CRI Office, including the address (Maltby Building, Room 102, 7020 196th St. SW, Lynnwood, WA 98036) and office hours (Tuesday-Friday, 10 a.m. to 2 p.m.). At the bottom left of the page, there is a prominent green button with the text 'REGISTER ONLINE' circled in red.

Enter a Username and Password of your choosing. Your Username and Password must each be 6-40 characters in length with no spaces. Re-enter your password. Enter and re-enter your email address. Click **“Create Account”**. Any errors will be highlighted – you must correct any errors before continuing.

**CONTINUING EDUCATION**

Sign In View Cart Help Home

**Sign In**  
**YOU MUST SIGN-IN TO REGISTER**

To sign in to your current account, enter your user name and password.  
Don't have an account? Create one quickly by specifying a user name (no spaces), a password, and your e-mail address.

Privacy policy  
Return to Continuing Education

**Sign in to existing account**  
Username:   
Password:   
Find my Username   
Reset my Password

**Create new account**  
Username:   
Password:   
Retype Password:   
Email:   
Retype Email:

## Step 2

Fill in your name, address, phone number and date of birth on the following screen. All fields with a red asterisk (\*) are required; fields without an asterisk are optional. When finished, click **“Submit”**.

[Main](#) [Students](#) [Employees](#) [International](#) [Continuing Education](#) [GET INFO](#) [VISIT](#) [MY EDCC](#)

EDMONDS COMMUNITY COLLEGE  
CONTINUING EDUCATION

LIFELONG LEARNING MANUFACTURING PROFESSIONAL DEVELOPMENT

## CONTINUING EDUCATION

[Sign In](#) [View Cart](#) [Help](#) [Home](#)

Create New Account: My Information  
Enter your contact information and then click Submit button.

MY CONTACT INFORMATION  
Required fields are indicated by an asterisk(\*)

Title:

\* First name:

Initial:

\* Last name:

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip Code:

\* Day phone:  -  Ext.

Even phone:  -  Ext.

\* Date Of Birth:  (MM/DD/YYYY)

Once in a while the school offers special promotions for previous students through emails. Check here if you do not want to receive any of these market emails.

Once you are signed in to your account, you are then able to register for classes, check your schedule, and modify your account information. You are signed in when the text under Continuing Education reads “**Sign Out**”.

[Main](#) [Students](#) [Employees](#) [International](#) [Continuing Education](#) [GET INFO](#) [VISIT](#) [MY EDCC](#)

EDMONDS COMMUNITY COLLEGE  
CONTINUING EDUCATION

LIFELONG LEARNING MANUFACTURING PROFESSIONAL DEVELOPMENT

## CONTINUING EDUCATION


Welcome

[Sign Out](#) [View Cart](#) [My Account](#) [Help](#) [Home](#)

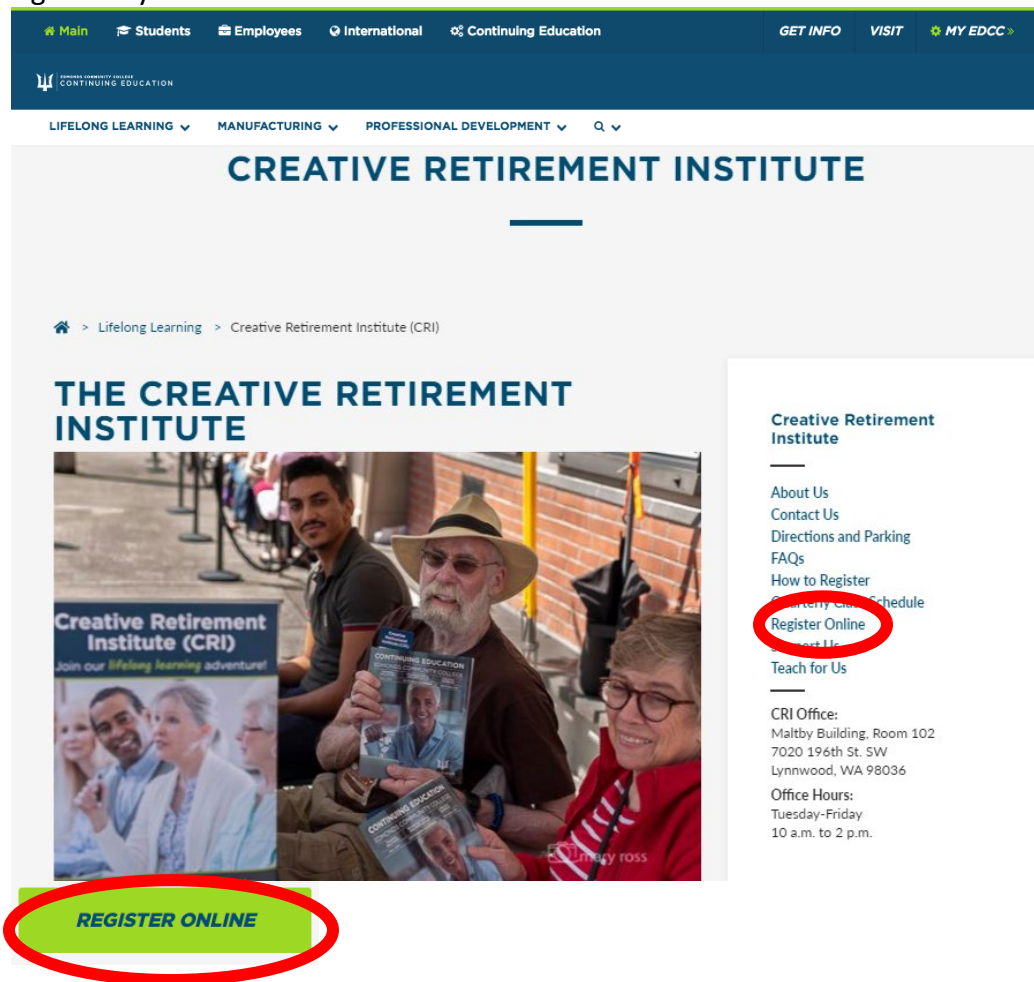
## Section 2 Register for Classes

- All CRI students must be logged in to their online account to register for classes. If you haven't previously signed up for any CRI classes, or haven't taken any classes since Fall 2015, please follow the instructions above to create your user profile.
- You will need to know your Username and Password to log in to your online account.
- If you forget your profile information, you can click "Find my Username" or "Reset my Password", or see Section 3 for step-by-step instructions to recover your profile information. **Please do not create a new account.**

### Step 1



Click "**Register Online**" on the menu to the right or scroll down and click the green button to sign in to your account.



The screenshot shows the Creative Retirement Institute website. At the top, there is a navigation bar with links for Main, Students, Employees, International, Continuing Education, GET INFO, VISIT, and MY EDCC. Below this is a secondary navigation bar with categories: LIFELONG LEARNING, MANUFACTURING, PROFESSIONAL DEVELOPMENT, and a search icon. The main heading is "CREATIVE RETIREMENT INSTITUTE". Below the heading, there is a breadcrumb trail: Home > Lifelong Learning > Creative Retirement Institute (CRI). The main content area features a large image of people at an event, with a smaller inset image of a brochure titled "Creative Retirement Institute (CRI) Join our lifelong learning adventure!". To the right of the main image is a sidebar menu with the following items: Creative Retirement Institute, About Us, Contact Us, Directions and Parking, FAQs, How to Register, **Register Online** (circled in red), Contact Us, and Teach for Us. Below the menu is contact information for the CRI Office: Maltby Building, Room 102, 7020 196th St. SW, Lynnwood, WA 98036. Office Hours: Tuesday-Friday, 10 a.m. to 2 p.m. At the bottom left of the page, there is a green button with the text "REGISTER ONLINE" circled in red.

Enter your Username and Password. Click “Sign In”.

[Main](#) [Students](#) [Employees](#) [International](#) [Continuing Education](#) [GET INFO](#) [VISIT](#) [MY EDCC](#)

EDMONDS COMMUNITY COLLEGE  
CONTINUING EDUCATION

LIFELONG LEARNING [▼](#) MANUFACTURING [▼](#) PROFESSIONAL DEVELOPMENT [▼](#)

## CONTINUING EDUCATION

[Sign In](#) [View Cart](#) [Help](#) [Home](#)

**Sign In**

**YOU MUST SIGN-IN TO REGISTER**

To sign in to your current account, enter your user name and password.

Don't have an account? Create one quickly by specifying a user name (no spaces), a password, and your e-mail address.

**Sign in to existing account**

Username:

Password:

[Find my Username](#) [Forgot my Password](#) [Sign In](#)

**Create new account**

Username:

Password:

Retype Password:

Email:

Retype Email:


[Create Account](#)

[Privacy policy](#)  
[Return to Continuing Education](#)

## Step 2

Once you are signed in to your account, the following “Home” screen appears. Select the quarter you wish to register for from the Creative Retirement Institute column on the left.

[Main](#)
[Students](#)
[Employees](#)
[International](#)
[Continuing Education](#)
[GET INFO](#)
[VISIT](#)
[MY EDCC >](#)



**EDMONDS COMMUNITY COLLEGE**  
**CONTINUING EDUCATION**

[LIFELONG LEARNING](#)
[MANUFACTURING](#)
[PROFESSIONAL DEVELOPMENT](#)

## CONTINUING EDUCATION


Welcome 
[Sign Out](#)
[View Cart](#)
[My Account](#)
[Help](#)
[Home](#)

**Continuing Education**  
Click on a category below for more information.




**CREATIVE RETIREMENT INSTITUTE**

Fall Quarter Registration begins August 9  
Winter Quarter Registration begins November 14  
Spring Quarter Registration begins February 14  
[How to Register](#)



**COMMUNITY EDUCATION**

Online Gallery: Drawing and Sketching  
**See Community Education in Action!**  
Career and Business  
Language and Culture  
Home, Health and Health  
Performing Arts  
Visual Arts  
Writing  
Special Topics  
CEUs and LOC  
View All  
Online Classes




**YOUTH SUMMER CAMPS**

FAQs  
**NEW!** Python Programmers: Make Your Own Multiplayer Game!  
**NEW!** Virtual Reality: The Future is Now!  
Minecraft® Designers!  
Minecraft® Modders!  
Minecraft® Animators!  
App Attack!  
Code Breakers  
Make Your First 3D Video Game  
Drawing Discovery!  
**NEW!** Great Games

### Step 3

Once you add the quarterly registration fee by clicking “**Add to Cart**” then you go back to the class list by clicking on “**Home**” and again selecting the quarter you are registering for from the list.

[Main](#)
[Students](#)
[Employees](#)
[International](#)
[Continuing Education](#)
[GET INFO](#)
[VISIT](#)
[MY EDCC >](#)


**EDMONDS COMMUNITY COLLEGE**  
**CONTINUING EDUCATION**

[LIFELONG LEARNING](#)
[MANUFACTURING](#)
[PROFESSIONAL DEVELOPMENT](#)

## CONTINUING EDUCATION

Welcome, Carol 
[Sign Out](#)
[View Cart](#)
[My Account](#)
[Help](#)
[Home](#)

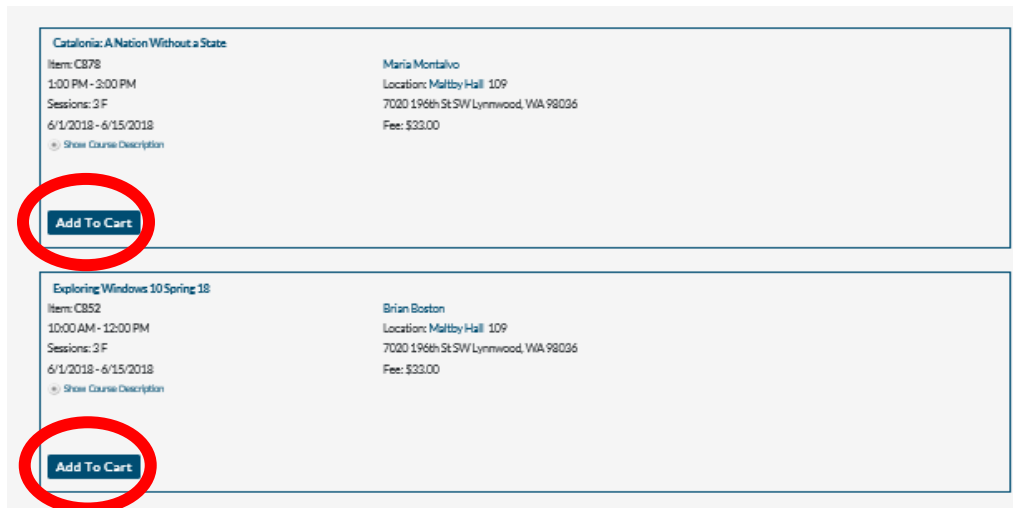
**Shopping Cart**  
Preview the items in your cart. When you're ready to purchase, click Check Out.

ITEM	PRICE	DETAILS
CRI Membership Spring 2018 Section BX 12:00 AM-12:00 AM, 4/2/2018 - 6/15/2018 0 Sessions Location:	\$20.00	<a href="#">Remove item</a>

[Edit student](#)
[Remove student](#)
[Add student](#)

Now, all classes that have not already started will appear with their own “**Add to Cart**” button.

If a class is already full, “Add to Waitlist” will appear instead of “Add to Cart”.



You may add as many classes as you want to your cart. When you click on “Add to Cart” or “Add to Wait List”, the system automatically takes you to your cart. You can return to the list of classes by using the back arrow or by clicking on “Home” and again selecting the quarter you are registering for from the list.

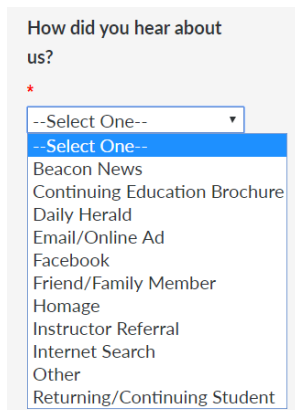
NOTE: If you only want the class that is already waitlisted, please call CRI office at 425-640-1830 to be added to the waitlist in order to avoid quarterly fee prematurely.

If you accidentally add the same class again, the system will not add the class a second time.

You will see a running total for your classes at the bottom of the Cart screen. Wait listed classes are not included in the total and you will not be charged for a wait-listed class.

#### Step 4

When you have added all the classes you want to your cart, you must select one item from the “How did you hear about us?” list at the bottom of the screen.



Then, click “Check Out”.



Navigation: Main, Students, Employees, International, Continuing Education, GET INFO, VISIT, MY EDCC

ESSEX COMMUNITY COLLEGE CONTINUING EDUCATION

LIFELONG LEARNING, MANUFACTURING, PROFESSIONAL DEVELOPMENT

## CONTINUING EDUCATION

Welcome [User Name] [Sign Out](#) [View Cart](#) [My Account](#) [Help](#) [Home](#)

### Shopping Cart

Preview the items in your cart. When you're ready to purchase, click Check Out.

ITEM	PRICE	DETAILS
<a href="#">Edit student</a> <a href="#">Remove student</a> <a href="#">Add student</a> CRI Membership Spring 2018 Section EX 12:00 AM-12:00 AM, 4/2/2018 - 6/15/2018 0 Sessions Location: Instructor: S Staff	\$20.00	<a href="#">Remove item</a>
Catalonia: A Nation Without a State Section EX 1:00 PM-3:00 PM, 6/1/2018 - 6/15/2018 3 Sessions Location: MAB Instructor: Maria Montalvo	\$33.00	<a href="#">Remove item</a>
Ovid's Metamorphoses Section EX 1:00 PM-3:00 PM, 5/17/2018 - 6/7/2018 4 Sessions Location: MAB Instructor: Sean Taylor	\$44.00	<a href="#">Remove item</a>
<b>TOTAL:</b>	<b>\$97.00</b>	

How did you hear about us?  
--Select One--

[Check Out](#)

Review your account information. If changes are needed, first click “**Edit Profile**” and make corrections, then click “**Save Changes**”. If your information is correct, click “**Next**”.

[Main](#) [Students](#) [Employees](#) [International](#) [Continuing Education](#) [GET INFO](#) [VISIT](#) [MY EDCC](#)

**ROCKWELL COMMUNITY COLLEGE**  
**CONTINUING EDUCATION**

[LIFELONG LEARNING](#) [MANUFACTURING](#) [PROFESSIONAL DEVELOPMENT](#)

## CONTINUING EDUCATION

Welcome [Sign Out](#) [View Cart](#) [My Account](#) [Help](#) [Home](#)

**Check Out: My Information**  
 Enter your contact information and other information, and then click Next.

**MY CONTACT INFORMATION**  
 Required fields are indicated by an asterisk (\*)

Title:

\* First name:

Initial:

\* Last name:

Company:

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip Code:

\* Day phone:  -  Ext.

Eve phone:  -  Ext.

\* Date Of Birth:  (MM/DD/YYYY)

Once in a while the school offers special promotions for previous students through emails. Check here if you do not want to receive any of these marketing communications.

## Step 5

Enter your credit card information including expiration date and click “**Next**”. **You must pay by credit card if registering online.** If you are not purchasing your classes by credit card, you may fill out a registration form and include a check or your credit card information on the form (no cash) and mail or turn it in to the CRI office.

\*\*Please recognize that people who use the online system to register will receive class confirmation immediately. The office will process registration paperwork as workload permits in the order the paperwork is received, but we cannot guarantee that the class will still be open by the time the paperwork is processed.

[Main](#) [Students](#) [Employees](#) [International](#) [Continuing Education](#) [GET INFO](#) [VISIT](#) [MY EDCC](#)

EDMONDS COMMUNITY COLLEGE  
 CONTINUING EDUCATION

[LIFELONG LEARNING](#) [MANUFACTURING](#) [PROFESSIONAL DEVELOPMENT](#)

## CONTINUING EDUCATION

Welcome [Sign Out](#) [View Cart](#) [My Account](#) [Help](#) [Home](#)

**Check Out: Payment Method**  
 Choose a method of payment and enter the appropriate information, and then click Next.

**PAYMENT METHOD**  
 Payment type:   
 Card number:   
 Expiration:

[Previous](#) [Next](#)

## Step 6

Once you have filled out your credit card information and clicked “Next”, you will see a screen which asks about your billing information. If the credit card you used matches the name, address and phone on your registration, you can simply check the box for “My contact and billing information are the same.” Otherwise, fill in the credit card details. Click on “Next”.

[Main](#) [Students](#) [Employees](#) [International](#) [Continuing Education](#) [GET INFO](#) [VISIT](#) [MY EDCC](#)

EDMONDS COMMUNITY COLLEGE  
 CONTINUING EDUCATION

[LIFELONG LEARNING](#) [MANUFACTURING](#) [PROFESSIONAL DEVELOPMENT](#)

## CONTINUING EDUCATION

Welcome [Sign Out](#) [View Cart](#) [My Account](#) [Help](#) [Home](#)

**Check Out: Billing Information**  
 Enter your billing information, and then click Next.

**BILLING INFORMATION**  
 My contact and billing information are the same

Name:  
 Title:   
 \* First name:   
 Initial:   
 \* Last name:   
 \* Address 1:   
 Address 2:   
 \* City:   
 \* State:   
 \* Zip Code:   
 \* Day phone:  -  Ext.   
 \* E-mail:

[Previous](#) [Next](#)

## Step 7

Review the classes you are registering for and your billing information. If everything is correct, click **“Purchase”** at the bottom of the screen.

Shopping Cart - Check Out

### Check Out : Purchase

Verify that your order, billing address, and payment information are correct, and then click Purchase to submit your order.

Item	Price	Details
<b>The Next Economic Crisis</b> Section EX 1:00 PM-3:00 PM, 10/6/2016 - 10/13/2016 2 Sessions Location: MAB Instructor: S.Staff	\$22.00	
<b>Norwegian Genius: Ibsen and Munch</b> Section CX 10:00 AM-12:00 PM, 11/9/2016 - 11/30/2016 4 Sessions Location: GWY Instructor: Katherine Hanson	\$44.00	
<b>TOTAL:</b>	<b>\$44.00</b>	

1: Registration  
2: My Information  
3: Payment Method  
4: Billing Information  
5: Purchase

Billing information [Change](#) | Payment information [Change](#)

Note to Registrar's Office:

[Previous](#) [Purchase](#)

## Step 8

The following screen will confirm the purchase you made. An email will be delivered to your email address by the system (community.education@email.edcc.edu) indicating the classes you have registered for, the charges, etc.

To print a receipt, click **“Print Receipt for Order”** in the upper right corner of the page.

A window will pop up. Click **“Print”** in the upper left corner.

**CONTINUING EDUCATION**

Welcome [Sign Out](#) [View Cart](#) [My Account](#) [Help](#) [Home](#)

### Confirmation

Your order has been submitted. You can access all order history and print receipts under My Account History.

[Print receipt for order](#)

[Print](#)

#### ORDER SUMMARY

ITEM	PRICE	DETAILS
Exploring Windows 10 Spring 18 Section EX 10:00 AM-12:00 PM, 6/1/2018 - 6/15/2018 3 Sessions Location: MAB Instructor: Brian Boston	\$22.00	
<b>TOTAL:</b>	<b>\$22.00</b>	

**BILLING INFORMATION**  
Testing Testing  
123 45th Rd  
Nowhere, WA 98999

**PAYMENT INFORMATION**  
Testing Testing  
Card #: XXXXX XXXX XXXX 1445  
Expires: 2/2019  
Notes:

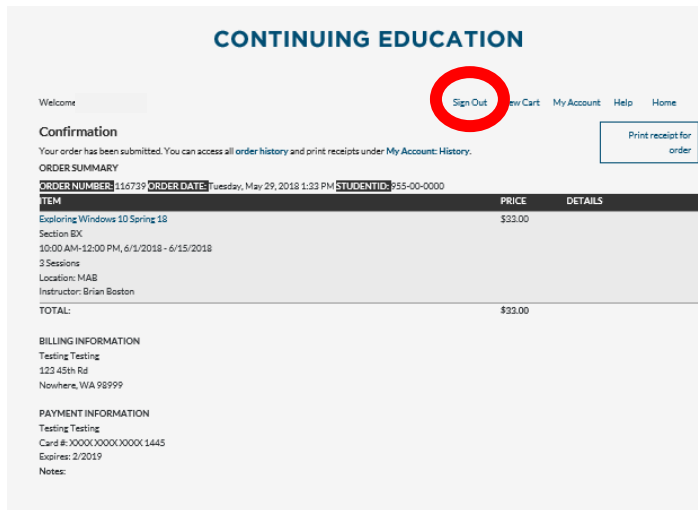
#### Order Receipt

Continuing Education  
123 45th Rd  
Nowhere, WA 98999

Order number: 115646  
Order date: 4/24/2018 8:59 PM  
StudentID: 955-00-0000  
Last Modified: 4/24/2018 8:59:40 PM  
Modified By: tedings2  
Email: No

Status	Item	Price	Qty	Students	Total
Pending	Title: CMI Membership Spring 2018 Seasons: 0   Name: 0794 Item: CS177 Section: EX Term: Ayr Dates: 4/22/2018-8/15/2018 (Ayr) Locations: Bloom Instructor: S.Staff Title: All and the World of Intelligent Personal Assistants	\$20.00	1	Testing Testing	\$20.00

You are finished! You may now **“Sign Out”** at the top of the screen.

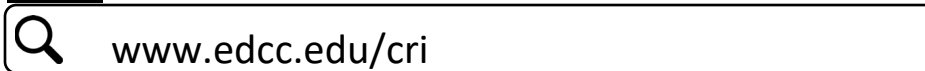


### Section 3 Recover Account Information

- If you have forgotten your Username or have taken a CRI class since Fall Quarter 2015, but have never signed in online, you may recover the Username and/or Password for your account using the following process.
- If you forget your profile information, you can click “Find my Username” or “Reset my Password”, or see Section 3 for step-by-step instructions to recover your profile information. **Please do not create a new account.**

#### Recover your Username:

##### Step 1



Click “**Register Online**” on the menu to the right or scroll down and click the green button to sign in to your account.

# CREATIVE RETIREMENT INSTITUTE

Lifelong Learning > Creative Retirement Institute (CRI)

## THE CREATIVE RETIREMENT INSTITUTE



**REGISTER ONLINE**

### Creative Retirement Institute

- About Us
- Contact Us
- Directions and Parking
- FAQs
- How to Register
- Priority Class Schedule
- Register Online**
- Teach Us

CRI Office:  
 Maltby Building, Room 102  
 7020 19th St. SW  
 Lynnwood, WA 98036

Office Hours:  
 Tuesday-Friday  
 10 a.m. to 2 p.m.

From the Sign In page, click on "Find My Username".

# CONTINUING EDUCATION

Sign In View Cart Help Home

## Sign In

**YOU MUST SIGN-IN TO REGISTER**

To sign in to your current account, enter your user name and password.

Don't have an account? Create one quickly by specifying a user name (no spaces), a password, and your e-mail address.

Privacy policy  
Return to Continuing Education

### Sign in to existing account

Username:

Password:

**Find my Username**

Sign In

## Step 2

Enter the email address you used when you created your account, and an email will be sent to that address showing your username. **If you do not have an email, contact the CRI office and we can help you.**

If more than one person uses the same email address, all usernames associated with that email address will be included in the email.

Username Recovery

If you are unable to log in or forgotten your username, please follow the instructions below.

To recover your Username:

1. Enter the email address\* associated with your student account.
2. Click on the Find my Username button
3. An email will be sent to the email address associated with your email address.  
\*The email address must be the same as the one you used when creating your profile.

Enter the email address you used for registration.

Email:

[Find My Username](#)

[Return to Sign In](#)

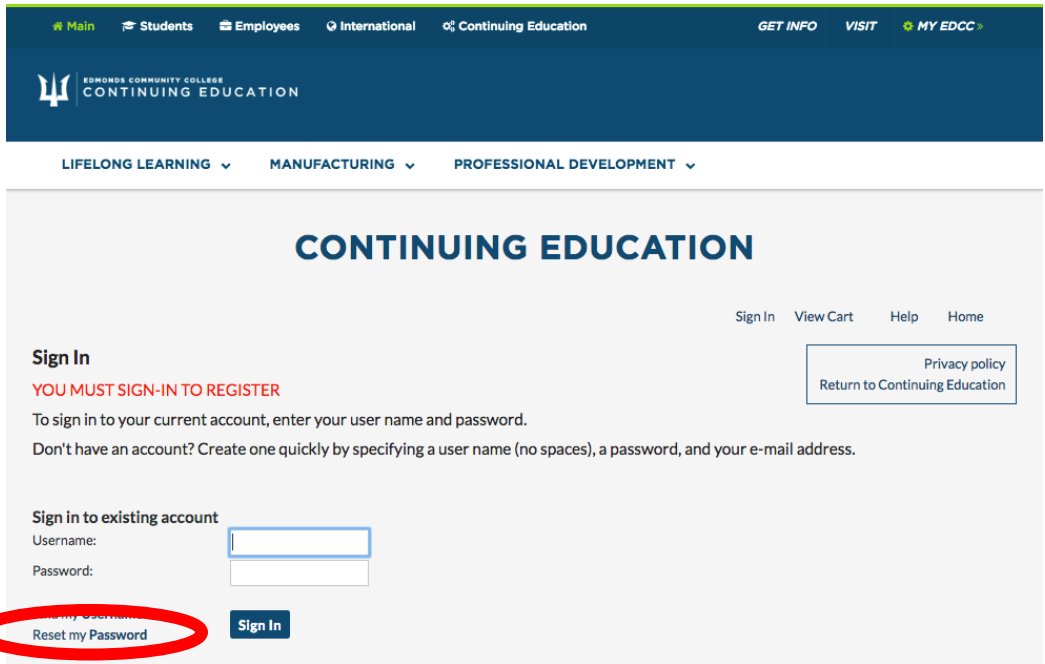
Once you click on “[Find My Username](#)”, a message will also appear on the screen indicating that an email has been sent.

Click “[Return to Sign In](#)”.

**Reset your Password:**

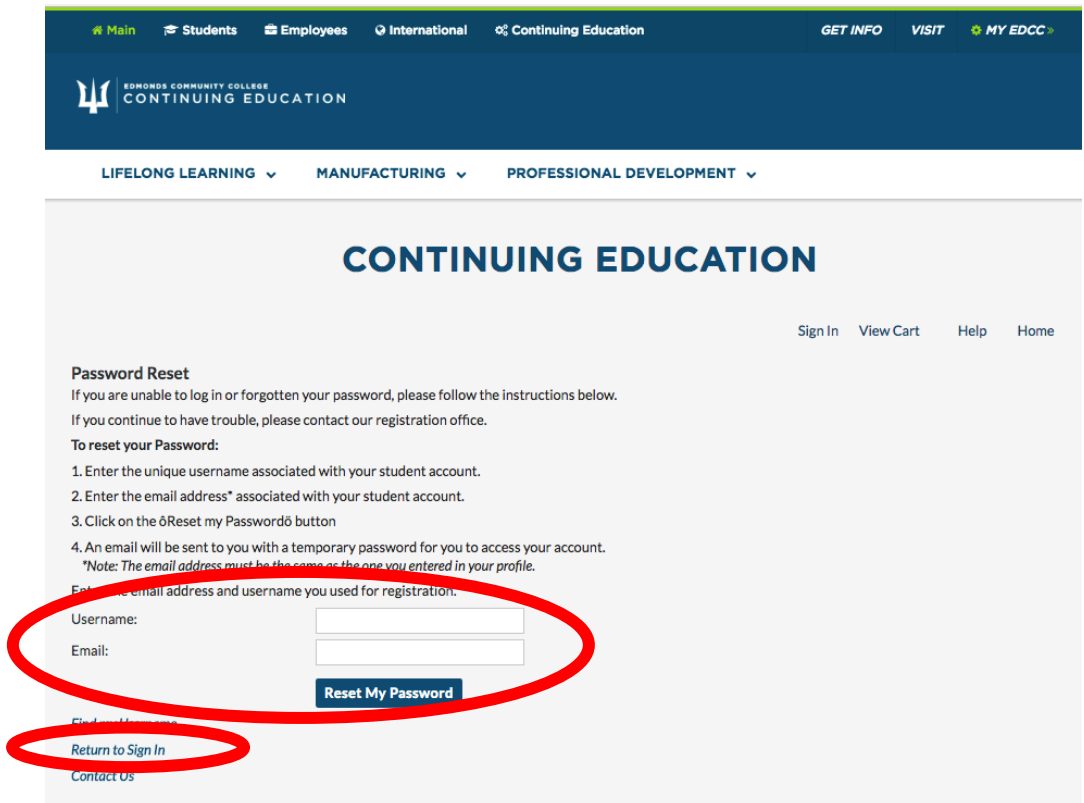
## Step 1

If you know your Username, or have recovered your Username, but forget your password, click on “[Reset My Password](#)”. **This will be a password reset and will not send you the old password.**



## Step 2

Once you click on “Reset My Password”, the following screen will appear. Enter your username and email address, and click “Reset My Password”. An email will be sent with a temporary password.



Click “Return to Sign In”.



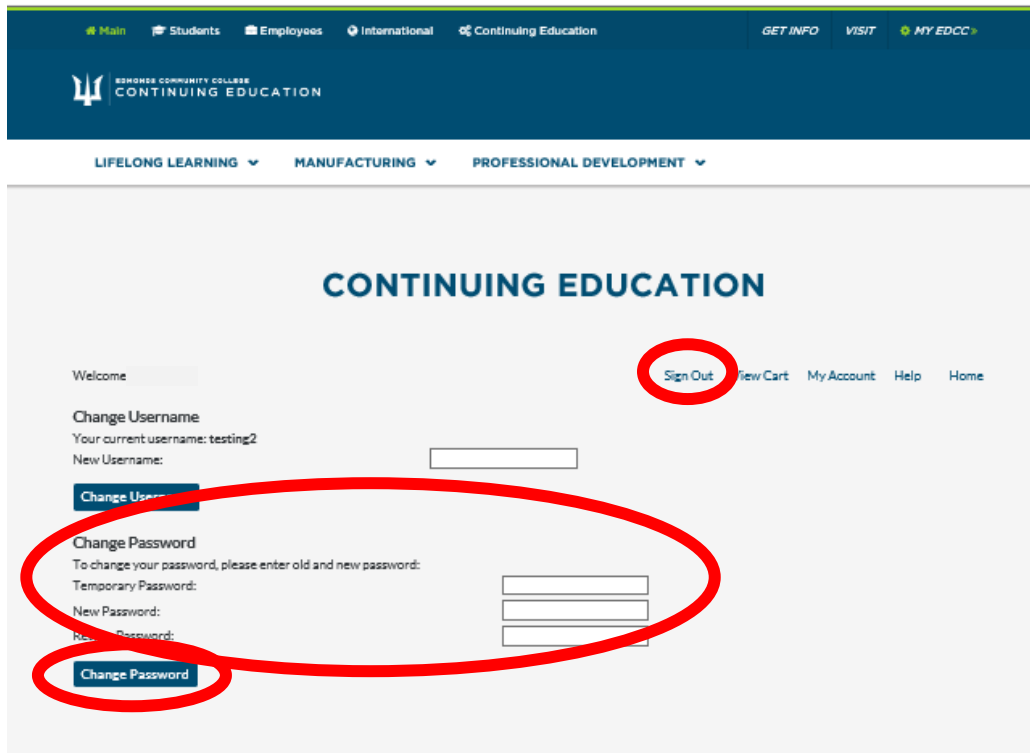
### Step 3

Log in using your username and temporary password.

The following screen will appear. Enter the temporary password, and then enter the new password you want to use twice.

Click “[Change Password](#)”.

A message will pop up telling you that you have successfully changed your password.



The screenshot shows the EdCC Continuing Education website. At the top, there is a navigation bar with links for Main, Students, Employees, International, and Continuing Education. Below this is a header for EdCC Continuing Education with sub-navigation for Lifelong Learning, Manufacturing, and Professional Development. The main content area is titled 'CONTINUING EDUCATION' and features a 'Welcome' message. On the right side, there are links for 'Sign Out', 'New Cart', 'My Account', 'Help', and 'Home'. The 'Sign Out' link is circled in red. Below the navigation, there are two forms: 'Change Username' and 'Change Password'. The 'Change Password' form is circled in red and contains three input fields: 'Temporary Password', 'New Password', and 'New Password'. A 'Change Password' button is also circled in red.

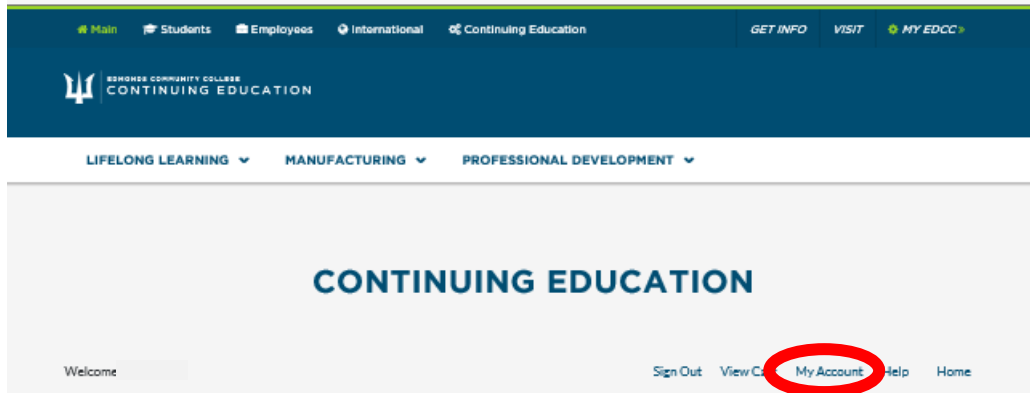
\*\*Note that you are currently signed in. You can proceed to enroll in classes by clicking “[Register for Classes](#)”, or edit your profile information by going to “[My Profile](#)”. It is recommended that you do **not** try to reset both your username and password at the same time. It is best to reset your username by going to “[My Profile](#)” and editing and saving the change from there once you have logged in.

Click on “[Sign Out](#)” at the top of the page if you are done for now.

## Section 4 Other Helpful Functions

- Once you have signed in, there are several useful functions under “**My Account**”.
- This section contains instructions to **Update Your Profile**, including your name, address, phone number or email information; **Update Your Username or Password**; **View Your Registration History**; **View Your Class Enrollment**.

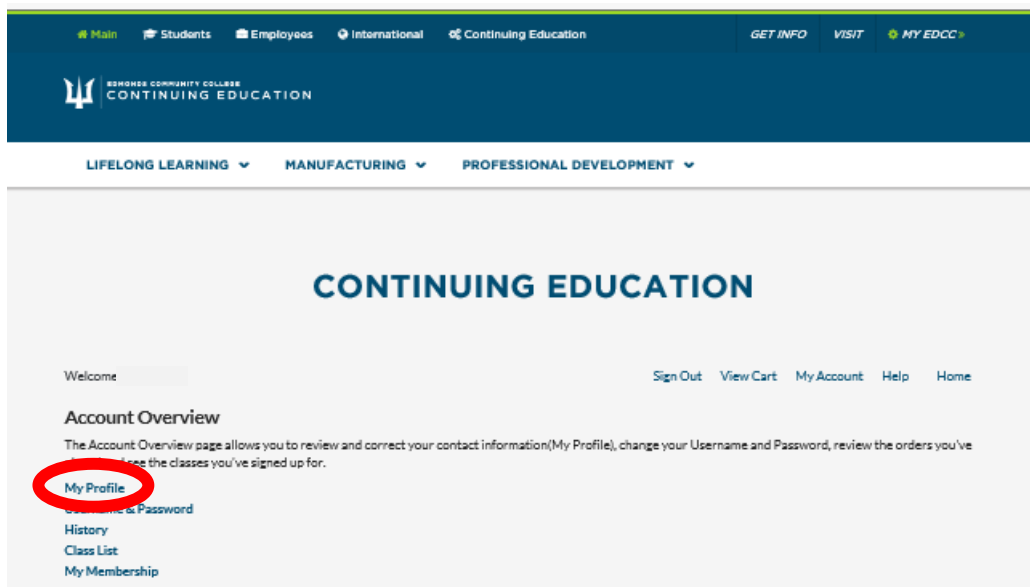
For this section, begin by clicking “**My Account**” after signing in.



### Update Your Profile

#### Step 1

To update your name, address, phone number or email information, click on “**My Profile**”.



## Step 2

Once you click **“My Profile”**, the following screen will appear. Update your information as needed.

Welcome

[Sign Out](#) [View Cart](#) [My Account](#) [Help](#) [Home](#)

### My Profile

Required fields are indicated by an asterisk (\*)

Student ID:

Title:

\* First name:

Initial:

\* Last name:

Company:

Employee ID:

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip Code:

\* Day phone:  -  Ext.

Eve phone:  -  Ext.

\* Date Of Birth:  (MM/DD/YYYY)

\* E-mail:

Once in a while the school offers special promotions for previous students through emails. Check here if you do not want to receive any of these mailings.

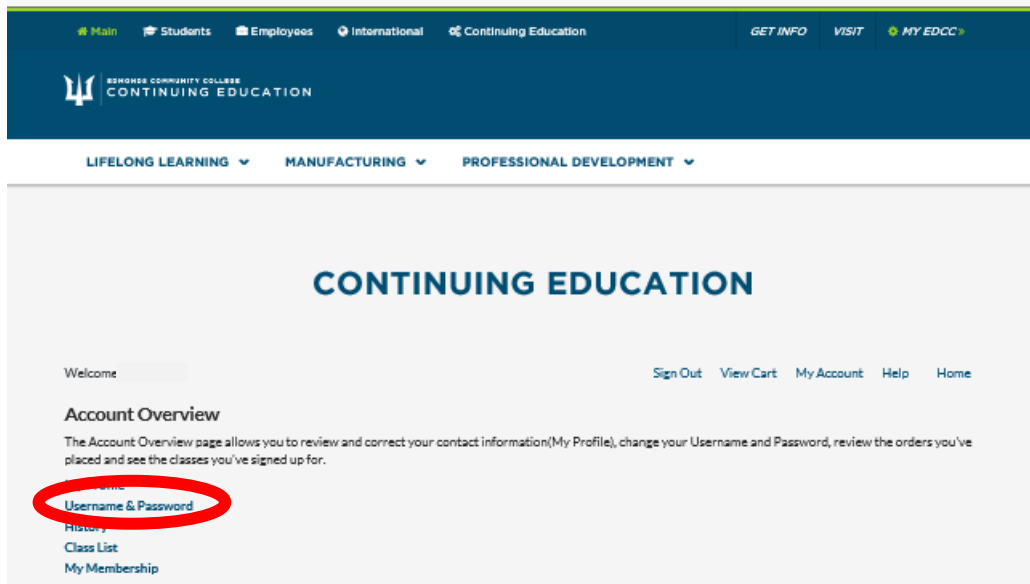
When you are finished updating your information, click **“Save Changes”**.

If you are done, click on **“Sign Out”** at the top of the screen. Otherwise, click **“Home”** to return to the View (Quarter) Classes, **“My Account”** to access other account actions, or **“View Cart”** if you are in the process of registering for classes.

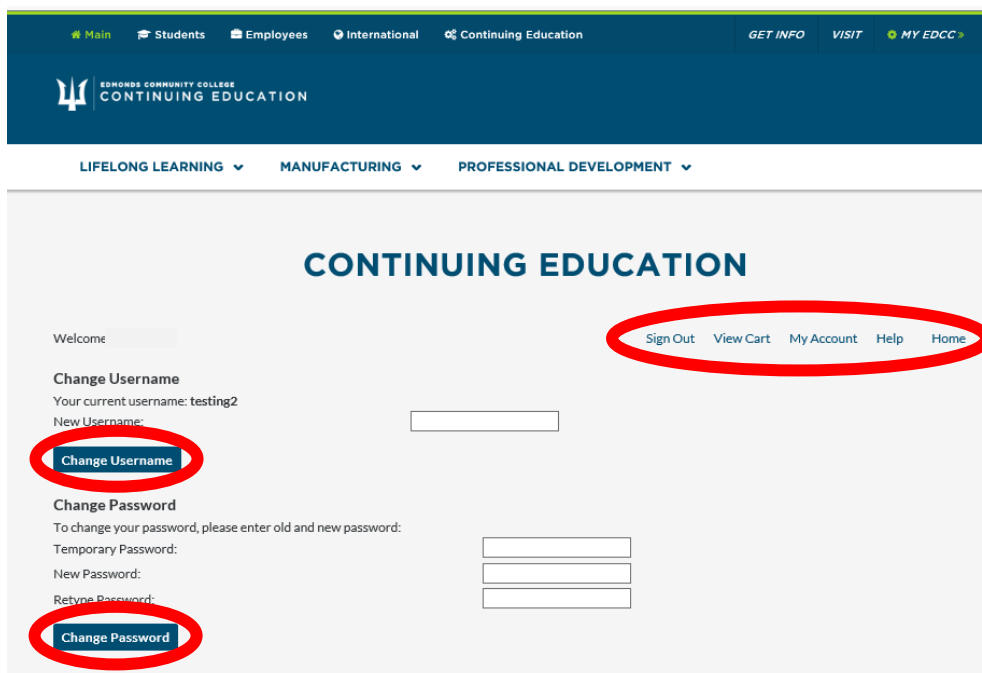
## **Update Your Username or Password**

### Step 1

To update your Username or Password, click on **“Username & Password”**.



The following screen will appear. This screen is similar to the screens in **Section 3 | Recover Account Information**. It is recommended that you do **not** try to reset both your username and password at the same time.



## Step 2

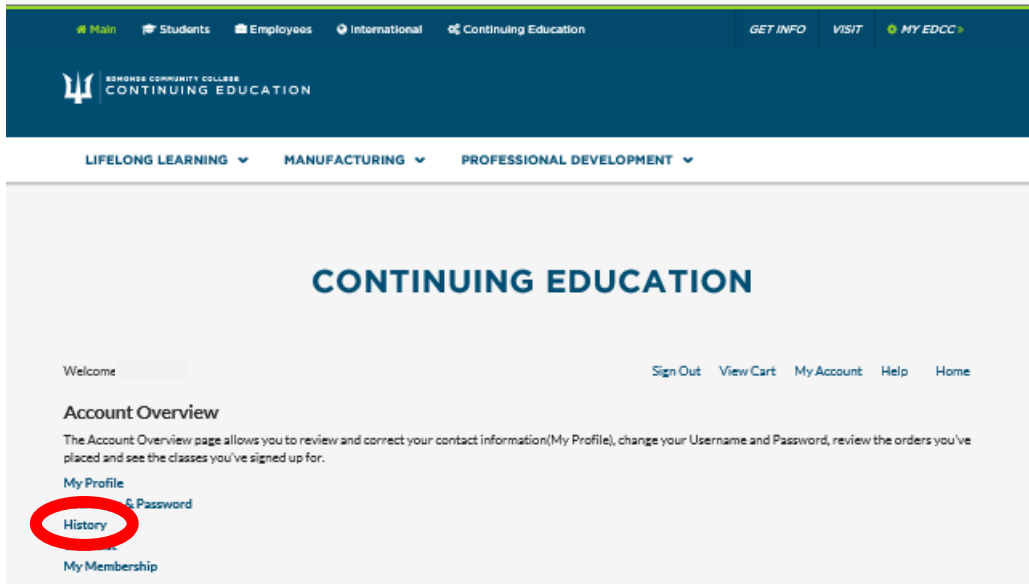
First update your Username by clicking “**Change Username**”. After you get the confirmation message, you can update the Password.

If you are done, click on “**Sign Out**” at the top of the screen. Otherwise, click “**Home**” to return to the View (Quarter) Classes, “**My Account**” to access other account actions, or “**View Cart**” if you are in the process of registering for classes.

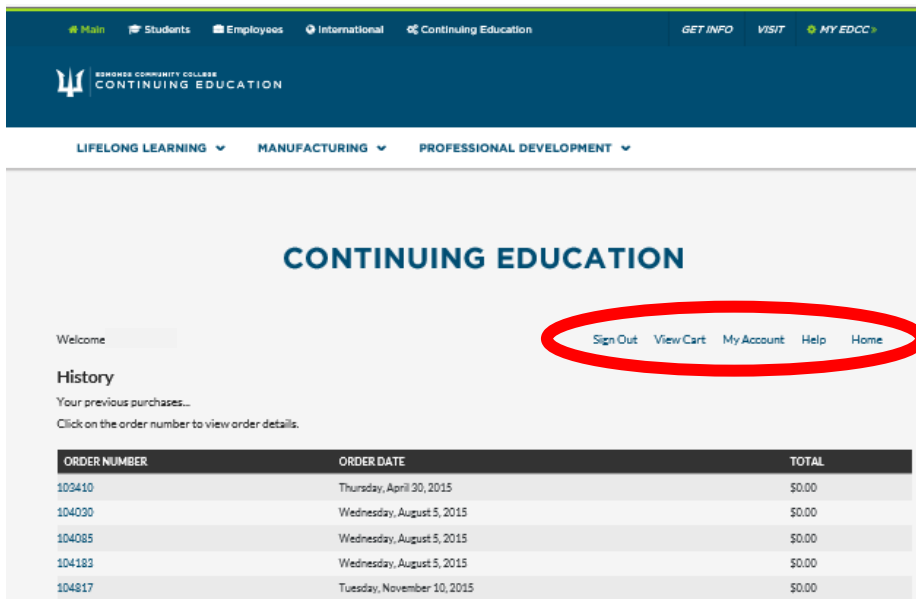
## **View Your Registration History**

## Step 1

To view your registration history, click on “History”.




The following screen will appear. This history is a list ordered by date of all the transactions that apply to your account in the system.



## Step 2

Click on any **Order Number** and the following printable screen will appear detailing all the transactions related to that Order Number.


Click “Print” in the upper left to print the detailed transaction.

 Print

**Order Receipt**  
May 3, 2018

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**Continuing Education - Mailing Address**  
 Marilyn Hall, 522  
 20000 68th Ave. W  
 Lynnwood, WA 98036  
 CR: (425) 640-5830 Community Education: (425) 640-1243 Center for Learning  
 Connections: (425) 640-1028  
 continuing.education@email.edcc.edu



**EDMONDS**  
COMMUNITY COLLEGE

Order number: 115531  
 Order date: 3/23/2018 12:36 PM  
 StudentID: 055328640  
 Last Modify: 3/23/2018 12:36:57 PM  
 Modified By:  
 Emailed: Yes

Status	Item	Price	Qty	Students	Total
Registered	<b>Title:</b> The Science of Sports: A New Perspective <b>Sessions:</b> 4 <b>Items:</b> 8784 <b>Item:</b> C566 <b>Section/FX:</b> <b>Time:</b> 10:00 AM-12:00 PM <b>Date:</b> 5/4/2018-5/25/2018 (F) <b>Location:</b> Marilyn Hall, <b>Room:</b> 109 <b>Instructor:</b> Bernard Silbermagel	\$44.00	1		\$44.00
<b>SubTotal:</b>					<b>\$44.00</b>
<b>Total:</b>					<b>\$44.00</b>
<b>Paid:</b>					<b>\$44.00</b>
<b>Balance Due:</b>					<b>\$0.00</b>

<b>Student Information</b>	<b>Payer Information</b>	<b>Payment Information</b>
		Pay Type: Visa Card #: XXXX XXXX XXXX ..... Expires: 2/2019 Amount: \$44.00 Status: Paid

If you are done, click on “**Sign Out**” at the top of the screen. Otherwise, click “**Home**” to return to the View (Quarter) Classes, “**My Account**” to access other account actions, or “**View Cart**” if you are in the process of registering for classes.


## View Your Class Enrollment

### Step 1

To check which classes you are enrolled in, click on “**Class List**”.

[Main](#)
[Students](#)
[Employees](#)
[International](#)
[Continuing Education](#)

[GET INFO](#)
[VISIT](#)
[MY EDCC](#)


EDMONDS COMMUNITY COLLEGE  
CONTINUING EDUCATION

LIFELONG LEARNING
MANUFACTURING
PROFESSIONAL DEVELOPMENT

## CONTINUING EDUCATION

Welcome 

[Sign Out](#)
[View Cart](#)
[My Account](#)
[Help](#)
[Home](#)

**Account Overview**

The Account Overview page allows you to review and correct your contact information(My Profile), change your Username and Password, review the orders you've placed and see the classes you've signed up for.

**My Profile**

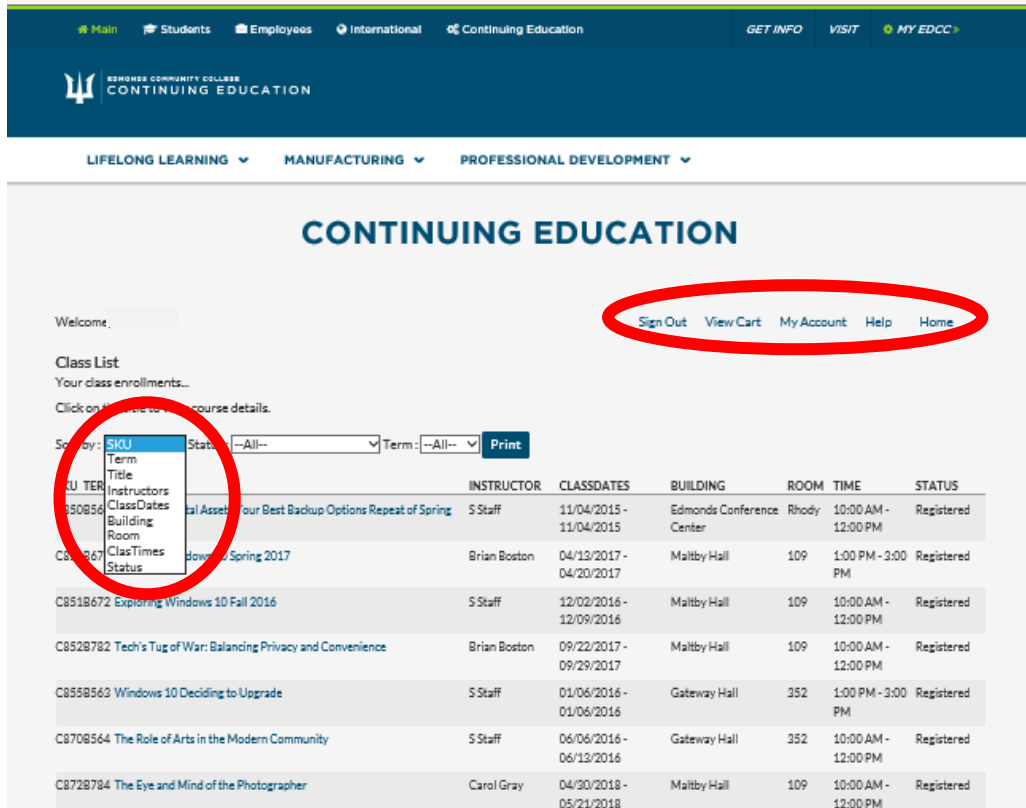
Username & Password

**Class List**

My Membership

## Step 2

A list of all the classes you have registered for since Fall of 2015 will appear. The screen comes up sorted by SKU (Class Number). Click on **Sort By: Term** and your latest registrations and the status of those classes will appear at the bottom of the list.



Welcome,

[Sign Out](#) [View Cart](#) [My Account](#) [Help](#) [Home](#)

Class List  
Your class enrollments...

Click on the title to view course details.

Sort by: **SKU** Status: --All-- Term: --All-- [Print](#)

SKU	TER	Title	INSTRUCTOR	CLASSDATES	BUILDING	ROOM	TIME	STATUS
C850856		Intel Asset: Your Best Backup Options Repeat of Spring	S Staff	11/04/2015 - 11/04/2015	Edmonds Conference Center	Rhody	10:00 AM - 12:00 PM	Registered
C850867		Intel Asset: Your Best Backup Options Repeat of Spring	Brian Boston	04/13/2017 - 04/20/2017	Maltby Hall	109	1:00 PM - 3:00 PM	Registered
C8518672		Exploring Windows 10 Fall 2016	S Staff	12/02/2016 - 12/09/2016	Maltby Hall	109	10:00 AM - 12:00 PM	Registered
C8528782		Tech's Tug of War: Balancing Privacy and Convenience	Brian Boston	09/22/2017 - 09/29/2017	Maltby Hall	109	10:00 AM - 12:00 PM	Registered
C8558563		Windows 10 Deciding to Upgrade	S Staff	01/06/2016 - 01/06/2016	Gateway Hall	352	1:00 PM - 3:00 PM	Registered
C8708564		The Role of Arts in the Modern Community	S Staff	06/06/2016 - 06/13/2016	Gateway Hall	352	10:00 AM - 12:00 PM	Registered
C8728784		The Eye and Mind of the Photographer	Carol Gray	04/30/2018 - 05/21/2018	Maltby Hall	109	10:00 AM - 12:00 PM	Registered

\*\*The Status may say Pending which means that although you have registered in Campus CE (the online system), your registration has not yet gone to the EdCC mainframe computer. Your name will be on the roster for the class and you just need to show up for the class.

If you are done, click on **“Sign Out”** at the top of the screen. Otherwise, click **“Home”** to return to the View (Quarter) Classes, **“My Account”** to access other account actions, or **“View Cart”** if you are in the process of registering for classes.