Online Course Registration Process

• **STEP 1:** To enroll in online courses, type “www.ed2go.com/schoolcraft” into the address bar of your web browser and hit “Enter”.

• **STEP 2:** Click on the “Courses” link, located toward the top of the page.
Online Course Registration Process

• STEP 3: You may click on any of the subjects to browse the courses offered in that category. For quick selection of your course:
  • Click on the “All Courses (alphabetic listing)” link and locate the course name.
  • If you already know the name of your course, you may also enter it in the “Search for Courses” box located on the right side of the screen.

(for this example, we are going to use Introduction to QuickBooks 2009)
•STEP 4: Once you have located your course, please click on the course title to select it.
Online Course Registration Process

STEP 5: After reviewing this page, click on “Enroll Now.”
Online Course Registration Process

• **STEP 6:** This page will confirm the CES number, Section number, price of the course, and most importantly, the start date.

Once you have selected the desired section, please click “Continue.”
Online Course Registration Process

•STEP 7: If you have taken a previous course on Ed-2-Go: You may enter your registered e-mail address and password to continue to the next step. Please skip to STEP 9.

If this is your first time as an Ed-2-Go student: You must create your profile. To do this, please enter your e-mail address and click “Create Account.”
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**STEP 8 - FIRST TIME USERS ONLY:**

You will then be taken to a Enrollment Information page – please enter in your personal information and click **“Update”** at the bottom of the screen.
Online Course Registration Process

•STEP 9: Once you have logged-in, you will be directed this page, confirming the course, start date and course price. PLEASE NOTE: You WILL NOT pay anything on the Ed-2-Go website; payments will be made directly to Schoolcraft College.

If you have already paid and registered at Schoolcraft College, please click on the “Already Paid” box. If you have not paid yet, click “Purchase Course” – payment instructions will then follow.
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•STEP 10: This is a receipt page that you may print off for your records. After printing, click where it says, “Then you may [click here] to proceed directly to orientation.” This will take you directly to the course orientation.
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• STEP 11: This is your online course orientation.

Message From Your Instructor:

This message confirms that you have signed up for Introduction to QuickBooks 2009, an instructor-facilitated course that I will be teaching entirely over the Internet.

Please print this document for your records!

I have prepared this document to help make your online educational experience as positive and enjoyable as possible. It contains contact information, a description of our course delivery system, course mechanics, and a course schedule. I recommend that you click your 'file' menu and choose 'Print' right now so that you'll have a copy of this document readily available for future reference.

How to get started:

This course is conducted through an online classroom. You will need to go to this classroom to obtain your lessons, work through tutorials, take quizzes, complete assignments, participate in discussions with your fellow students, and ask questions of
Online Course Registration Process

•STEP 12: You will soon receive an e-mail receipt confirming your enrollment on Ed-2-Go was successful.
Online Course Registration Process

The next time you wish to access your classroom, you will have to return to the “www.ed2go.com/schoolcraft” website.

To access your class directly, please click the “Classroom” link at the top of the page.
Online Course Registration Process

You will be requested to enter the E-mail address (Username) and case sensitive Password you registered with.

Please Click “Login”
You will be able to enter into your classroom on the listed start date of the course. Lessons will be released on Wednesdays and Fridays within the term of the class.

If you are having and technical difficulties while in the classroom, you may contact the Technical support with Ed-2-Go by clicking the ‘Help’ button at the top of the screen.

If you have any additional questions, please contact the Continuing Education & Professional Development office at (734) 462-4448.

Enjoy your class!