



**ENCORE
LEARNING**

Expand Your World

Member Account Manager QuickStart Guide: How to Register for Courses

How to Register for Courses

(available only after 10am on first day of course registration)

You may browse courses but *you cannot add courses to your cart until registration opens*. Only those with current membership or those renewing their expired membership may complete their course registration.

- Go online to our website www.EncoreLearning.net.
- Under **QUICK LINKS** on the right, select **Course Registration**.
- On the Login page, enter your email address and password in the fields on the right under **Returning Members** then select **Login**.
- Select **Quick Pick List** from the options on the left.
- Select your most desired course then click the **Add Selected Courses to Cart** button. *You now have 20 minutes to select additional courses and **complete** payment else your cart empties and you must begin again.* If you have added a course which is filled, your waitlist status will appear on your Shopping Cart.*
- Select **My Cart** at the top right of the page to begin the checkout process.
- Review your Shopping Cart for accuracy. To delete a selection, click on the trash bin beside the course.
- Select **Checkout** to proceed.
- You may be required to review your account information at this point. Select the **Save** button to continue.
- You are required to indicate whether you wish to serve as a class aide for each course you have selected before proceeding. Select **Yes** or **No** for each course then select the **Continue** button.
- Billing contact information is pre-filled. If any information is different, e.g., the name on the credit card, edit as needed. Provide the requested credit card information and select **Process Payment**.
- Once your credit card payment is accepted, the screen will display “YOUR REGISTRATION IS COMPLETE! A confirmation email has been sent to the address on file.”

*If a course is filled, you have the no-cost option to join its waitlist; Encore Learning staff will notify you when space becomes available. After notification, you will have a limited time to make payment online or the seat will go to the next person on the waitlist. You may access your course registration status in the **My Activities** tab under **My Account**.