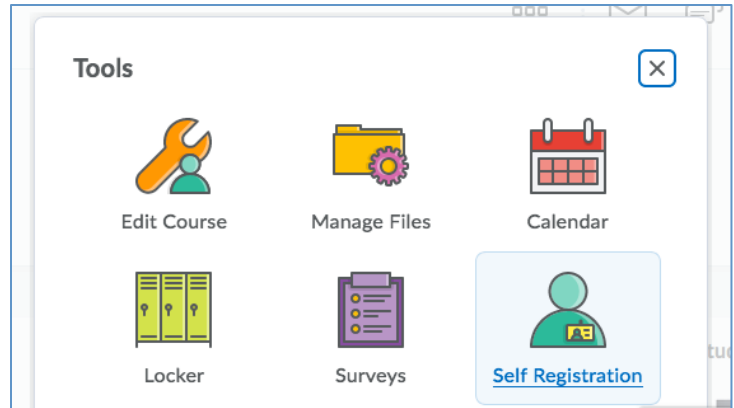


Self Registration

To Self Register for a course complete the following steps:

Click **Tools** in the Navbar &
Click **Self Registration**



Click on the course that you would
like to self-register for

Self Registering Course Offerings		
Course Offering Code ▲	Course Offering Name	Course Offering Cost
_TLC_101_V1	, _D2L Orientation for Fall 2018	
6CCT-Beyond the Introduction to ERS	, 6CCT 029 - Beyond the Introduction to ERS	
6OHS_100_V1	, Accident Prevention	
ADN_588	, ADN_588	
ID Theft Pervention	, ID Theft Prevention	
Note Taker Training	, Note Taker Training	
Orientation to Financial Services	, Orientation to Financial Services	
PNE_999	, PNE_999	
Term Faculty Resource Page	, Term Faculty Resource Page	

Begin the Self-Registration Process:

Step 1: View Course Offering Information
& Click **Register**

Description

[Course Offering List](#) > **Course Offering Description**

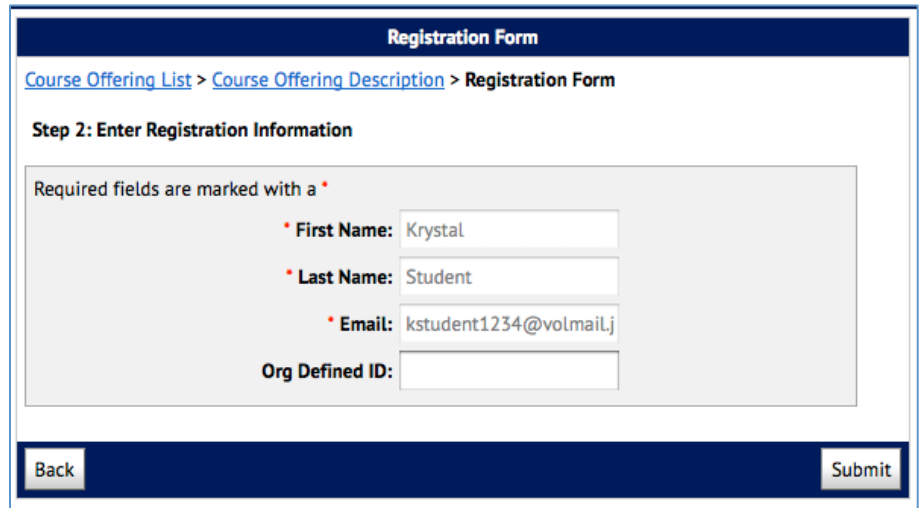
Step 1: View Course Offering Information

Course Offering Name: _D2L Orientation for Fall 2018

Course Offering Code: _TLC_101_V1

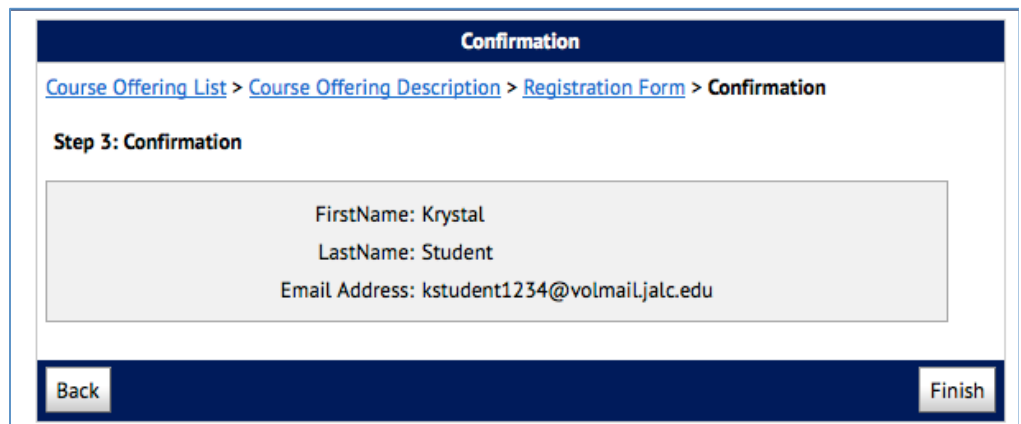
Description:

Step 2: Your registration information will automatically generate
Click **Submit**




The screenshot shows a web page titled "Registration Form". At the top, there is a breadcrumb trail: "Course Offering List > Course Offering Description > Registration Form". Below this, the heading "Step 2: Enter Registration Information" is displayed. A note states "Required fields are marked with a *". There are four input fields: "First Name" with the value "Krystal", "Last Name" with "Student", "Email" with "kstudent1234@volmail.j", and "Org Defined ID" which is empty. At the bottom of the form area, there are two buttons: "Back" on the left and "Submit" on the right.

Step 3: Confirm your Information & Click **Finish**



The screenshot shows a web page titled "Confirmation". The breadcrumb trail is "Course Offering List > Course Offering Description > Registration Form > Confirmation". The heading "Step 3: Confirmation" is present. A central box displays the confirmed information: "FirstName: Krystal", "LastName: Student", and "Email Address: kstudent1234@volmail.jalc.edu". At the bottom, there are two buttons: "Back" on the left and "Finish" on the right.

You will now be provided a Registration Summary



The screenshot shows a web page titled "Registration Summary". It contains a list of two items: "Go to course offering TLC101-V1-SM2013 - Introduction to Online Using Desire2Learn" and "Register for another course". At the bottom right, there is a "Done" button.