

## Online Class Enrollment Instructions

The Badger Chapter offers online registration for our health & safety courses. Online registration is an easy way for you to select and register for classes at the time that is most convenient for you.


Some basic instructions, below, will help you through the registration process.

**If you have additional questions, please call our registration line at (608) 227-1253.**

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### Online Course Catalog - Basic Instructions

1) In the Class Type section, click in the field that is appropriate for the type of course you are looking for. Press "Search".

2) To the left of the Course list, you will notice small icons that look like this:  Clicking on those icons will bring up a list of dates, times and locations for the course you selected.

3) Selecting the Schedule ID number will provide additional class information. This opens in a "pop up" window, so if you use a pop up blocker, disable it for this web site. If you would like to enroll, select "Add to Cart."

4) At the login screen, enter your Student ID and Password. If this is your first time utilizing the On-Line system, you will need to register by selecting "Register."

5) Make a note of the automatically generated Student ID when you select your password. Complete the rest of the registration form. Select "Submit."

6) Once registration is completed, select "Return to Catalog" if you would like to enroll in additional classes. Otherwise, select "Checkout."

7) An email confirmation will be sent to you to confirm your registration in the class.

**PLEASE MAKE NOTE \*\*\*\*** The times listed on the confirmation may be listed as Eastern Standard Time. Please check the course times carefully.