

How to create an account in RSchoolToday

- 1.) Please click on the following link to go to FDLTCC's registration page: [RSchoolToday](#)
- 2.) Click on the My Account button.



The screenshot shows the top navigation bar of the website with links for Home, Continuing Education, View Cart, My Account, and Log Out. A large red arrow points to the 'My Account' button. Below the navigation bar is a banner image featuring a network of red nodes connected by white lines on an orange background. Underneath the banner is a search bar with the text 'Search...' and a magnifying glass icon, followed by a link to 'Advanced Search' and a calendar icon. A breadcrumb trail indicates the user's location: 'You are here: Home / Fond du Lac Tribal and Community College'. To the right of the breadcrumb, a welcome message reads 'Welcome Stacey Johnson'. Below this is a paragraph: 'Whether it's at your site or ours, we have the experts and the programs to take your organization to the next level.' The main heading 'Fond du Lac Tribal and Community College' is displayed in a large, bold, blue font. Below the heading is the college's logo, which includes the text 'Fond du Lac' in orange, 'Tribal & Community' in black, and 'College' in a stylized black font. To the right of the logo is a welcome message: 'Welcome to Fond du Lac Tribal and Community College's Workforce Development & Continuing Education registration site. From professional development and life-long learning to CEUs and national certifications, FDLTCC looks forward to serving you!'.

3.) Click on the down arrow next to Create New Account, select Personal or Organization

Home Continuing Education View Cart My Account

MINNESOTA STATE
Workforce Solutions

Welcome to
CLASS REGISTRATION

Username

Password

Login

[Forgot your username and/or password?](#)

Create New Account ▾

Personal

Organization

4.) Complete step 1 of 2: Add Participant Information. The asterisks denote required fields, these include: First & Last Name, Address, City, State, Zip Code, Day & Home Phone and Email Address. **All other fields are optional.**

*Please note the email field is required because this is how we communicate important conference/training information to our participants.

Step 1 of 2: Add Participant Information

Please fill in the information for all of the participants that will be attending the selected classes in the cart.

* Denotes required field

First Name: *

Middle Name:

Last Name: *

Address: *

Address 2:

City: *

State: *

Zip: *

Email:

Day Phone: *

Night Phone:

Home Phone: *

Driver License:

☐ Special Needs

Describe Special Needs

Gender:

☒ Not Specified

☐ Female

☐ Male

Birth Date:

e.g.:9/30/2005

Social Security Number (Optional):

Are you Hispanic or Latino
(a person of Cuban,
Mexican, Puerto Rican,
South or Central America
or other Spanish culture,
regardless of race)?
(Optional):

☐ Yes

☐ No


Racial Background
(Optional - select one or
more):

☐ American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including

☐ Asian - A person having origin in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent.

☐ Black or African American - A person having origins in

5.) Scroll to the bottom of the page and click Save & Continue

Driver License:	<input type="text"/>	<input type="checkbox"/> Special Needs	<input type="checkbox"/> Black or African American - A person having origins in any of the black racial groups of Africa
	Describe Special Needs (Disability, Allergies, and Other Notes)		<input type="checkbox"/> Native Hawaiian or other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or Oth
	<input type="text"/>		<input type="checkbox"/> White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
Shipping Address:	<input type="text"/>	Fire Department:	<input type="text"/>
		Marketing Preference:	<input checked="" type="checkbox"/> Yes! I want to receive news and promotion updates.
<div></div> <div><input type="button" value="◀ Back"/> <input type="button" value="Save & Continue"/></div>			

6.) Complete Step 2 of 2: Add Payer Information. Asterisk denotes required fields, these are: Payer First & Last Name, Address, City, State, Zip Code. **All other information is optional.**

Please Note: If the student/participant is also the payer, click the button by the red arrow below. This will autofill the required information.

7.) Scroll to the bottom of the page to complete Contact Info. The phone numbers and email address that was listed on step 1 should autofill. Red Asterisks denotes required fields, these are: Username & Password. This is where you create the information that you will use to login into the system in the future.

Please Note: It is important to save this information in a safe place for future reference.

Minnesota State Colleges and Universities

https://mnscu.schooltoday.com/familyaccount/public/new-account-create-payer

* Zip: 55720

Contact Info:

* Day Phone: (218) 879-0775

Night Phone: Same as [Day](#)

Work Phone: Same as [Day](#) | [Night](#)

* Home Phone: (218) 879-0775 Same as [Day](#) | [Night](#)

Cell Phone: Same as [Day](#) | [Night](#)

Fax:

* Email: stacey.johnson@fdltcc.edu

* User Name:

* Password:


Add Payer as ☐ Yes
Parent/Guardian?:

Back Continue

8.) Click Continue – see red arrow above.

- 9.) Your account in RSchoolToday has now been created. You will have to login with your newly created username and password. Then continue on to register for FDLTCC's conferences/trainings.
- 10.) Click on "add to cart" to select a conference/training option.

Sort by: ☒ Class Name ☐ Start Date ☐ Institution

Details	Institution	Cost	Select
1 IN-PERSON Registration (Includes Online Access) - 2023 MAIADS Conference - #: MAIADS ID: Summer Section: 2023 Start Date: 8/2/2023 Days: View Time: View View More	Fond du Lac Tribal and Community College	View Option	 Add to Cart
2 VIRTUAL Registration (Online Access ONLY - Opens Aug. 8) - 2023 MAIADS Conference - #: MAIADS V ID: Summer Section: 2023 Start Date: 8/8/2023 Days: View Time: View View More	Fond du Lac Tribal and Community College	\$125.00	Add to Cart

Back < PREV **1** NEXT >

11.) After clicking on “add to cart you will see your selection in “view my cart”

You are here: [Home](#) / [Shopping Cart](#)

Welcome Stacey Johnson

Assign Participants to each Activity Selected

Qty	Item (# - ID - Section)	Participant	Schedule	Item Cost	Due	Pay Amount	Del
1	1 IN-PERSON Registration (Includes Online Access) - 2023 MAIIADS Conference (MAIIADS-Summer -2023)	Select Participant	Begins: 08/02/2023 Days: Varying Sessions: 3 Start Time: 8:00 AM	Select Option	\$0.00	\$0.00	<input type="checkbox"/>
Total Pay Amount:							\$0.00

12.) You will now need to select a participant and the item cost. **Please note:** If you do not see these two options, you are not logged into your account.

13.) Click the “check out” button.

Welcome Stacey Johnson.
You are here: [Home](#) / [Shopping Cart](#)

Class Registration - Confirm that Information is Correct

#-ID-Section	Item	Participant	Begins	Days	Sess	Start Time	Item Cost	Due	Pay Amount
1 -	1 Graduate Exit Exam - May 2nd - 9:00 a.m. to 10:30 a.m.	Stacey Johnson	05/02/2022	M	1	9:00 AM	\$0.00	\$0.00	\$0.00
							Total Due:		\$0.00
							Total Pay Amount:		\$0.00
							Total:		\$0.00

NOTE: No payment is required at this time. Invoices will be sent if/when applicable.



[◀ Back to Cart](#)

[Submit & Register](#)

14.) Complete your payment with a credit card. **Visa, MasterCard, & Discover accepted.** We are unable to accept American Express.

15.) Click “Submit and Register”

13.) The registration process is now complete and you will receive a confirmation notification at the email address you provided.