

HOW TO PREPARE FOR REGISTRATION:

NEW Students:

Please follow the steps below to register on or after 2/13/19:

1. Visit www.schoolcraft.edu/webadvisor
2. Select the **Continuing Education (Non-Credit)** button
3. Select **Register and Pay for Continuing Education Classes**
4. Fill out the registration info. in your **child's name** - if registering online, your child's SSN is a required field.
5. You will receive two confirmation emails, one with your child's 7-digit student ID # and one with a *temporary* password. Your child's 7-digit student ID # will appear next to the word **Payer** (even though the *name* next to **Payer** will likely be a parent's name). Write down the student ID # and password below - you will need them to log in to WebAdvisor and print out your child's class schedule and/or to register again in the future.

STUDENT ID #: _____

PASSWORD: _____

NOTE: The next time you use WebAdvisor, it will ask you to log in with a **User ID** and Password. The only difference between a **Student ID #** and **User ID** is that the User ID includes the lower case letter of your child's first name. For example, if a child named Sarah has Student ID # 0799950, then her User ID is **s0799950**.

We *strongly* encourage you to register *early* and *online* on **February 13, 2019**, especially if you are hoping to register for a high-demand camp!

For assistance, please call the CEPD Office at **(734) 462-4448** or send an email to cepd@schoolcraft.edu.

RETURNING Students:

Please follow the steps below to register on or after 2/13/19:

1. Visit www.schoolcraft.edu/webadvisor
2. **Log In** with your child's **User ID** (lower case letter of first name followed by student ID #) and **Password**:

USER ID: _____

PASSWORD: _____

3. Select the **Continuing Education (Non-Credit)** button
4. Select **Register and Pay for Continuing Education Classes**

We *strongly* encourage you to practice logging in before registration begins on **February 13, 2019**, especially if you are hoping to register for a high-demand camp!

For assistance, please call the CEPD Office at **(734) 462-4448** or send an email to cepd@schoolcraft.edu.