### REGISTRATION INSTRUCTIONS & TIPS

Kids On Campus



### Agenda

 Registering for the First Time
 How to Retrieve a User ID and Password

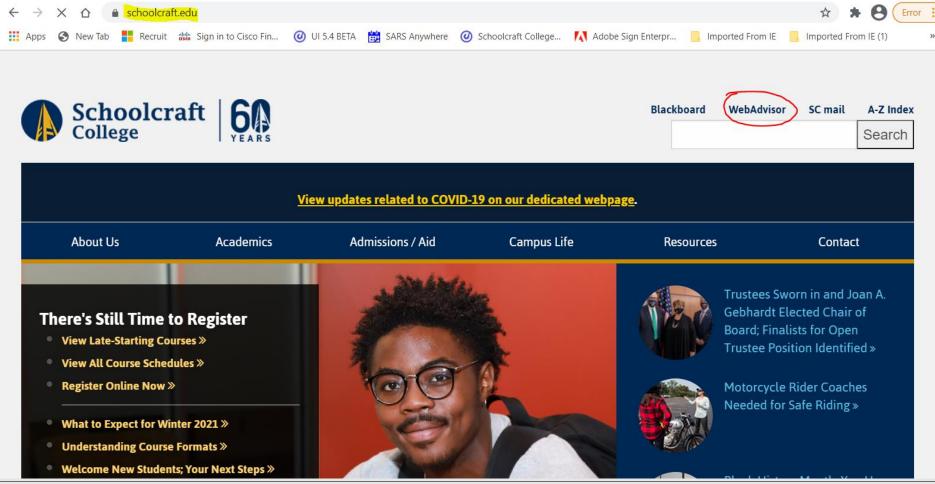
3. Ready to Register- Steps for Returning Students

4. Helpful Links

### I. 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

	hoolcraft.edu/sc/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=6607381011
Apps 🔇 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 Contact Us
	Log In Main Menu Contact Us <u>I'm New to WebAdvisor</u> What's My User ID? What's My Password? Reset My Password Supported Browsers Schoolcraft Hom
	The new to method sold and sold user to frequency material and reset my rassword supported browsers schoold at them
Continuing Education (Non-Credit)	Welcome Guest!
Prospective Students	
	<ul> <li>Important WebAdvisor Announcements</li> </ul>
Students	Payment is due within 3 weekdays, including holidays, from
Faculty	when you register. For help with payment options, please call 734-462-4426. Payment Options:
Employees	<ul> <li>Pay in full.</li> <li>Sign up for a payment plan.</li> </ul>
	Have Financial Aid or scholarships in place.
	Are You Connected?
	Don't forget to download the latest version of the Schoolcraft
	Mobile App!
	• Registration: Search for classes, REGISTER, View
	your class schedule.
	Pay Now: Have your registration set? Cart loaded?     Pay now to ensure your spot is held!
	View Your Account Information: I know I paid that
	Wait, I only paid partial? I owe what? Your account information at your fingertips.

#### Click the link to Register and Pay for Continuing Education Classes

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🔨 Schoolcraft				
College	Log In	Main Menu	Cont. Ed. Menu	Contact Us
				Supported Browsers
Continuing Education - WebAdvisor for Continuing Education (Non-Credi	t) Menu			Welcome Guest!
The above links may display confidential information.				
If you are registering for the <b>first time</b> with Schoolcraft College, please click on t	the "Register and Pay	for Continuing Education	Classes" link below and re	gister without logging in.
If you have taken classes before, please log in and register by clicking the "Log your 7-digit Schoolcraft Id. Your original password is/was your date of birth in the password hint box on the Log In page or use the "What's My Password?" link for	e MMDDYY format. If y			
Registration Register and Pay for Continuing Education Classes Walver of Liability for Fitness Classes				
				Schoolcraft Home
	Log In	Main Menu	Cont. Ed. Menu	Contact Us
				3

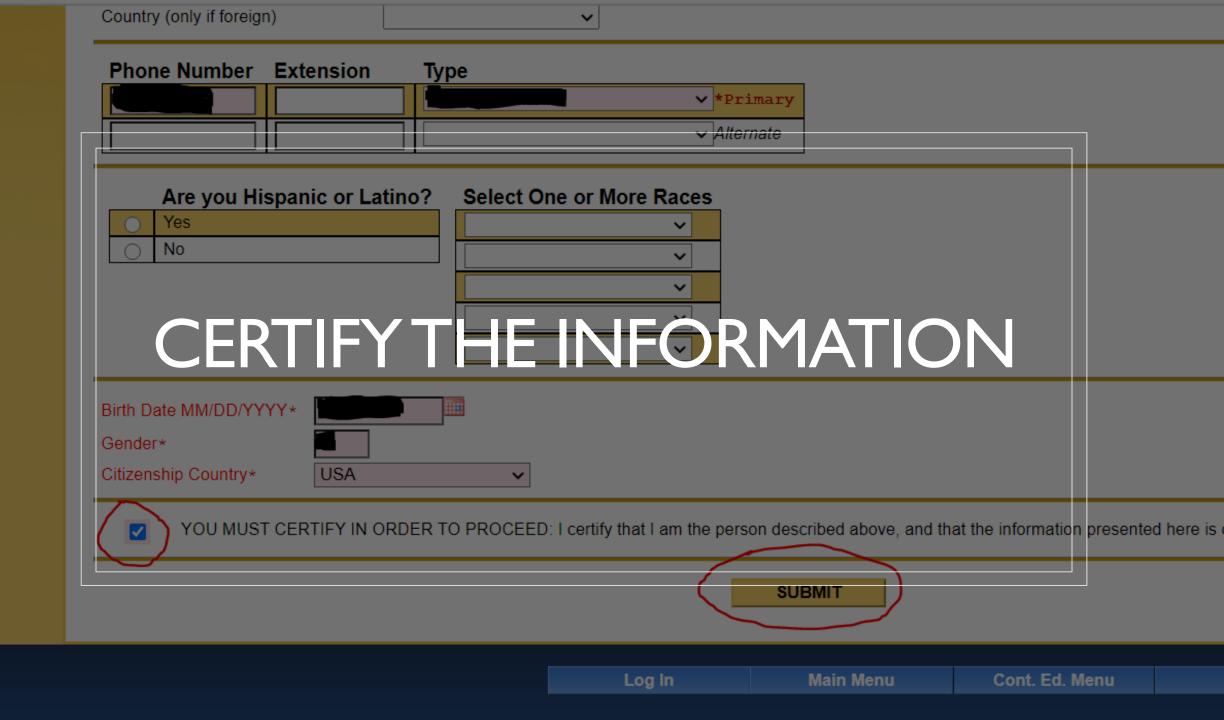
#### To practice registering, choose Non-Instructional from the Subject list

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Apps	3	New Tab	Recruit	sign in to Cisco Fin	🥑 UI 5.4 BETA	SARS Anywhere	Ø Schoolcraft College	Adobe Sign Enterpr	📙 Imported From IE	Imported From IE (1)	>>	
						<ul> <li>Discover</li> <li>eCheck</li> <li>Mastercard</li> <li>Visa</li> </ul>						
	If you receive an error message, it may be due to one of the following reasons: <ul> <li>you entered too much information</li> <li>you entered incorrect information</li> <li>online registration is not available on/after the class start date</li> <li>the class was cancelled</li> </ul> If you need further assistance, please call the Answer Center Help Line at ( <u>734)462-4426</u> .											
		Subj 6-Dig	ect NON- OR	umber OR	$\overline{\bigcirc}$						-	
		4-Dig	git CES Num	iber								
						Search may tak	SUBMIT e 15 - 30 seconds to ref	rieve classes.				

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

Apps 📀	New Tab 📕 Recruit 👑 Sign in to Cisco Fin (	<ul> <li>UI 5.4 BETA SARS Anywhere Schoolcraft Collegent Kids on Campus courses)</li> <li>This course listing does not reflect complete course offerings.         <ul> <li>Only classes available for er courses appear here.</li> <li>For a complete search, inclu available to degree seeking for Classes.</li> </ul> </li> <li>There are NO transfers and NO reclasses.</li> </ul>	the College's nrollment in non-credi uding credit classes students, use <u>Search</u>	e Control of the second	ampus/Milfon 30 South Milfo 357 ampus/Onlin it the <u>CEPD C</u> ge for details. al Classes	rd High School ord Road, Highland,	, MI ation
	If you need further assistance, please call the Select Course Name and Title	e Answer Center Help Line at <u>(734) 462-4426</u> . Meeting Information	I OCATION	Start End Date Date		Capacity CEUs Available Seats	Text Book
	CESN-0023-610110 KIDS ON CAMP OPEN HOUSE: NON-INSTRUCTION ACTIVITY			09/21 02/11/2	1 TBA	0.00 200 / 199	Book Info

C O		webadvis	sor.schoolcraft.edu/sc	/WebAdvisor?TOK	NIDX=660738101180	SS=8&APP=ST&CONSTI	TUENCY=WBCE		* * 8
😧 Nev	v Tab	Recruit	🚓 Sign in to Cisco F	in 🔘 UI 5.4 BET	A 📸 SARS Anywhere	Ø Schoolcraft College	Adobe Sign Enterpr	Imported From IE	Imported From IE (1)
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Colleg					Log in	Main Menu	Cont. Ed. Ment	ı Help	Contac
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	SSN+								
	E-mail/	Address+							
	Mailing	Address I	Line 1 •						
	Mailing	Address I	Line 2						
		City+		State -		V Zipcode+			
	Country	y (only if fo	oreign)		<b>v</b>				
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#### Select your Reason for Taking & How You Learned of This Class

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						Login		Cont. Ed. m		<b>,</b>	Contact US
		Continu	ing Educa	ition						v	Velcome Guest!
						Addition	al Registra	tion Info			
		Prog	ress: 30%								
		All enti	ries on this	form are optional.							
				e and Title 1110 KIDS ON CAMPUS O	PEN HOUSE: NO		Reason Fo		You Learned of This a brochure or flyer ~)	s Class	
						Log In	Main Menu	Cont. Ed. M	enu Helj	p	Contact Us
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# Select Register Now and choose a Payment Type. (The class is free.)

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					Pa	y for Class	es						
	Progres	s: 40%											
	PLEASE	NOTE											
	<ul> <li>To remove a class before you register:</li> <li>1. Check the <b>Remove</b> checkbox to the right of the class you would like to remove</li> <li>2. In the <b>Choose one of the following</b> drop-down list, select <b>Recalculate total amount</b>.</li> </ul>												
	* = Requir	ed											
	Price	Course	e Name and Title	Meet	ing Information		Start Date	End Date	Faculty	Credits	CEUs	Location	Remove
	0.00		023-610110 KIDS ON CA HOUSE: NON-INSTRUCTI FY	ONAL Wedn	/21-02/11/21 LECTUR esday, Thursday 06:0 e, Room WEB, 1 weel	0PM - 07:30PM,	02/09/21	02/11/21	ТВА		0.00	Livonia (Main Campus)	
	Total Am	nount Due	0.00	~	-								
	Choose	one of the	e following:* Register no	ow (check old) ~	<b>`</b>								
	Select Paymen		t method to complete regis	stration (check ou	t)								
					(	SUBMIT							

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

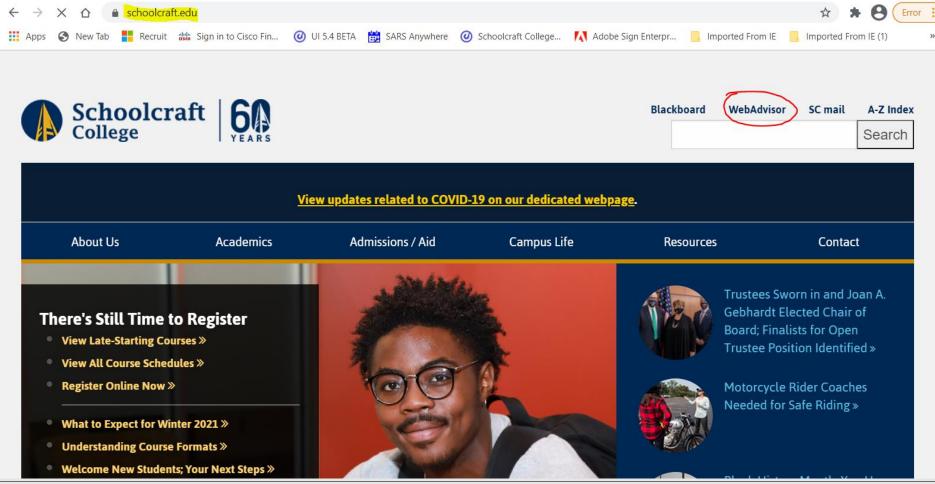
<b>Schoolcraft</b> College	Log In M	ain Menu Cont. Ed. M	enu	Help	Contact I
Continuing Education					Welcome G
	Class Acknow	wledgement			
You have successfully registered for the fo	ollowing classes:				
You have successfully registered for the for <b>Price Course Name and Title</b>	ollowing classes: Meeting Information	Start Date	►a	culty Credits	CEUs Locatio
	Meeting Information PUS OPEN 02/09/21-02/11/21 LECTURE Tues	Date day, Wednesday, 02/09/21	►a		CEUs Location
Price Course Name and Title 0.00 CESN-0023-610110 KIDS ON CAMF	Meeting Information           PUS OPEN TIVITY         02/09/21-02/11/21 LECTURE Tues Thursday 06:00PM - 07:30PM, Onl week	Date day, Wednesday, 02/09/21	Date Fa		0.00 Livonia (Main
Output         Cess-0023-610110 KIDS ON CAMP           0.00         Cess-0023-610110 KIDS ON CAMP           HOUSE: NON-INSTRUCTIONAL ACC           You have not been charged for the success           Unsuccessful requests, if any, are listed be	Meeting Information           PUS OPEN TIVITY         02/09/21-02/11/21 LECTURE Tues Thursday 06:00PM - 07:30PM, Onl week           ssful registrations listed above.           low:	Date day, Wednesday, ine, Room WEB, 1	Date Fa		0.00 Livonia (Main
Output         Cess-0023-610110 KIDS ON CAMP           0.00         Cess-0023-610110 KIDS ON CAMP           HOUSE: NON-INSTRUCTIONAL ACC           You have not been charged for the success           Unsuccessful requests, if any, are listed be	Meeting Information           PUS OPEN TIVITY         02/09/21-02/11/21 LECTURE Tues Thursday 06:00PM - 07:30PM, Onl week           ssful registrations listed above.	Date day, Wednesday, ine, Room WEB, 1	Date Fa		0.00 Livonia (Main

#### You will receive the following Emails

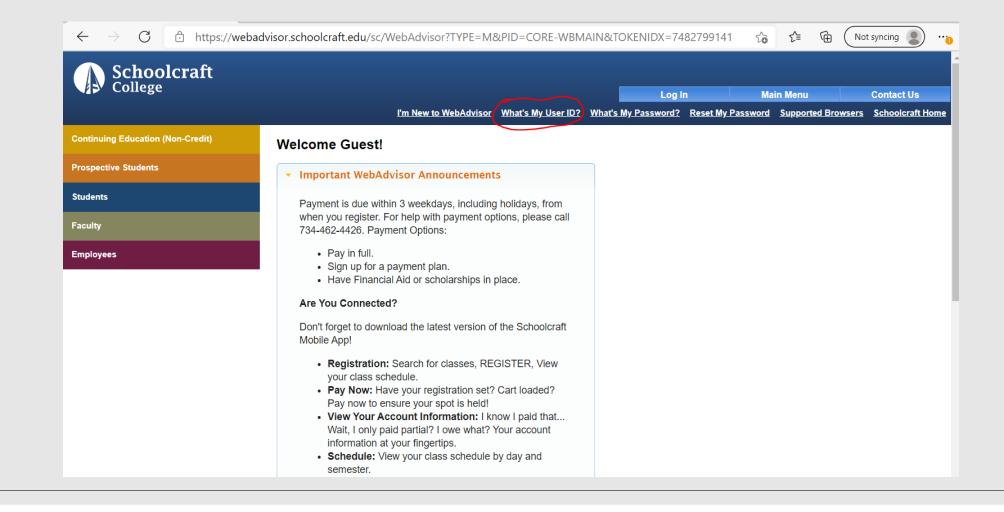
Class Acknowledgment with Schedule
 Order Confirmation (PayPal Invoice)
 System Generated Temporary Password
 Password can also be retrieved and reset in WebAdvisor

### 2. HOW TO RETRIEVE A USER ID & PASSWORD

## Visit schoolcraft.edu and click the link to WebAdvisor

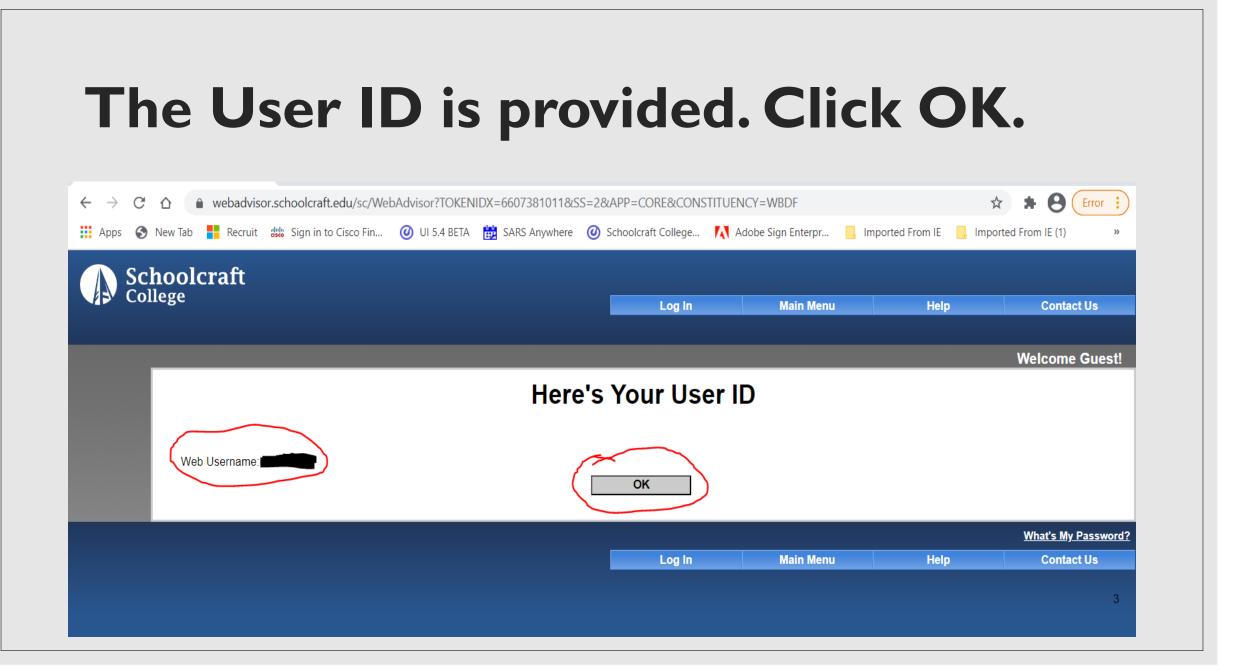


#### Click What's My User ID?



## Enter the Student Last Name and SSN (no dashes)

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Schoolcraft				
College	Log In	Main Menu	Help	Contact Us
	_	_	_	Welcome Guest!
What	's my User	'ID?		
In order to retrieve your User ID you must fill in your last name and one of the tw	vo additional identifying	g numbers.		
* = Required Last Name*				
SSN OR STUDENT NUMBER				
	SUBMIT	)		
			<u>What's My</u>	Password? Change Password
	Log In	Main Menu	Help	Contact Us



#### **Click What's My Password?**

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▲ Schoolcraft	
College	Log In Main Menu Contact Us
	I'm New to WebAdvisor What's My User ID? What's My Password? Reset My Password Supported Browsers Schoolcraft Home
Continuing Education (Non-Credit)	Welcome Guest!
Prospective Students	<ul> <li>Important WebAdvisor Announcements</li> </ul>
Students	Payment is due within 3 weekdays, including holidays, from
Faculty	when you register. For help with payment options, please call 734-462-4426. Payment Options:
Employees	<ul> <li>Pay in full.</li> <li>Sign up for a payment plan.</li> <li>Have Financial Aid or scholarships in place.</li> </ul>
	Are You Connected?
	Don't forget to download the latest version of the Schoolcraft Mobile App!
	<ul> <li>Registration: Search for classes, REGISTER, View your class schedule.</li> <li>Pay Now: Have your registration set? Cart loaded? Pay now to ensure your spot is held!</li> <li>View Your Account Information: I know I paid that Wait, I only paid partial? I owe what? Your account information at your fingertips.</li> <li>Schedule: View your class schedule by day and</li> </ul>

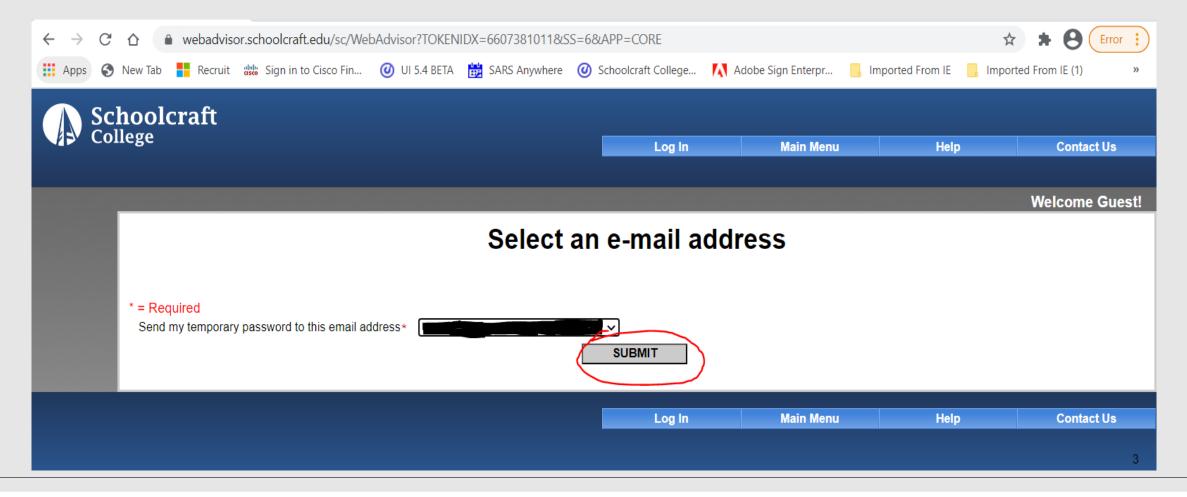
## Two options are presented to either find or reset your password.

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College	1410					
				Log in	Main Me	nu Contact Us
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						Welcome Guest
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WI	hat's my password	1?				
l mig I don	ht remember: <mark>Show my password hint</mark> 't remember: You can use the <mark>Reset m</mark>	y password option. This option will se	nd a temporary password to	o the email address in our s	ystem.	
	are having difficulty resetting your ow ot authenticate your identity to our satis		er Center Help Line at (734	)462-4426. We reserve the	right to refuse to reset a	password via telephone if we
If this	s is the first time you have logged in	, your initial password is your birth	date in 6-digit format, for	example July 1, 1972 is 0	70172.	
		(	ОК	$\overline{)}$		
				Log in	Main Me	nu Contact Us

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

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▲ Schoolcraft					
Schoolcraft College		Log In	Main Menu	Help	Contact Us
					Welcome Guest!
	Rese	et my passv	word		
In order to retrieve your User ID you must f					
* = Required					
Last Name*	<u>A</u>				
SSN					
OR					
	(	SUBMIT	)		
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					3

# Select the email address to send a temporary password.



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

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	hoolcraft llege	Log In	Main Menu	Help	Contact Us							
					Welcome Guest!							
	Reset Password Confirmation											
	Your temporary password will be sent to this e-mail address immediately:	ОК	)									
					<u>Log In</u>							
		Log In	Main Menu	Help	Contact Us							
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### 3. READY TO REGISTER!

Steps for Returning Students

#### In WebAdvisor, click Log In

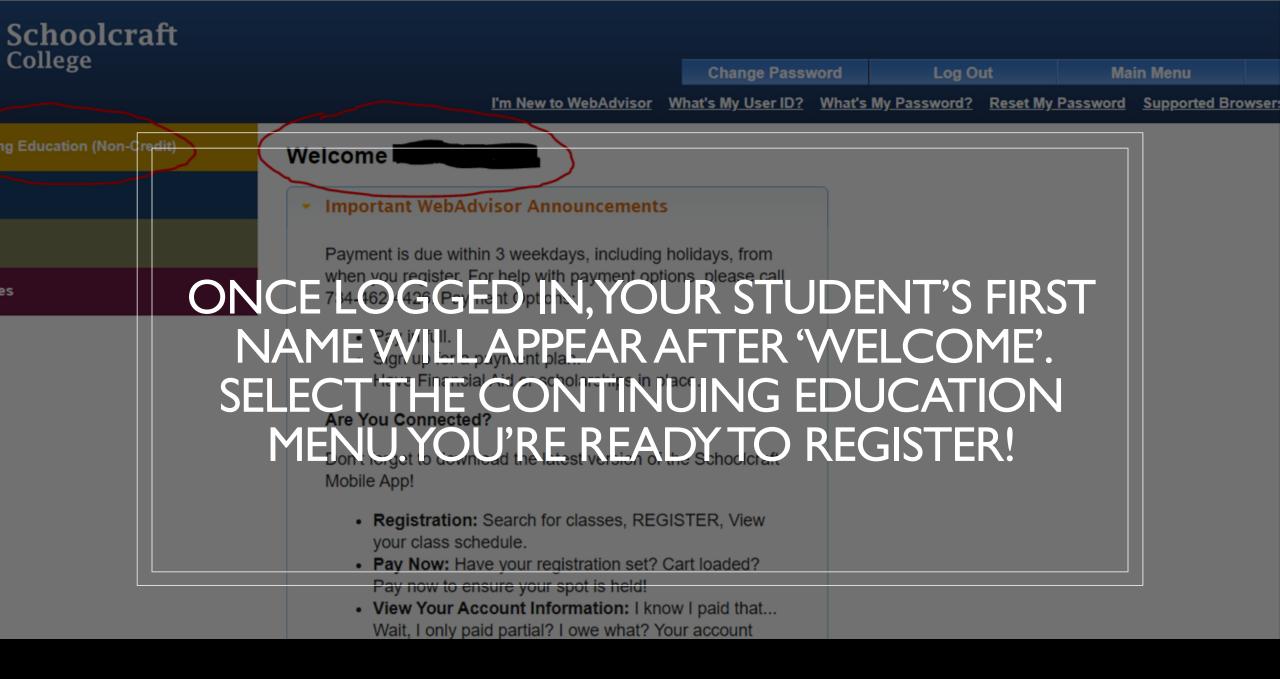
	choolcraft.edu/sc/WebAdvisor?TOKENIDX=6607381011&CONSTITUENCY=WBDF&TYPE=M&PID=CORE-WBMAIN 🖈 🖨 Error							
Schoolcraft College	Log In Main Menu Contact Us I'm New to WebAdvisor What's My User ID? What's My Password? Reset My Password Supported Browsers Schoolcraft Home							
Continuing Education (Non-Credit)	Welcome Guest!							
Prospective Students	Important WebAdvisor Announcements							
Students	Payment is due within 3 weekdays, including holidays, from							
Faculty	when you register. For help with payment options, please call 734-462-4426. Payment Options:							
Employees	<ul> <li>Pay in full.</li> <li>Sign up for a payment plan.</li> <li>Have Financial Aid or scholarships in place.</li> </ul>							
	Are You Connected?							
	Don't forget to download the latest version of the Schoolcraft Mobile App!							
	<ul> <li>Registration: Search for classes, REGISTER, View your class schedule.</li> <li>Pay Now: Have your registration set? Cart loaded? Pay now to ensure your spot is held!</li> <li>View Your Account Information: I know I paid that Wait, I only paid partial? I owe what? Your account information at your fingertips.</li> </ul>							

#### **Enter User ID and Password**

Sch	oolc	raft			<u> </u>		🙀 SARS Any	Jan C						-		-		
Colle	ege											Log In			ain Menu		Contact U	
												<u>l'm N</u>	lew to Web	Advisor	<u>What's My l</u>			
r																V	Velcome G	uest!
									Log	n								
Your User ID consists of the lower-case initial of your first name and your Schoolcraft ID number. (Remember to include leading zeros for ID numbers less than 7-digits.)																		
	Your init	ial passw	/ord is you	r birthdate	in 6-digit fo	ormat, for e	xample July	1, 1972 is	070172.									
	Enter yo	ur Usern	ame and p	bassword I	oelow. Plea	se note tha	t your birthd	ate passwo	ord is only	alid the fi	rst time y	ou log in. Y	′ou will be	prompte	ed to create	a new p	assword.	
	User IE Passwo Hint							Ć	SUBMIT									

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

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👯 Apps 🔇 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	
	Change Password Main Menu Contact Us
Change Passwor	rd
Your password has expired. Please choose a new password.	
Your new password must be <mark>6 to 9 characters in length and include both letters and numbers</mark> .	
* = Required User ID*	
Old Password*	
New Password*	
Confirm Password*	
	Change Password Main Menu Contact Us



#### **Helpful Links**

### https://www.schoolcraft.edu/cepd/kidson-campus

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