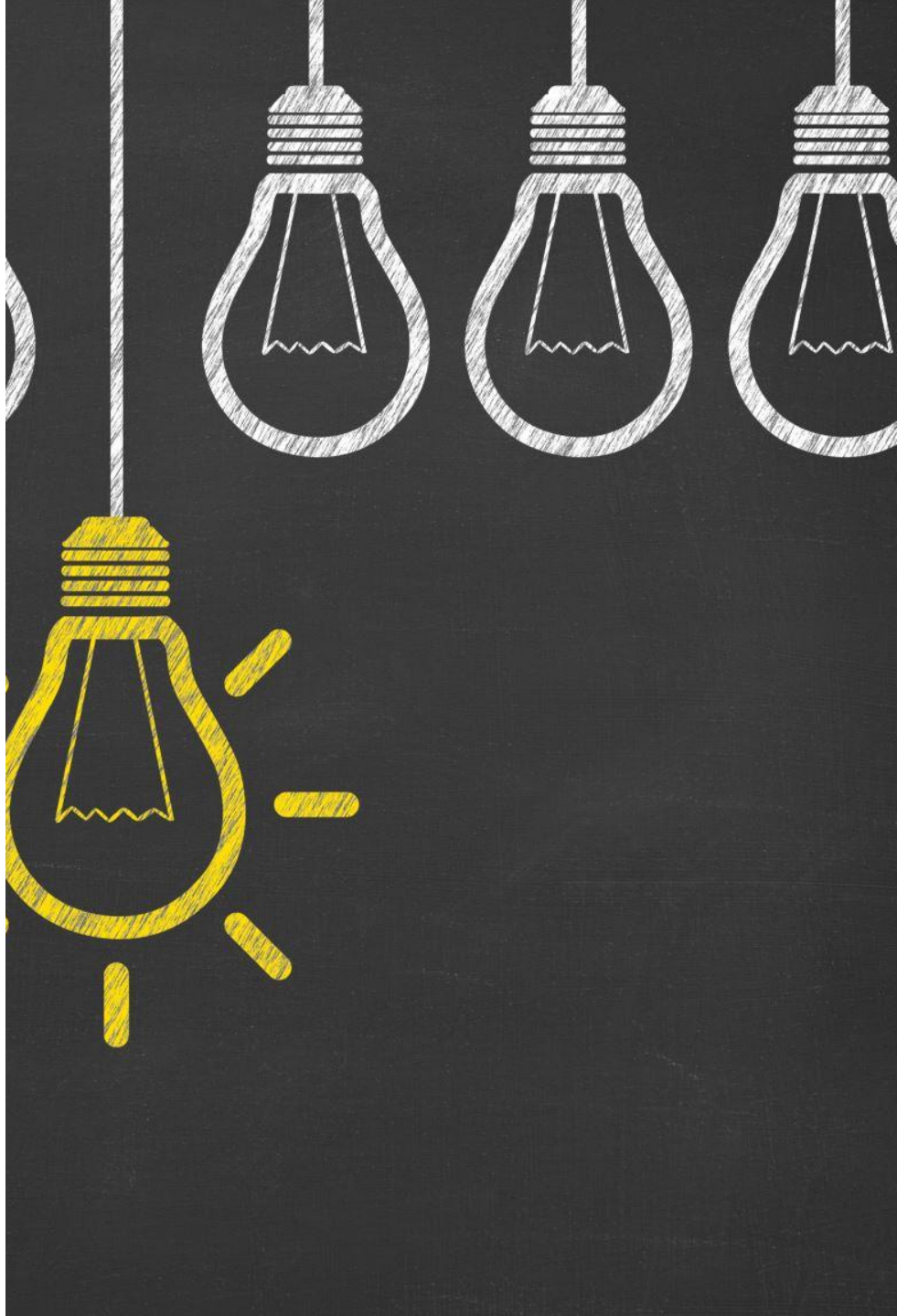
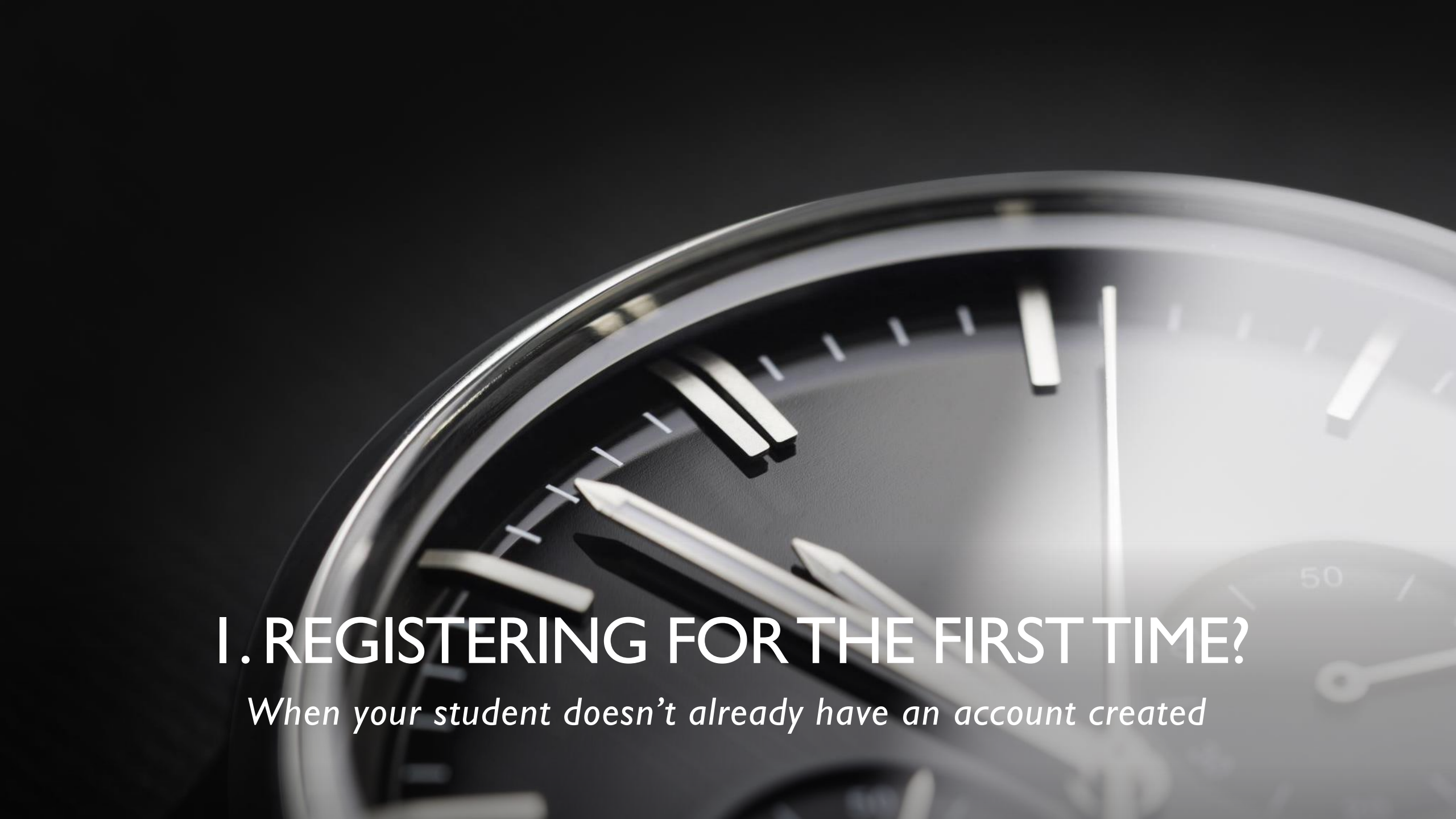
REGISTRATION INSTRUCTIONS & TIPS

Kids On Campus



Agenda

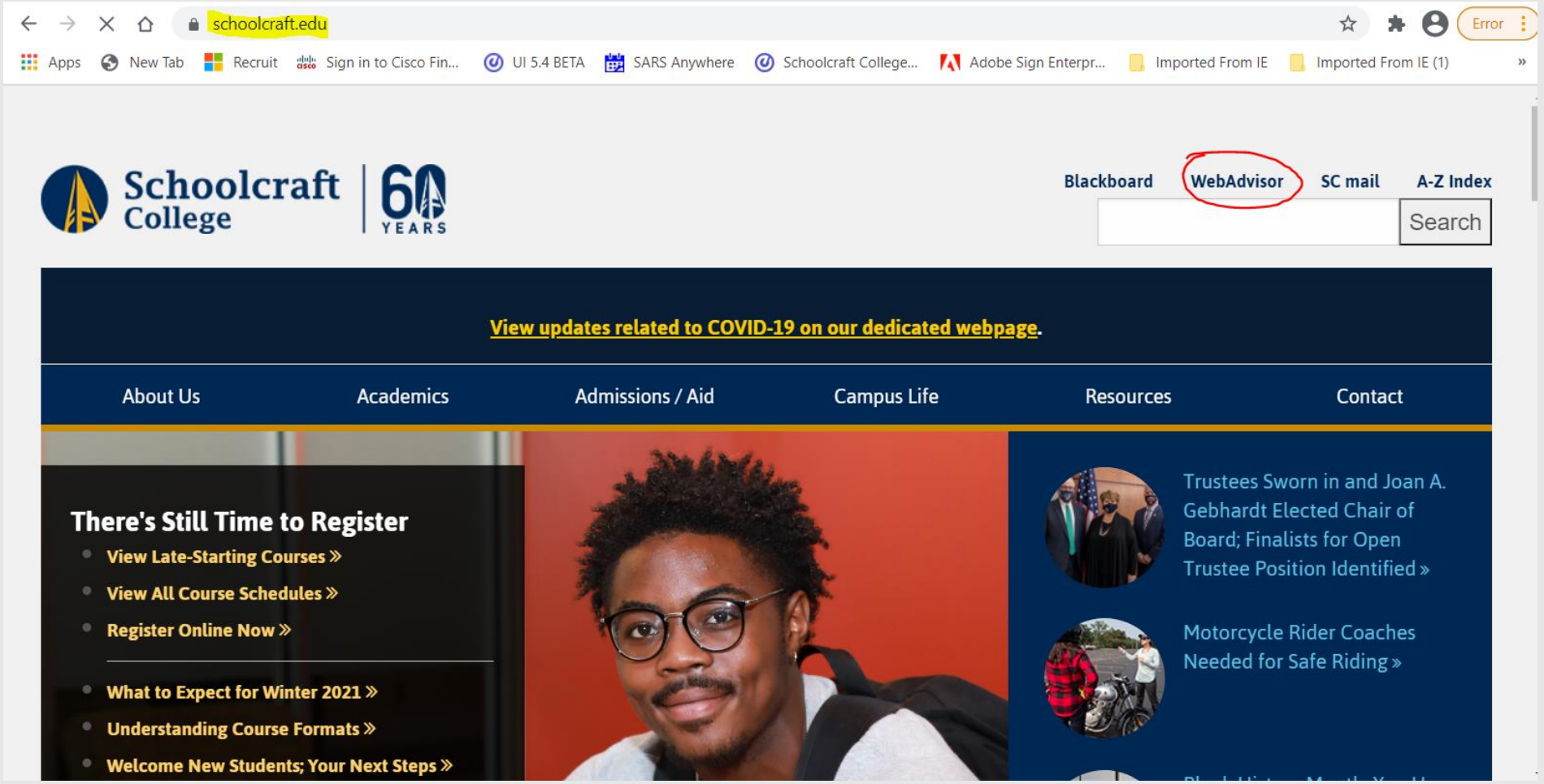
1. Registering for the First Time
2. How to Retrieve a User ID and Password
3. Ready to Register- Steps for Returning Students
4. Helpful Links



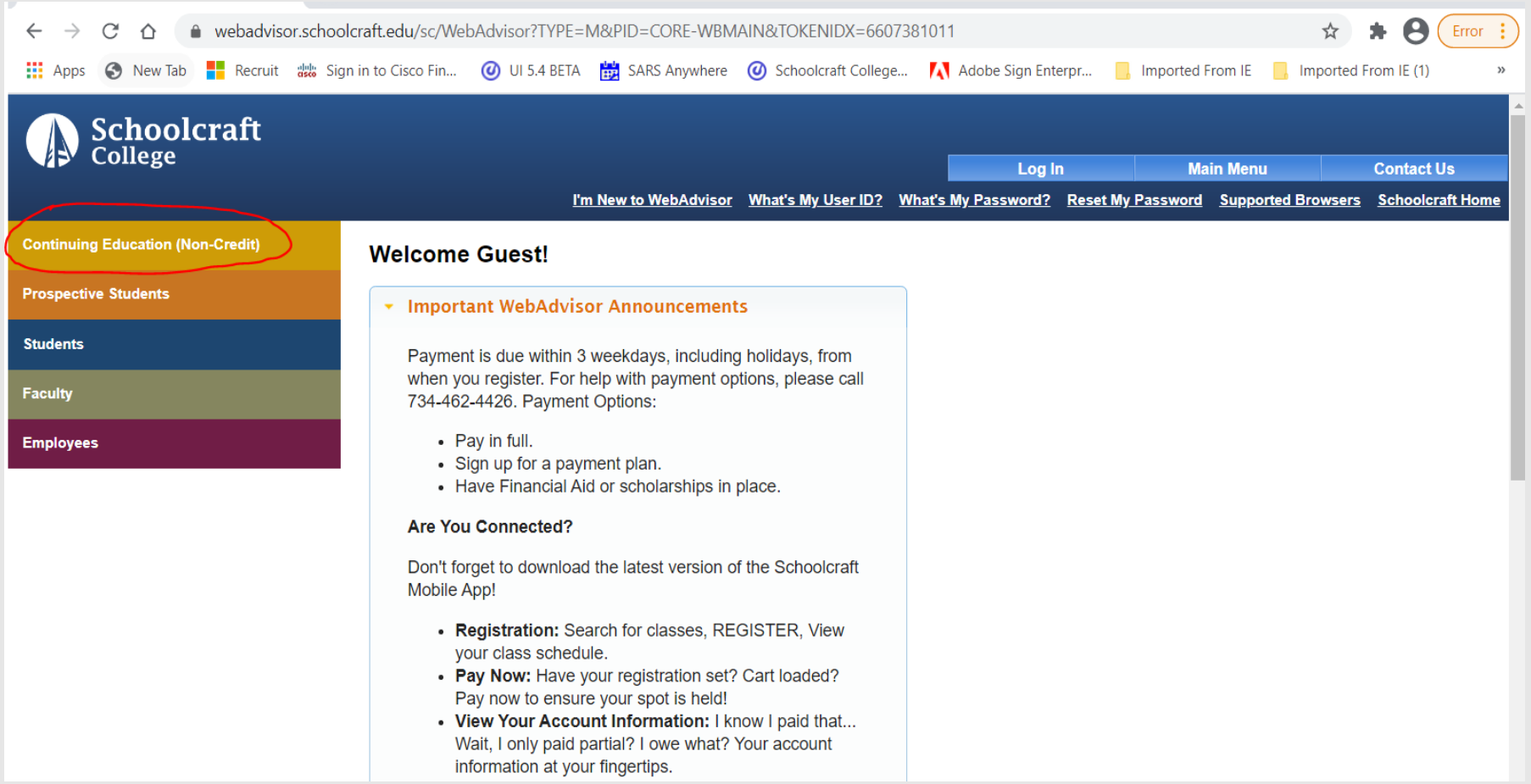
1. REGISTERING FOR THE FIRST TIME?

When your student doesn't already have an account created

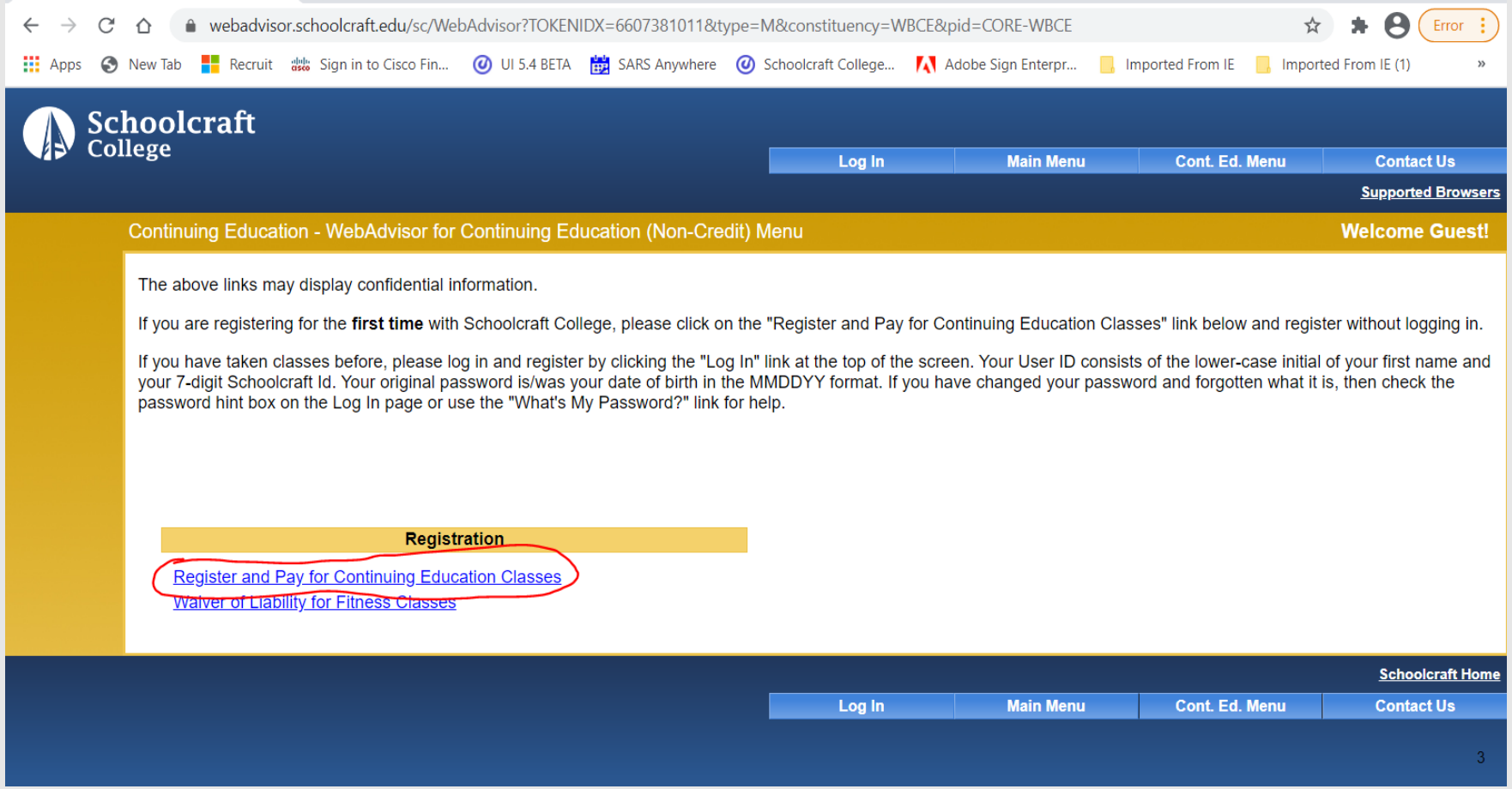
Visit schoolcraft.edu and click the link to WebAdvisor



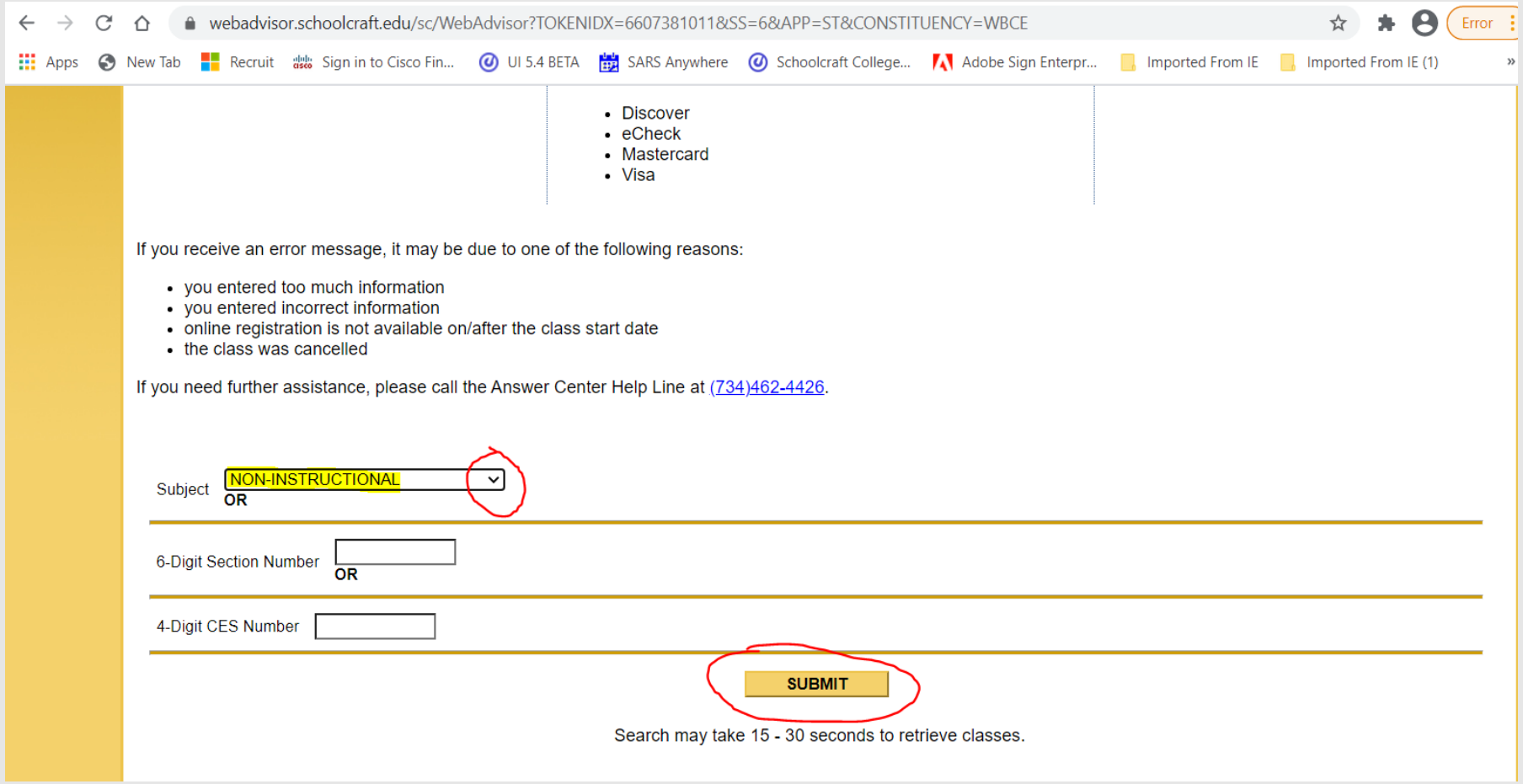
Select Continuing Education (Non-Credit) Menu



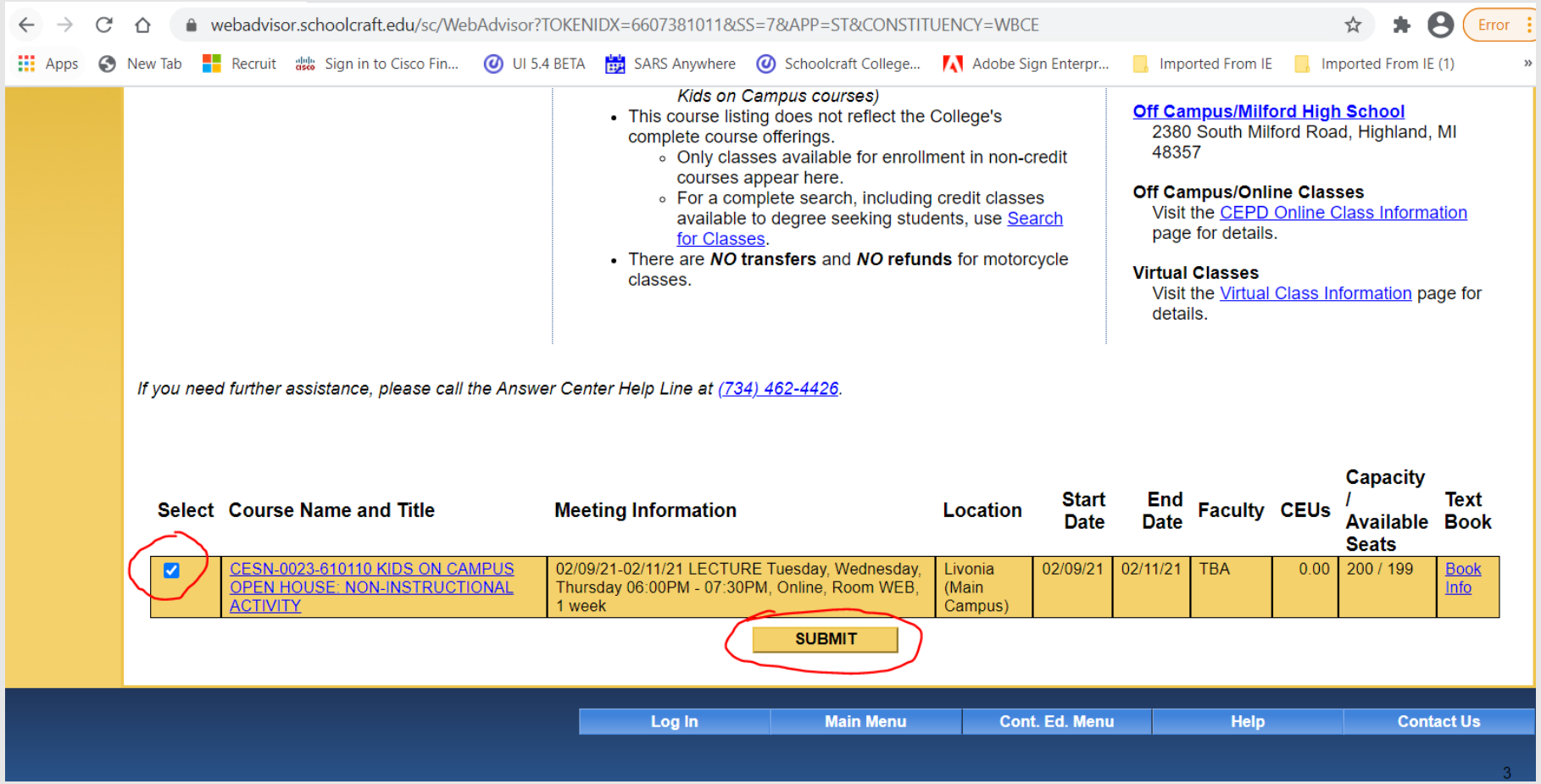
Click the link to Register and Pay for Continuing Education Classes

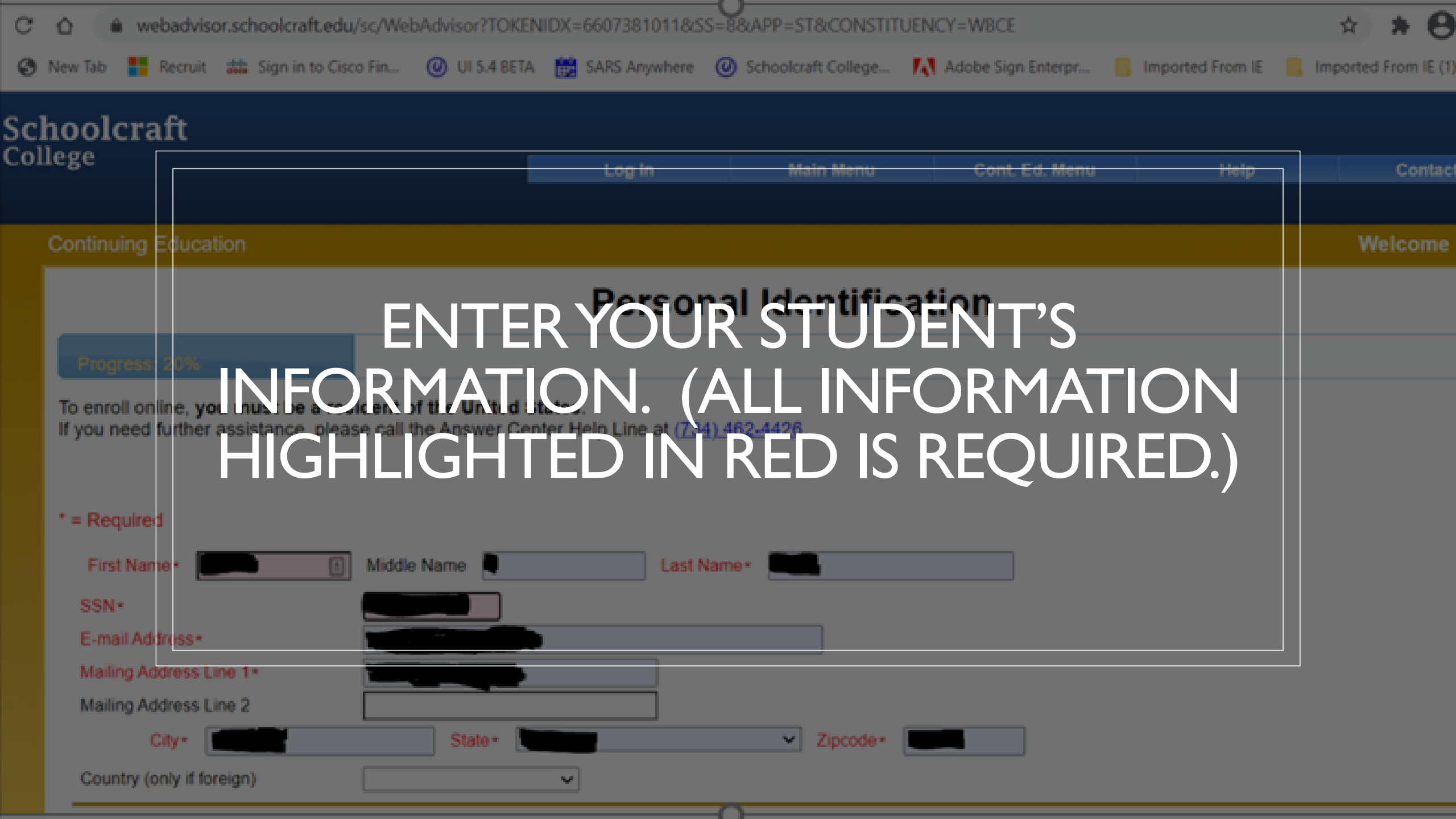


To practice registering, choose Non-Instructional from the Subject list



Check the Select box for the KOC Open House (free course)




webadvisor.schoolcraft.edu/sc/WebAdvisor?TOKENIDX=6607381011&SS=8&APP=ST&CONSTITUENCY=WBCE
New Tab
Recruit
Sign in to Cisco Fin...
UI 5.4 BETA
SARS Anywhere
Schoolcraft College...
Adobe Sign Enterpr...
Imported From IE
Imported From IE (1)
Schoolcraft College
Log In
Main Menu
Cont. Ed. Menu
Help
Contact
Continuing Education
Welcome
Personal Identification
Progress: 20%
To enroll online, you must be a resident of the United States.
If you need further assistance, please call the Answer Center Help Line at (734) 462-4426
* = Required
First Name*
Middle Name
Last Name*
SSN*
E-mail Address*
Mailing Address Line 1*
Mailing Address Line 2
City*
State*
Zipcode*
Country (only if foreign)
ENTER YOUR STUDENT'S INFORMATION. (ALL INFORMATION HIGHLIGHTED IN RED IS REQUIRED.)

Country (only if foreign)

Phone Number	Extension	Type
[redacted]		[redacted] *Primary
		Alternate

Are you Hispanic or Latino?	Select One or More Races
Yes	
No	

CERTIFY THE INFORMATION

Birth Date MM/DD/YYYY* [redacted]

Gender* [redacted]

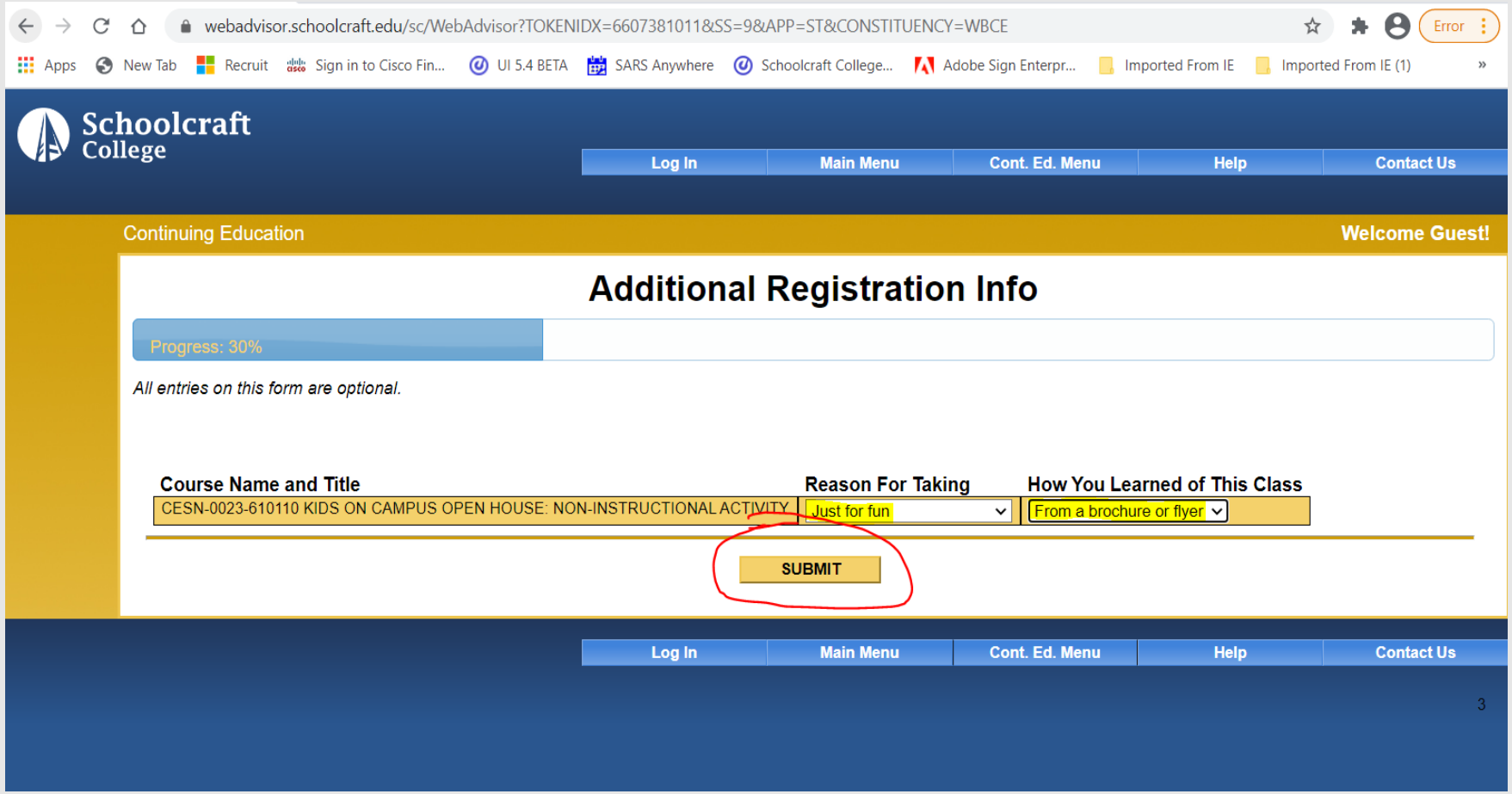
Citizenship Country* USA

YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I am the person described above, and that the information presented here is

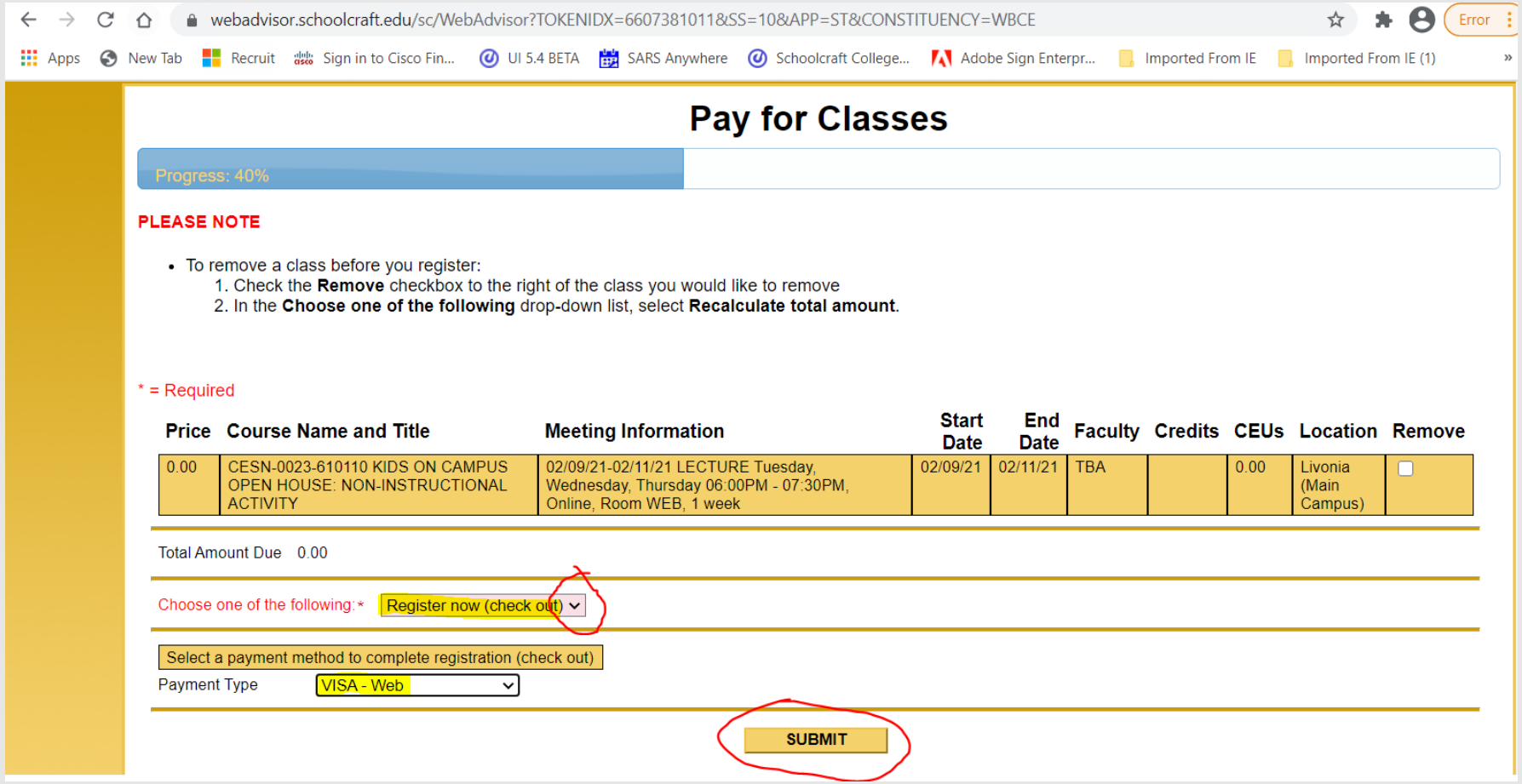
SUBMIT

Log In | Main Menu | Cont. Ed. Menu

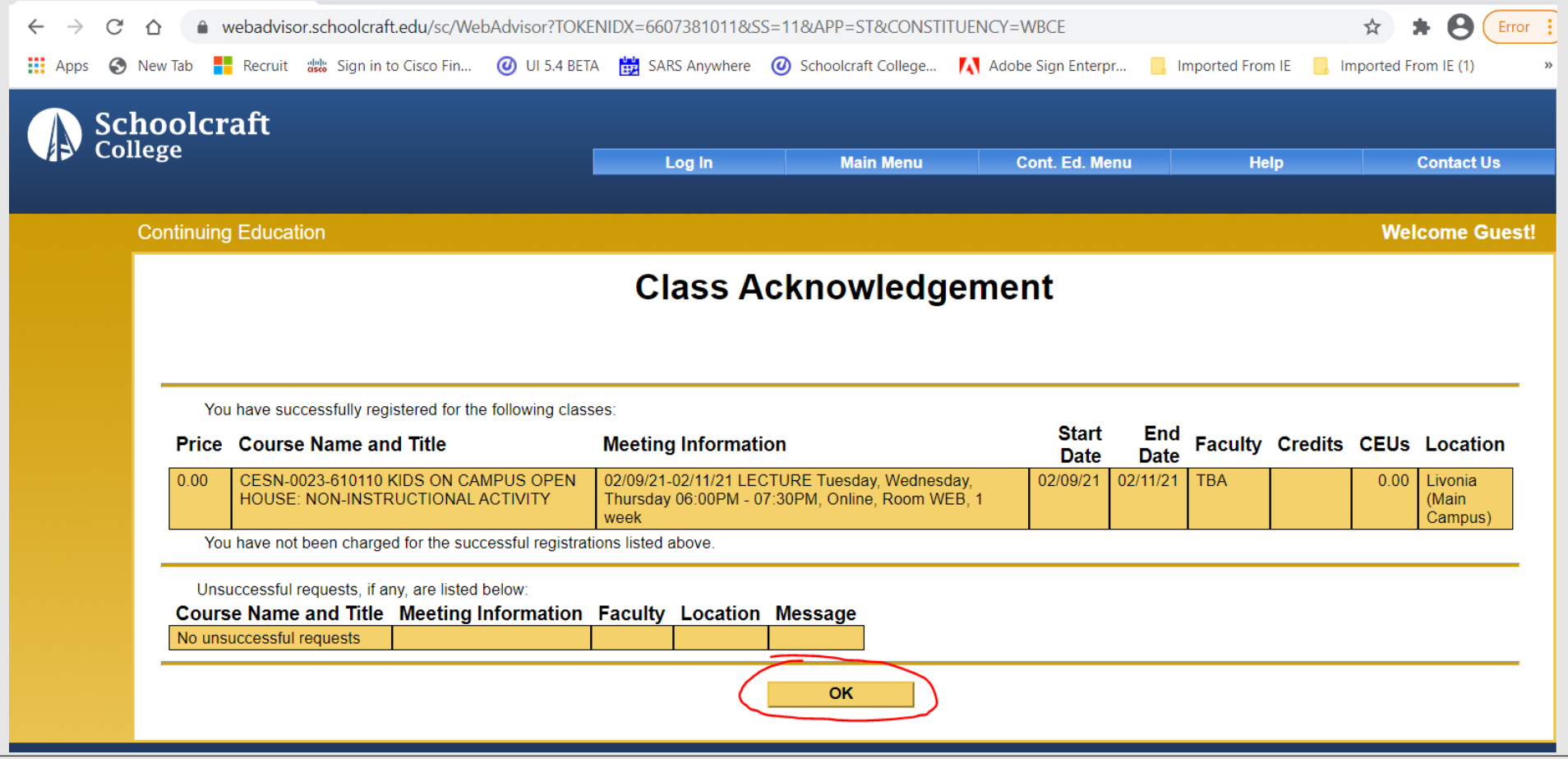
Select your Reason for Taking & How You Learned of This Class



Select Register Now and choose a Payment Type. (The class is free.)



Class meeting information will display. Click OK to return to CEPD Menu.

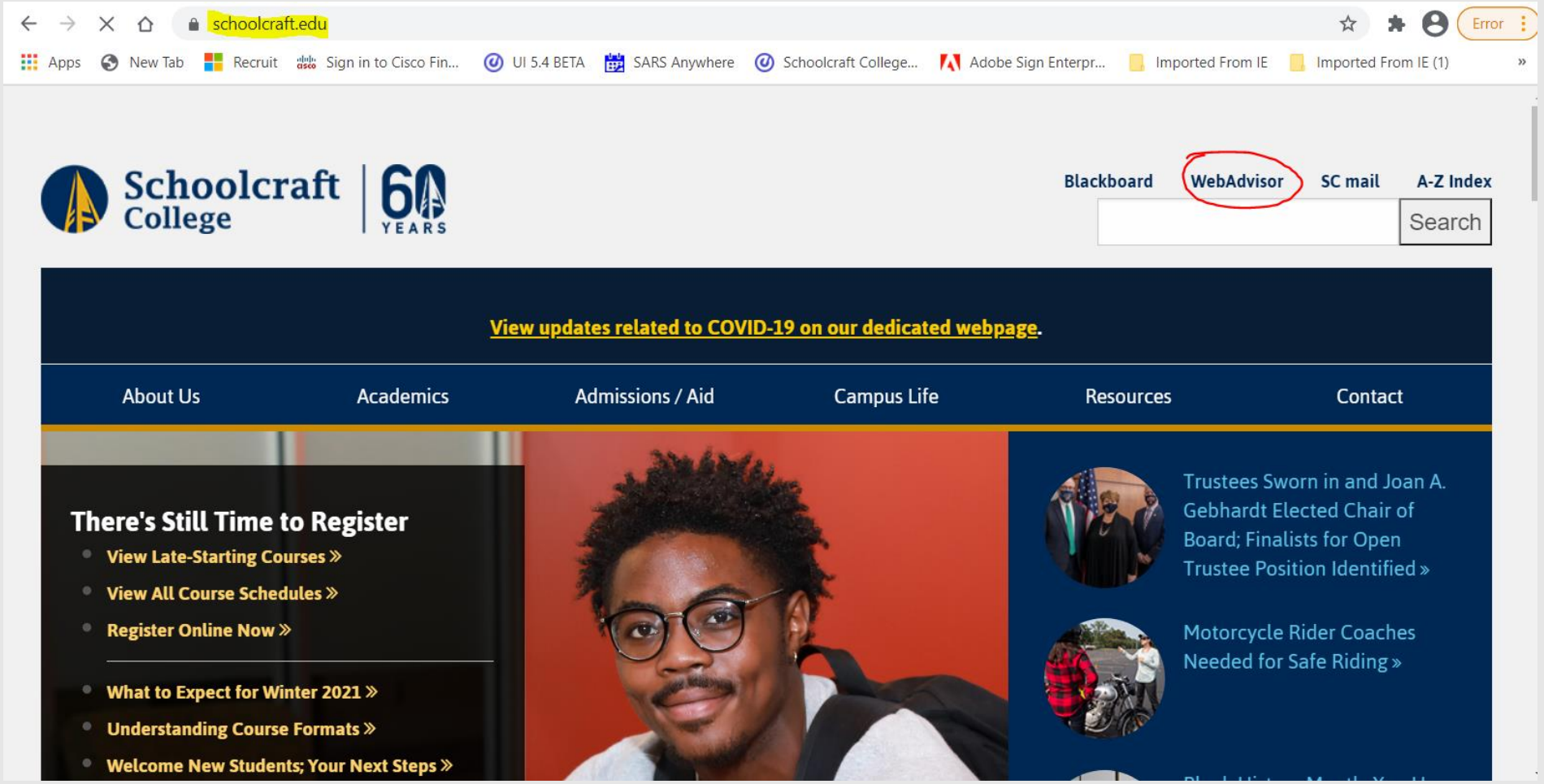


You will receive the following Emails

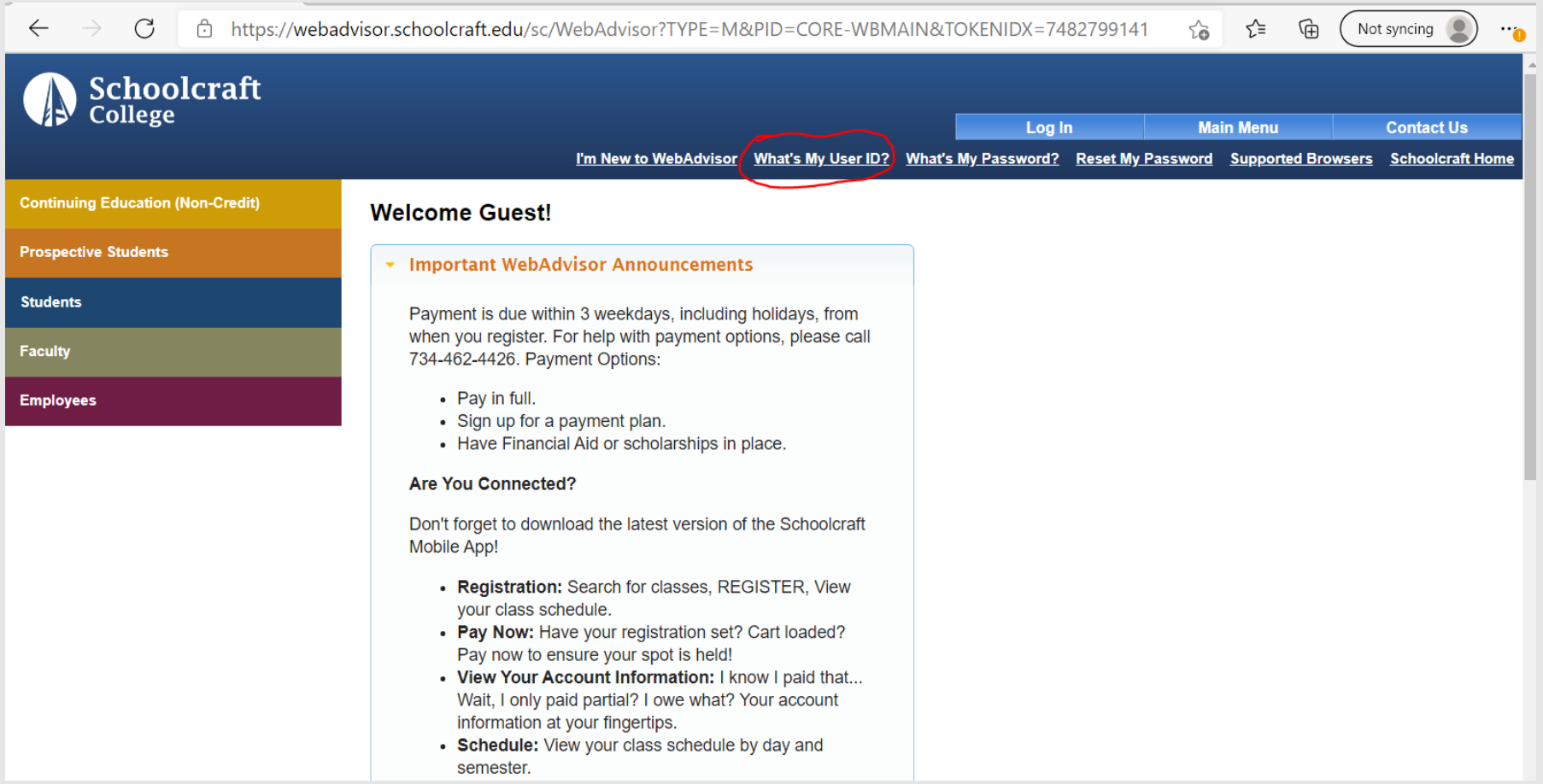
- Class Acknowledgment with Schedule
- Order Confirmation (PayPal Invoice)
- System Generated Temporary Password
  - Password can also be retrieved and reset in WebAdvisor

2. HOW TO RETRIEVE A USER ID & PASSWORD

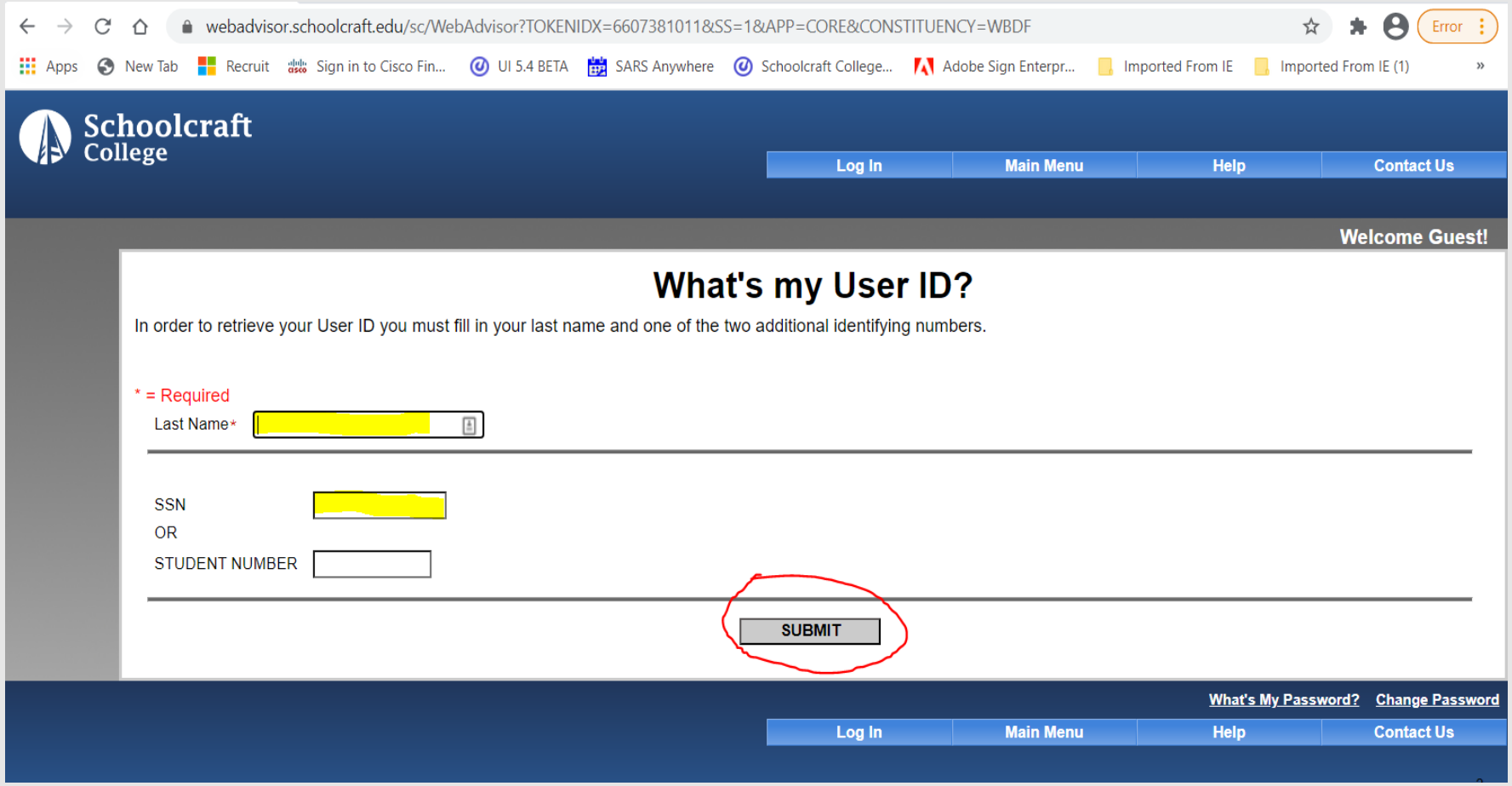
Visit schoolcraft.edu and click the link to WebAdvisor



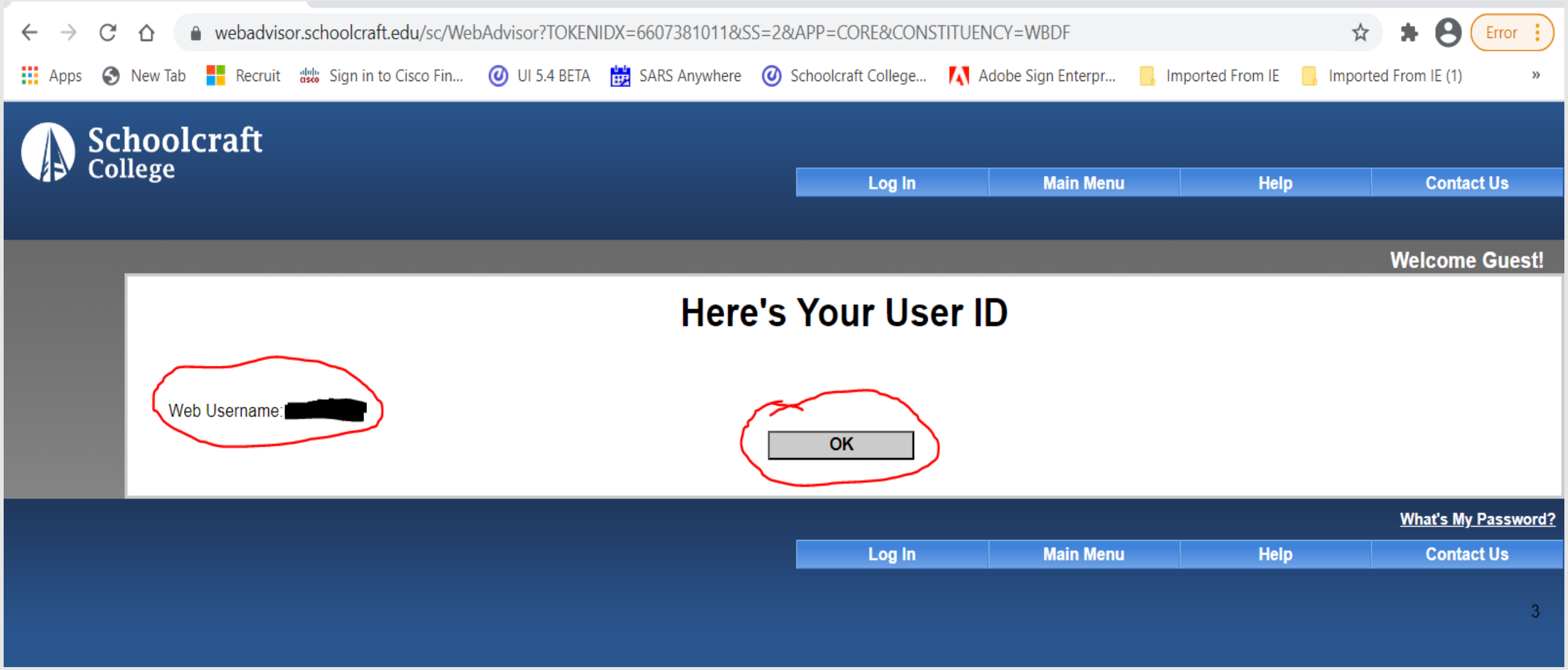
Click What's My User ID?



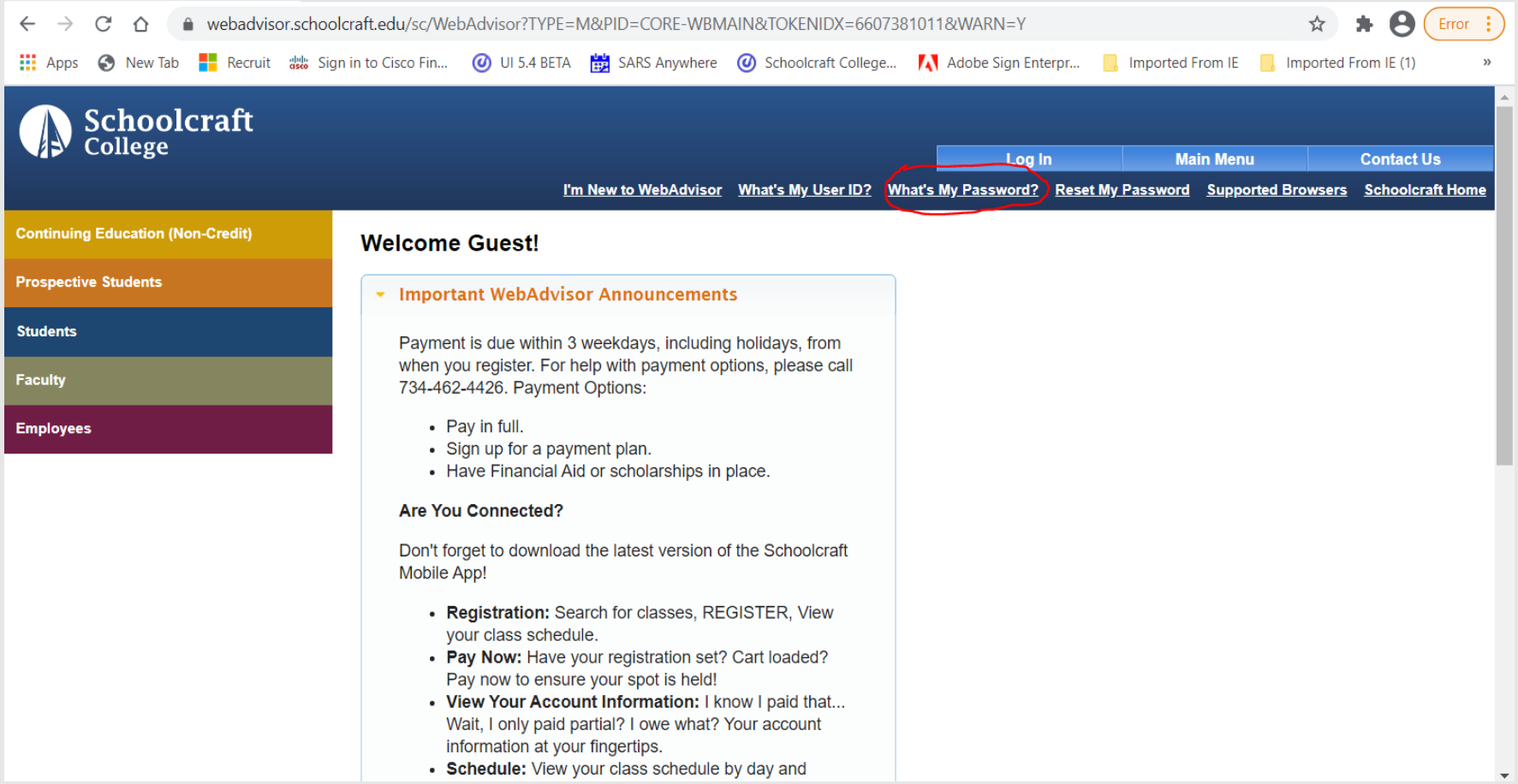
Enter the Student Last Name and SSN (no dashes)



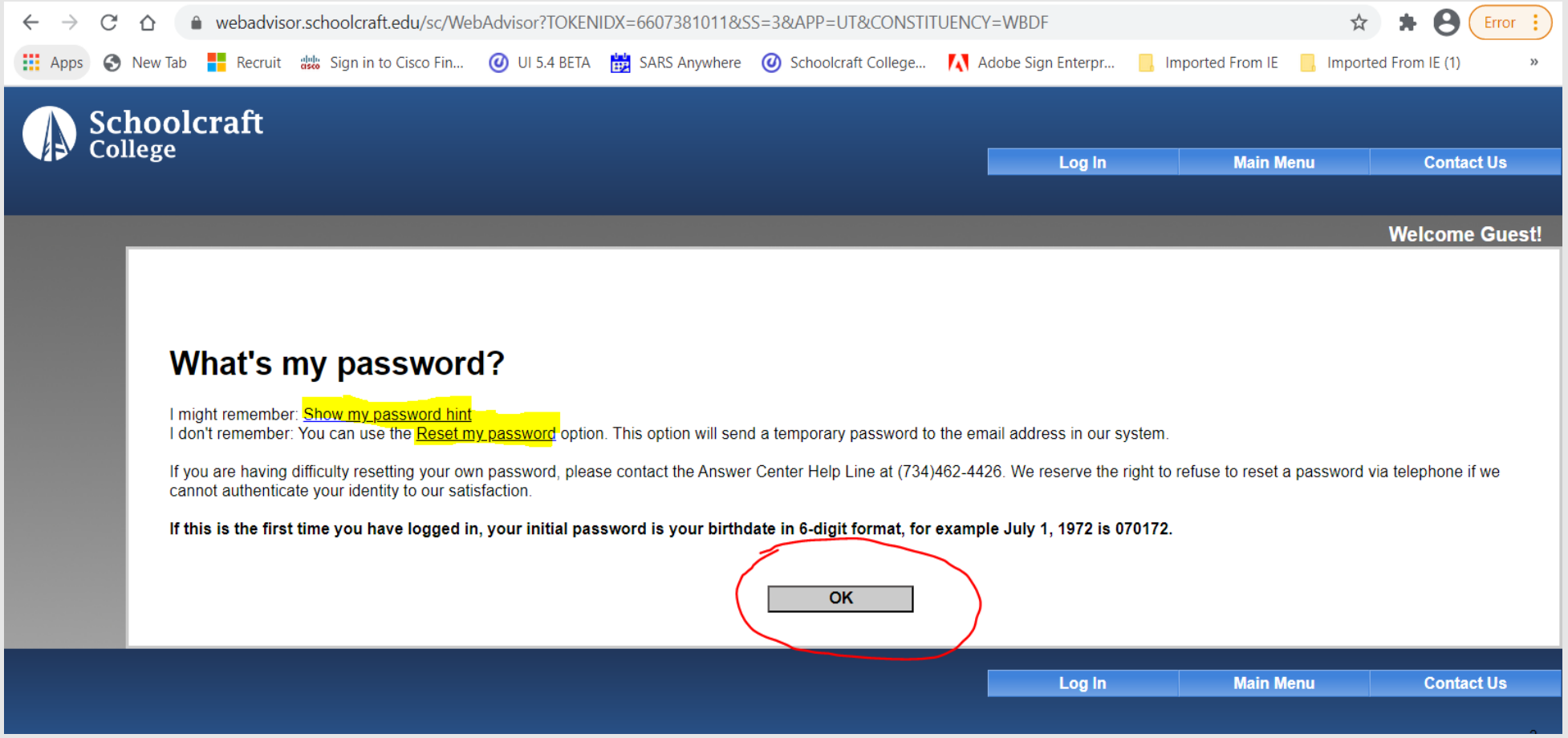
The User ID is provided. Click OK.



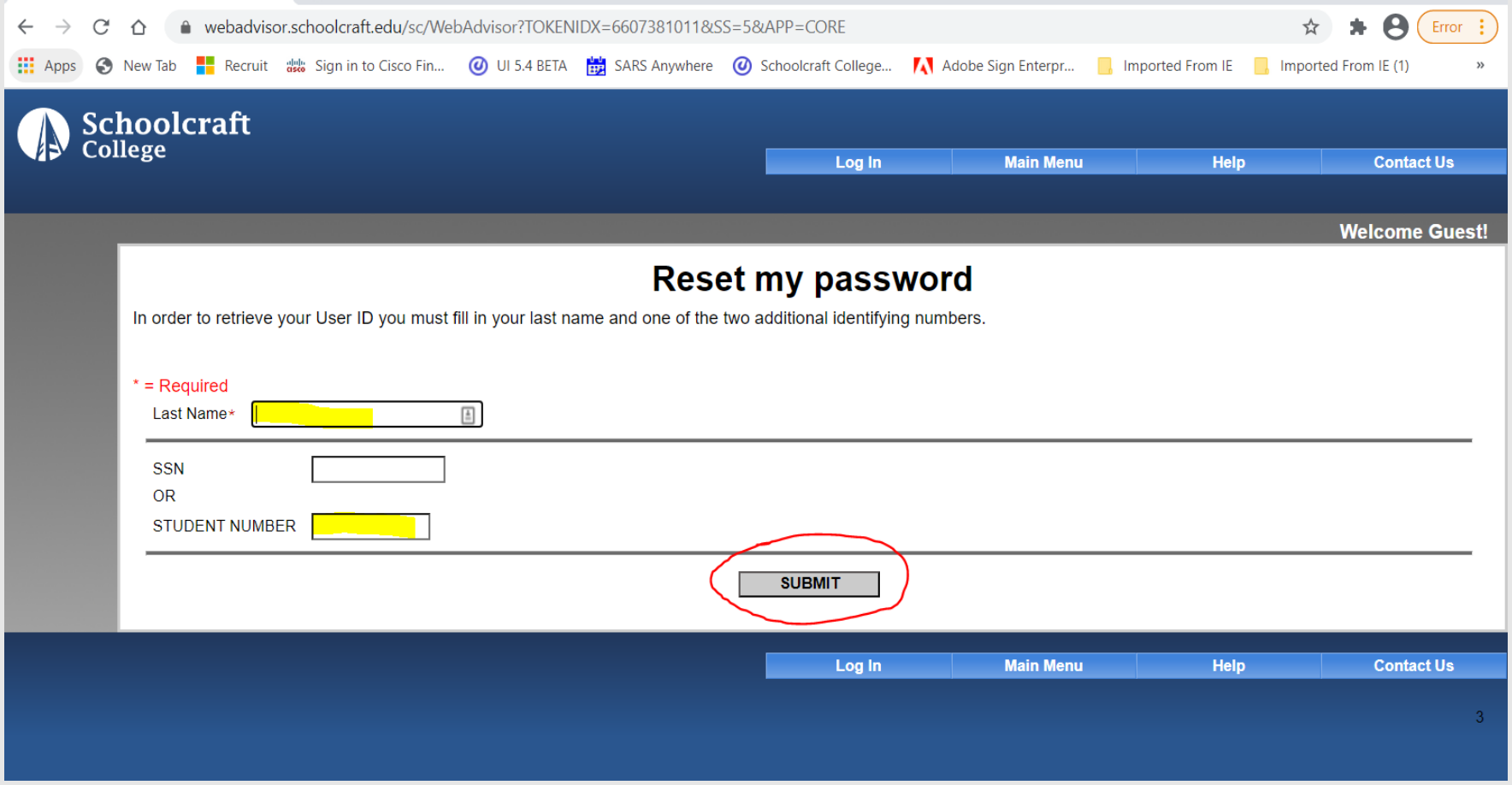
Click What's My Password?



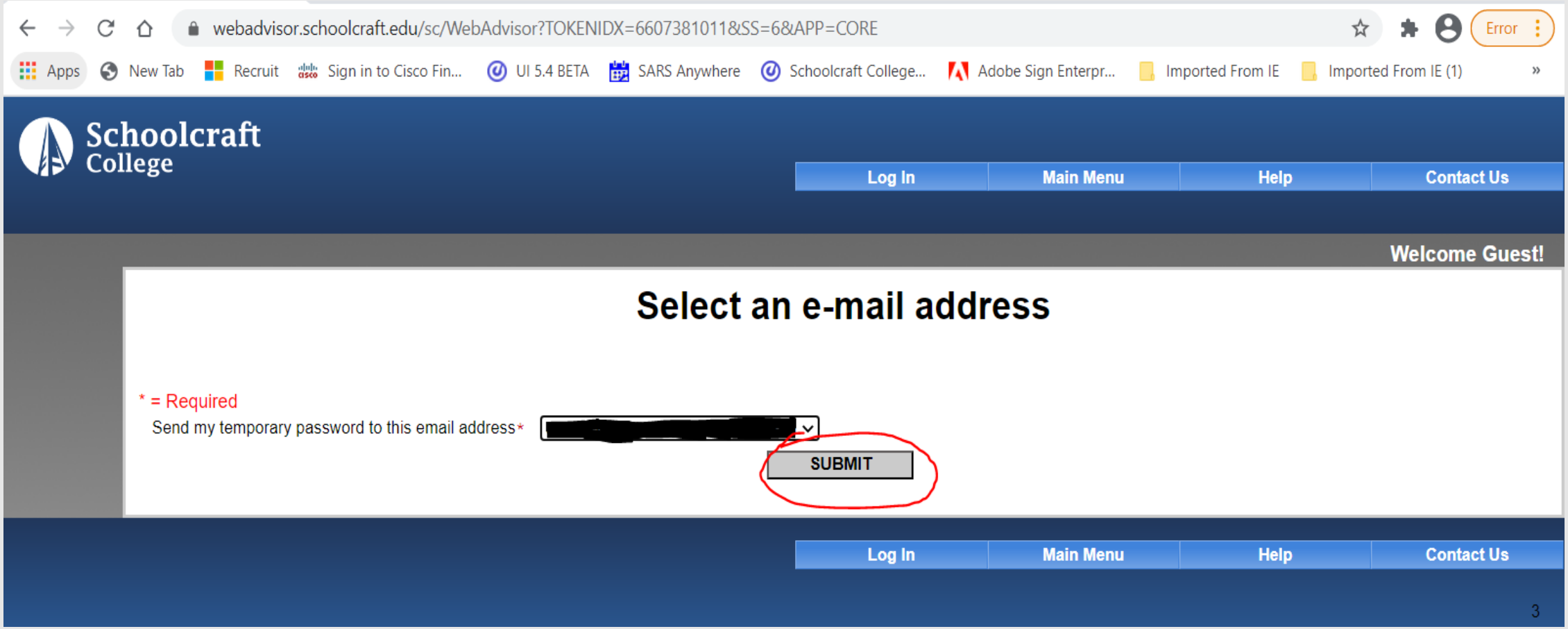
Two options are presented to either find or reset your password.



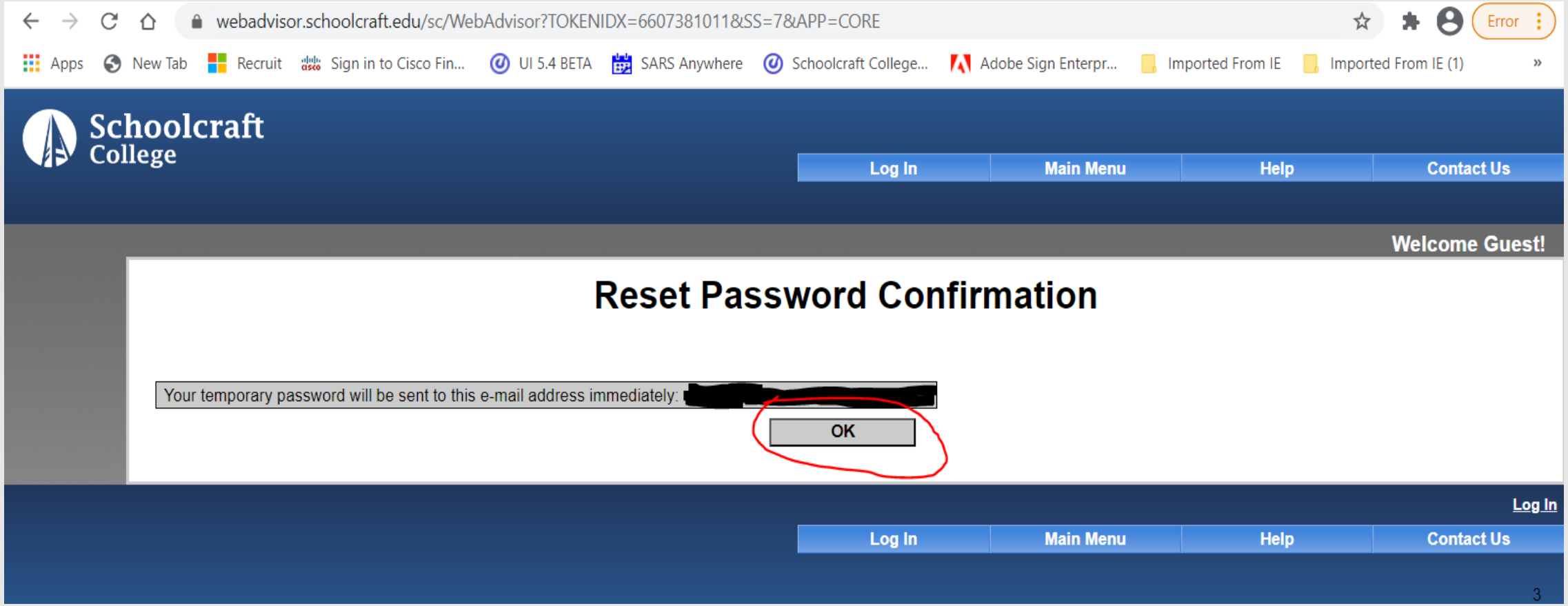
Enter Student Last Name and SSN (no dashes) or Student Number



Select the email address to send a temporary password.



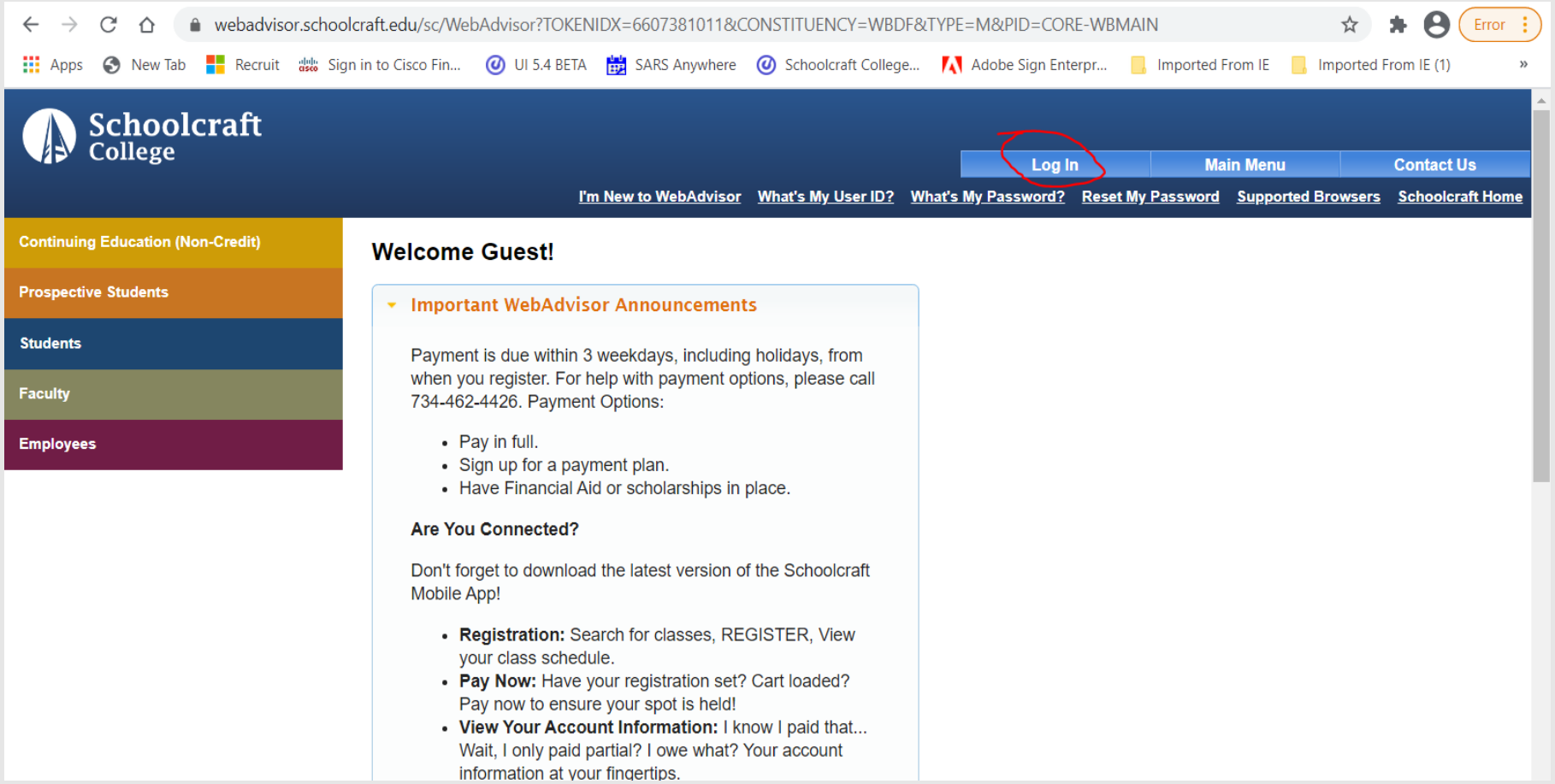
The password has been sent to the email address on record. Click OK.



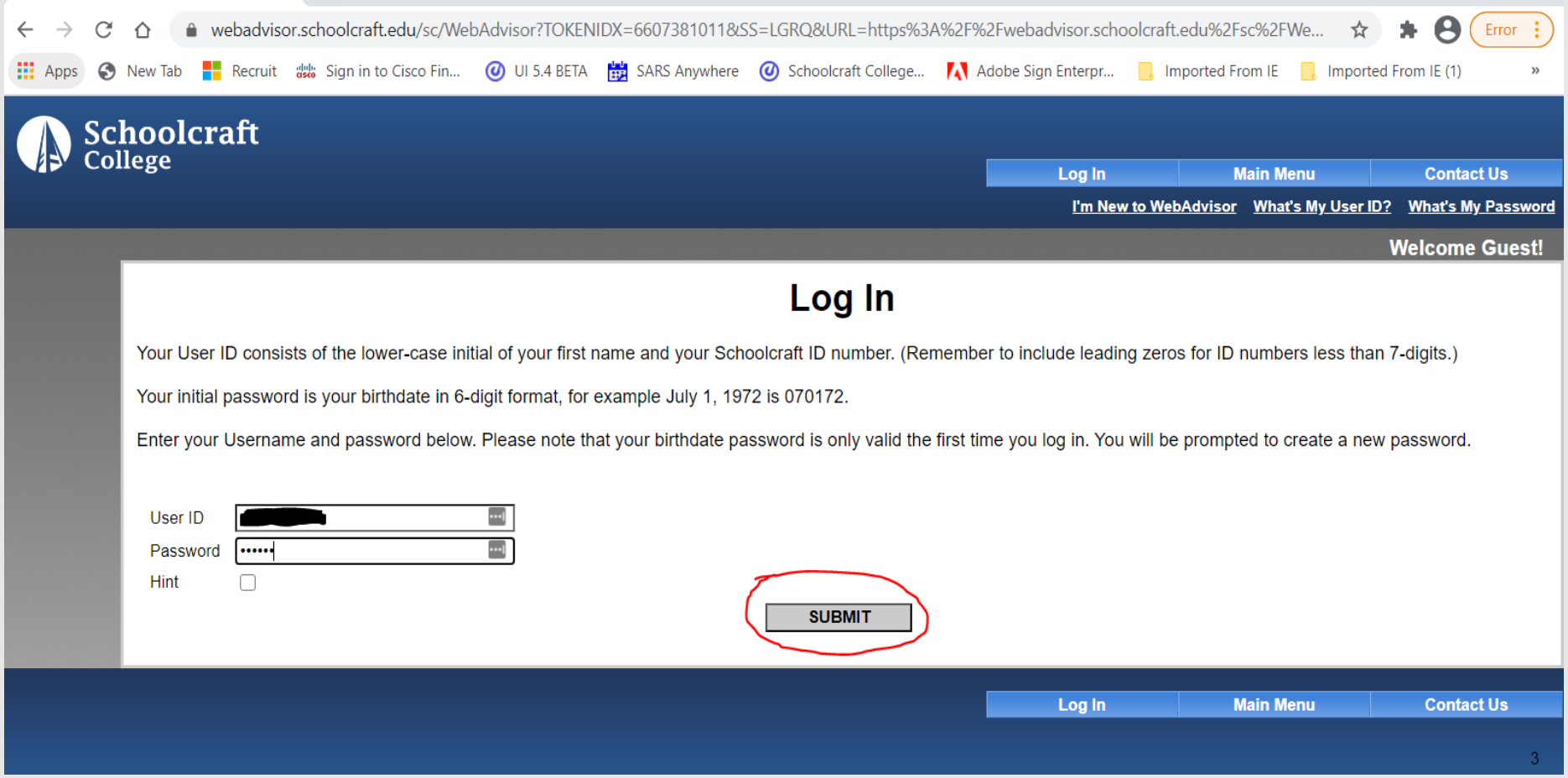
3. READY TO REGISTER!

Steps for Returning Students

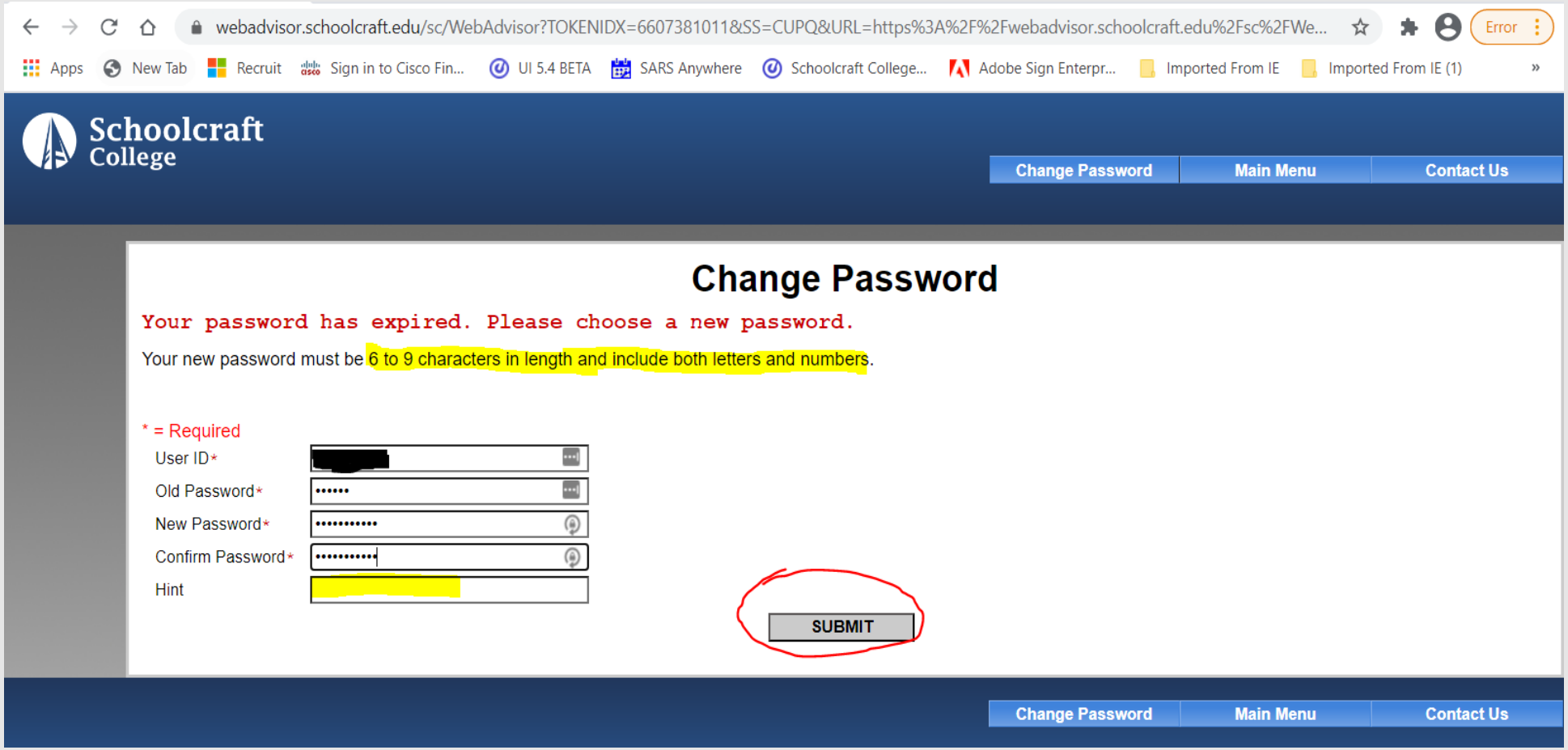
In WebAdvisor, click Log In

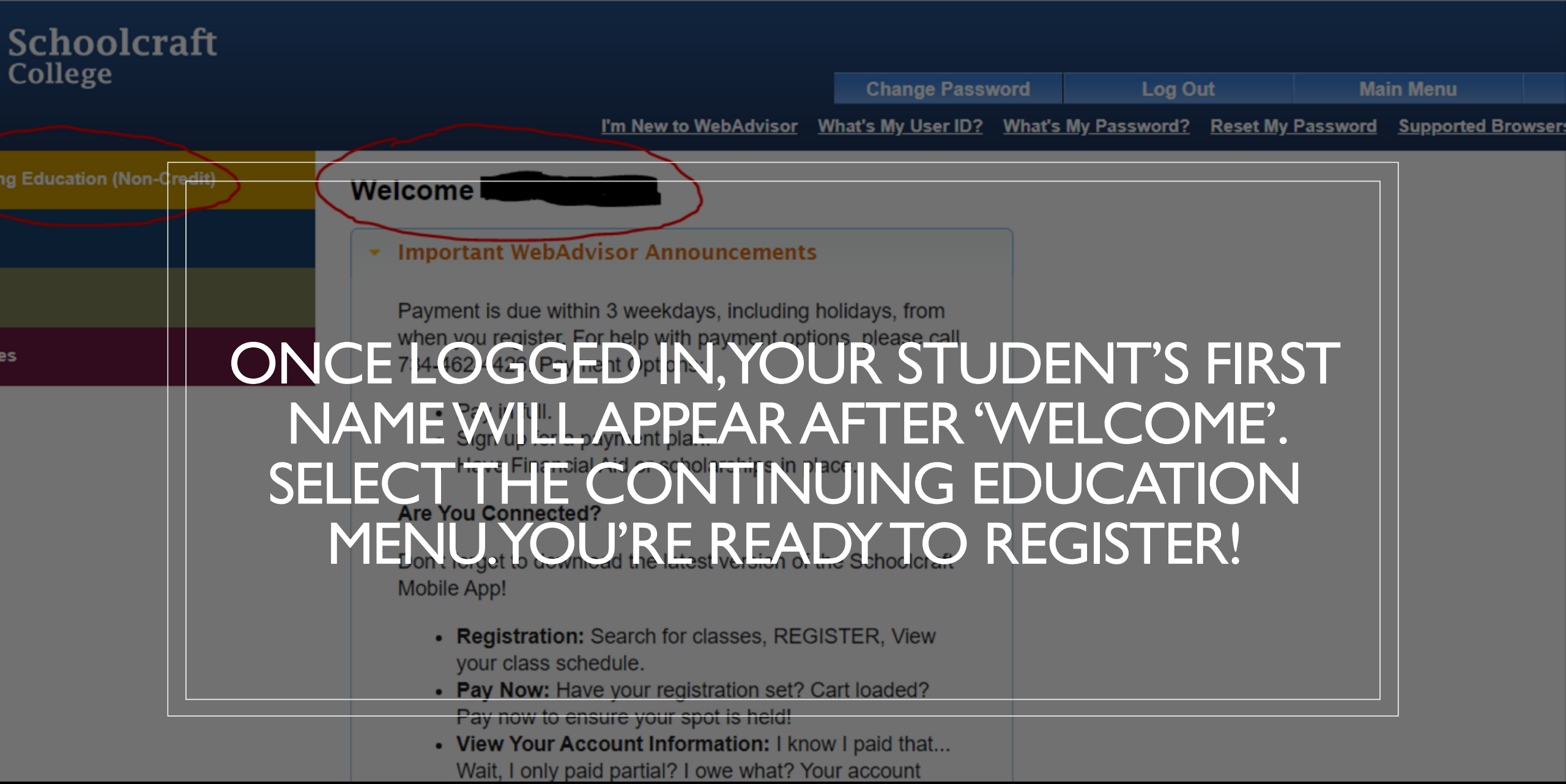


Enter User ID and Password



If you're entering a temporary password after a reset, you will be prompted to change it.





ONCE LOGGED IN, YOUR STUDENT'S FIRST NAME WILL APPEAR AFTER 'WELCOME'. SELECT THE CONTINUING EDUCATION MENU. YOU'RE READY TO REGISTER!

Helpful Links

https://www.schoolcraft.edu/cepd/kids-on-campus

https://www.schoolcraft.edu/cepd/kids-on-campus/registration-tips