



MINNESOTA STATE

How-To

Minnesota State Continuing Education & Customized Training Online Registration
rSchoolToday

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rSchoolToday Documentation

How-To Guide to rSchoolToday Online Registration

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Minnesota State is an Equal Opportunity Employer and Educator



New Users - Create New Account

Start here: <https://mnscu.rschooltoday.com/public/home>

1. Click "View My Account."

You are here: [Home](#)

WELCOME!

Continuing education opportunities within the colleges and universities of Minnesota State system span the entire spectrum of workforce development. Many courses are designed to be completed in sequence. Some classes result in professional certificates of completion or occupational credentials.

In addition to this type of work-related instruction, a number of institutions also provide a variety of personal enrichment courses that prepare individuals to better enjoy the fine arts, increase their language or cultural skills, improve one's health or to gain proficiency with computers.

Choose a campus and explore the many classes offered. You may also use the "Search" function to find specific classes for your needs and interests.

Explore the many opportunities throughout Minnesota!

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rSchoolToday Documentation

*How-To Guide to rSchoolToday Online Registration
Creating a New Account*

Minnesota State is an Equal Opportunity Employer and Educator



New Users - Create New Account

2. Click "Create New Account."



Welcome!

We are rolling out a new registration system. You will notice below a button "New Users" and "Returning Users." If you have registered with us in the past but are not currently register for a summer or fall program, you probably think of yourself as a returning user, but our new registration system has not had the pleasure of meeting you yet. If you click on "New Users," you will be prompted to set up a new profile for this system. Please know that all of your past training records and transcripts have been maintained.

If you recently registered for a course, you MAY already exist in the new system. If so, click "Returning User" and select the "Forgot or Reset User Name and Password" and follow the instructions.

New Users

New to this registration system? Create a user account and proceed with registration.

Create New Account >

Returning Users

Already have an account in the new registration system? Sign in here.

Login to My Account >





New Users - Create New Account

3. Fill out Student/Participant Information.
4. Click "Save & Continue."
5. Fill out Payer Information.
6. Click "Continue."

Step 1 of 2: Add Student/Participant Information

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

* Denotes required field

Participant ID :

Gender : ☒ Not Specified ☐ Female ☐ Male

*First Name :

Middle Name :

*Last Name :

*Address :

Address 2 :

*City :

*State :

Zip :

Email :

*Day Phone :

Night Phone :

Same as [Day](#)

*Home Phone :

Same as [Day](#) | [Night](#)

☐ Special Needs
Describe Special Needs
(Disability, Allergies, and Other Notes)

Certification ID :

Are you an American Indian? : ☐ Yes ☒ No

Post Number :

Dietary Restrictions and Food Allergies :

Will you be using Veteran's Benefits? : ☐ No ☒ Yes

Marketing Preference : ☒ Yes! I want to receive news and promotion updates.

Company Address :

Company Contact :

Step 2 of 2: Add Payer Information

Please fill in the information for the person who is PAYING for this registration.

* Denotes required field

Payer's Info:

For your convenience, this information will let us set you up as a possible participant also for future reservations:

Other Info:

☐ Student/Participant is also the Payer

* Payer First Name:

* Payer Last Name:

* Address 1:

Address 2:

* City:

* State:

* Zip:

Contact Info:

* Day Phone:

Night Phone:

Same as [Day](#)

Work Phone:

Same as [Day](#) | [Night](#)

* Home Phone:

Same as [Day](#) | [Night](#)

Cell Phone:

Same as [Day](#) | [Night](#)

Fax:

Extension:

* Email:

* User Name:

* Password:

Add Payer as ☐ Yes
Parent/Guardian?:

rST distinguishes between a "student," who is someone participating in a class or event, and a "payer," who is the person paying for their registration.

If you're registering yourself, you're both the student and payer. In this case just click the box that says "Student/Participant is also the payer" when you get to the Payer Information screen.

If the person participating is not the person paying, enter the participant's info and the payer's info accordingly.

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Creating a New Account

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Returning Users - Log In

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Explore the many opportunities throughout Minnesota!

Search

[Add Other Search Criteria](#)

[Click for Advanced Search](#)

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Logging In

Minnesota State is an Equal Opportunity Employer and Educator



Returning Users - Log In

2. Click "Login to My Account."



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New Users

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[Create New Account >](#)

Returning Users

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[Login to My Account >](#)

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Logging In

Minnesota State is an Equal Opportunity Employer and Educator





Returning Users - Log In

3. Enter your username and password, then click “Login.”

Returning Users

If you forgot, or need to reset, your username and password, click on the "I forgot, or need to reset, my password" link to the right and follow the instructions.

[I forgot, or need to reset, my password.](#)

The password field is CASE SENSITIVE, please verify the Caps Lock is not on.





Add Someone to Your Account

If you're registering multiple people, it's a lot easier to add someone to your account than to create multiple accounts.

Here are some examples of situations in which you might want to have one account for multiple people:

- Parents registering their kids for swimming lessons
- A company registering employees for a training class
- A group attending an event

Here's how to do it:

1. Click "View My Account."

You are here: [Home](#)

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[Add Other Search Criteria](#)

[Click for Advanced Search](#)

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How-To Guide to rSchoolToday Online Registration

Adding Someone to Your Account



Add Someone to Your Account

2. Click "Account Members Info."

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Continuing Education & Customized Training

[All Sites](#) |
 [View My Account](#) |
 [Log Off My Account](#)

[Reservation History](#) |
 [Payment History](#) |
 [Account Members Info](#)

Welcome Rhinoceros Jones.
You are here: [Home](#) / [Reservation History](#)

Viewing Period: --- All --- [View](#)

-or- From 09/30/2016 To 09/30/2016 [View](#)

Amount Due: \$ 0.00
Credit on Account: \$ 0.00

No Reservation entries found.

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How-To Guide to rSchoolToday Online Registration
Adding Someone to Your Account

Minnesota State is an Equal Opportunity Employer and Educator





Add Someone to Your Account

3. Click "Add New."

You can add a new student, payer, guardian, or credit card.

rST distinguishes between a "student," who is someone participating in a class or event, and a "payer," who is the person paying for their registration.

MINNESOTA STATE
Continuing Education & Customized Training

Home All Sites View My Account Log Off My Account

Reservation History Payment History **Account Members Info**

Welcome Rhinoceros Jones.
You are here: [Home](#) / [Account Members Info](#)

Student Info Add New Save Changes

Name	Day Phone	Night Phone	Gender	Age Group	Edit	Delete
Jones, Rhinoceros	(218) 755-4900				Edit	Delete

[*] Student(s) having references that can not be deleted

Payers Info Save Changes

Name	Day Phone	Night Phone	Email	Shared	Edit
Jones, Rhinoceros	(218) 755-4900		thomas.christensen@bemidjistate.edu.com	<input type="checkbox"/> PH <input type="checkbox"/> All CC <input type="checkbox"/> C. Acct.	Edit

Guardian Info Add New Save Changes

No Guardians found.

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Adding Someone to Your Account

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Add Someone to Your Account

4. Fill out the new person's info, then click "Save & Exit."

Participant ID : <input type="text"/>	Gender : <input checked="" type="radio"/> Not Specified <input type="radio"/> Female <input type="radio"/> Male
*First Name : <input type="text"/>	
Middle Name : <input type="text"/>	Certification ID : <input type="text"/>
*Last Name : <input type="text"/>	Are you an American <input type="radio"/> Yes Indian? : <input type="radio"/> No
*Address : <input type="text" value="789 Mayhill Rd N"/>	Post Number : <input type="text"/>
Address 2 : <input type="text"/>	Dietary Restrictions and Food Allergies : <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
*City : <input type="text" value="Maplewood"/>	
*State : <input type="text" value="Minnesota"/> ▼	Will you be using <input type="radio"/> No Veteran's Benefits? : <input type="radio"/> Yes
Zip : <input type="text" value="55119"/>	Marketing Preference : <input checked="" type="checkbox"/> Yes! I want to receive news and promotion updates.
Email : <input type="text"/>	Company Address : <input type="text"/>
*Day Phone : <input type="text" value="(621) 741-0450"/> <input type="text"/>	Company Contact : <input type="text"/>
Night Phone : <input type="text"/> <input type="text"/> Same as Day	
*Home Phone : <input type="text" value="(621) 741-0450"/> Same as Day Night	
<input type="checkbox"/> Special Needs Describe Special Needs (Disability, Allergies, and Other Notes) <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>	
<input type="button" value="◀ Back"/> <input type="button" value="Save & Exit"/>	

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How-To Guide to rSchoolToday Online Registration
Adding Someone to Your Account

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Minnesota State is an Equal Opportunity Employer and Educator



Delete Someone from Your Account

1. Click "View My Account."

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Continuing Education & Customized Training

[All Sites](#) [View My Account](#)

You are here: [Home](#)

WELCOME!

Continuing education opportunities within the colleges and universities of Minnesota State system span the entire spectrum of workforce development. Many courses are designed to be completed in sequence. Some classes result in professional certificates of completion or occupational credentials.

In addition to this type of work-related instruction, a number of institutions also provide a variety of personal enrichment courses that prepare individuals to better enjoy the fine arts, increase their language or cultural skills, improve one's health or to gain proficiency with computers.

Choose a campus and explore the many classes offered. You may also use the "Search" function to find specific classes for your needs and interests.

Explore the many opportunities throughout Minnesota!

Search

[Add Other Search Criteria](#)
[Click for Advanced Search](#)

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Deleting Someone from Your Account

Minnesota State is an Equal Opportunity Employer and Educator



Delete Someone from Your Account

2. Click "Account Members Info."

MINNESOTA STATE
Continuing Education & Customized Training

[All Sites](#) |
 [View My Account](#) |
 [Log Off My Account](#)

[Reservation History](#) |
 [Payment History](#) |
 [Account Members Info](#)

Welcome Rhinoceros Jones.
You are here: [Home](#) / [Reservation History](#)

Viewing Period: --- All --- [View](#)

-or- From 09/30/2016 To 09/30/2016 [View](#)

Amount Due: \$ 0.00
Credit on Account: \$ 0.00

No Reservation entries found.

rSchoolToday Documentation

How-To Guide to rSchoolToday Online Registration

Deleting Someone from Your Account

Minnesota State is an Equal Opportunity Employer and Educator





Delete Someone from Your Account

3. Check the “Delete” box, then click “Save Changes.”

MINNESOTA STATE
Continuing Education & Customized Training

All Sites View My Account Log Off My Account

Reservation History Payment History Account Members Info

Welcome Rhinoceros Jones.
You are here: [Home](#) / [Account Members Info](#)

Student Info Add New Save Changes

Name	Day Phone	Night Phone	Gender	Age Group	Edit	Delete
Jones, Leslie	(218) 755-4900				Edit	<input checked="" type="checkbox"/>
Jones, Rhinoceros	(218) 755-4900				Edit	<input type="checkbox"/>

[*] Student(s) having references that can not be deleted

Payers Info Save Changes

Name	Day Phone	Night Phone	Email	Shared	Edit
Jones, Rhinoceros	(218) 755-4900		thomas.christensen@bemidjistate.edu.com	<input type="checkbox"/> PH <input type="checkbox"/> All CC <input type="checkbox"/> C. Acct.	Edit

Guardian Info Add New Save Changes

No Guardians found.

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How-To Guide to rSchoolToday Online Registration

Deleting Someone from Your Account

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Minnesota State is an Equal Opportunity Employer and Educator



Find a Class or Event by Institution

The Minnesota State system is home to many colleges and universities that offer continuing education, customized training, and events to non-students and the general public. Click on one of our institutions to find out what they're offering.

MINNESOTA STATE
Continuing Education & Customized Training

[All Sites](#) [View My Account](#) [Log Off My Account](#)

Welcome
You are here: [Home](#)

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Explore the many opportunities throughout Minnesota!

Advanced Minnesota
The Workforce Training Arm of the Northeast Higher Education District (Hibbing Community College, Mesabite Range College, Itasca Community College, Vermillion Community College and Rainy River Community College).
[View details >](#)

Alexandria Technical & Community College
The Customized Training Center at Alexandria Technical & Community College provides access to learning for careers and for life!
[View details >](#)

Bemidji State University
Optivation: A joint venture of Bemidji State University and Northwest Technical College
[View details >](#)

Central Lakes College
Continuing Education offers a wide range of continuing education (open enrollment, non-credit) programs that are easily accessible and affordable. Individuals can gain new skills and knowledge, or keep their professional training up to date. Contact us today to get started!

Search

[Add Other Search Criteria](#)
[Click for Advanced Search](#)

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Finding a Class or Event

Minnesota State is an Equal Opportunity Employer and Educator



Find a Class or Event by Institution


Each institution's classes are divided into categories and subcategories. Click on a category or search for a specific class in the search bar.

[All Sites](#)
[View My Account](#)
[Log Off My Account](#)

Optivation: A joint venture of Bemidji State University and Northwest Technical College


Welcome |
You are here: [Home](#) / [Bemidji State University](#)

Bemidji State University



Optivation: A joint venture of Bemidji State University and Northwest Technical College

Invest in yourself. Enhance your job skills by taking professional development courses. Learn a new skill, or maintain certifications and licensure through Optivation's continuing education classes.



Gillett Wellness Center

The Gillett Wellness Center, our intramural sports programs and our nationally recognized Outdoor Program Center are designed for your enjoyment and wellness year round. No matter what your fitness goals, we're here to help you achieve them. Fitness and fun is yours for the taking.

Health & Wellness

Courses pertaining to medicine, exercise, nursing, etc.

Special Events

Not classes, but one-time (often annual) events you won't want to miss.

Technology & Computer

Stay up to date when it comes to computers and other technologies with some of our tech courses.

Trades & Industry

Offering trade and industry specific training. Classes include Commercial Vehicle Recertification, Boiler Operator, and more.

rSchoolToday Documentation

How-To Guide to rSchoolToday Online Registration
Finding a Class or Event



Find a Class or Event by Institution

Clicking on a category brings you to a page of subcategories. Click on one of these to view the classes in that subcategory.

Optivation: A joint venture of Bemidji State University and Northwest Technical College

You are here: [Home](#) / [Bemidji State University](#) / [Trades & Industry](#)

Trades & Industry

Offering trade and industry specific training. Classes include Commercial Vehicle Recertification, Boiler Operator, and more.

Motor Vehicle

Courses involving automobiles or other types of motor vehicles, most notably our Commercial Vehicle Inspector Re-Certification course.

Steam Plant Engineer

For current boiler operators or those aspiring to be boiler operators, we offer courses that teach you the in's and out's of boilers and prepare you to take the state test in order to become a certified boiler operator. Also includes a tour of a boiler plant.

We offer two courses:

1. Steam Plant Engineer - 20 hour
This course is designed to prepare you to take the test to become a special engineer and covers low pressure systems. No previous experience with boilers is necessary.
2. Steam Plant Engineer and High/Low Pressure - 36 Hour
This course includes everything in the Steam Plant Engineer course but also covers high pressure systems. This course is aimed toward people who are already boiler operators and are seeking to become a first class, second class, or chief engineer.

➤ [Add Other Search Criteria](#)

➤ [Click for Advanced Search](#)

September 2016

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Contact Us:
Optivation
Bemidji State University and Northwest
Technical College
218-755-4900

[Refund Policy](#) | [Privacy Policy](#)

[Login](#) | © 2013 rSchoolToday.com - Class Registration

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*How-To Guide to rSchoolToday Online Registration
Finding a Class or Event*

October 2016



Finding a Class or Event by Institution

Now you'll see a list of classes currently being offered in that subcategory at your selected institution. From here you can add a class to your cart by checking the "Select" box and then clicking "Add to Cart," or you can click on the class name to find out more details.

Optivation: A joint venture of Bemidji State University and Northwest Technical College

Welcome .
You are here: [Home](#) / [Bemidji State University](#) / [Gillett Wellness Center](#) / [Learn to Swim: Levels 4 and 5](#)

Learn to Swim: Levels 4 and 5

Prerequisites Level 4: Able to demonstrate passing requirements from level three: Deep water bobbing, dive from side of pool from stride and standing positions, being able to swim a specific amount of yards regarding the backstroke, front and back crawl, sidestroke, breaststroke, introduction to turning at wall, tread water with modified scissors, modified breaststroke, and rotary kicks.

Prerequisites Level 5: Able to demonstrate passing requirements from level four: Shallow dive, glide two lengths, begin front crawl, pike surface dive, flip turn with backstroke, basic butterfly, rescue breathing.

Lessons to be held at the Gillett Center Pool on the campus of Bemidji State University
1500 Birchmont Drive NE

[← Back](#)

[Add to Cart](#)

Sort by: ☒ Class Name ☐ Start Date ☐ Institution

Class Details

	Institution	Class Cost	Select
Red Cross Learn to Swim: Level 4 (Stroke Development) / Level 5 (Stroke Refinement) - # 4414 - 1 (Waiting List) Start Date: 09/13/2016 Days: Tu, Th Time: 6:05 PM to 6:35 PM View More	Bemidji State University	\$ 60.00	in session
Red Cross Learn to Swim: Level 4 (Stroke Development) / Level 5 (Stroke Refinement) - # 4414 - 2 Start Date: 10/11/2016 Days: Tu, Th Time: 6:05 PM to 6:35 PM View More	Bemidji State University	\$ 60.00	<input checked="" type="checkbox"/> View

[← Back](#)

[Add to Cart](#)

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Finding a Class or Event

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MINNESOTA STATE

Find a Class or Event by Keyword

If you are looking for something specific, you can type it into the search bar on the home page. This searches all institutions in the Minnesota State system.

Home | All Sites | View My Account | Log Off My Account

Welcome!
You are here: [Home](#)

WELCOME!

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Explore the many opportunities throughout Minnesota!

Search Filters (highlighted in red circle):

- Browse by Program:
- Browse by Category:
- Browse by Subcategory:
- Search:
- [Hide Other Search Criteria](#)
- [Click for Advanced Search](#)

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Finding a Class or Event

October 2016



Find a Class or Event by Keyword

To search by even more detail, use the Advanced Search screen. This searches all institutions in the Minnesota State system.

[All Sites](#)
[View My Account](#)

You are here: [Home](#) / [Advanced Search](#)

Advanced Search

Define specific search criteria to refine your search. You can use some criteria or all, as needed.

Keywords:

Class Name:

Class Number:

Program:

Category:

Subcategory:

Days Offered:
 ☐ Mon
 ☐ Tue
 ☐ Wed
 ☐ Thu
 ☐ Fri
 ☐ Sat
 ☐ Sun

Start Date Range:
 From
 To

End Date Range:
 From
 To

[Add Other Search Criteria](#)

[Click for Advanced Search](#)

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How-To Guide to rSchoolToday Online Registration
Finding a Class or Event



MINNESOTA STATE

Find a Class or Event by Keyword

You'll get a list of classes currently being offered at institutions throughout the system. From here you can add a class to your cart by checking the "Select" box and then clicking "Add to Cart," or you can click on the class name to find out more details.

[All Sites](#)
[View My Account](#)
[Log Off My Account](#)

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

Search result for: Microsoft

[Back](#)
[Add to Cart](#)

Sort by: ☒ Class Name ☐ Start Date ☐ Institution

Class Details	Institution	Class Cost	Select
Advanced Microsoft Access - # 42992-CTAC 4332 - 01 Start Date: 11/21/2016 Days: M Time: 8:30 AM to 4:00 PM View More	Saint Paul College	\$ 170.00	<input type="checkbox"/> View
Advanced Microsoft Excel - # 42990-CTAC 4327 - 01 Start Date: 11/18/2016 Days: F Time: 8:30 AM to 4:00 PM View More	Saint Paul College	\$ 170.00	<input type="checkbox"/> View
Advanced Microsoft Excel - # 42991-CTAC 4327 - 01 Start Date: 12/16/2016 Days: F Time: 8:30 AM to 4:00 PM View More	Saint Paul College	\$ 170.00	<input type="checkbox"/> View
Advanced Microsoft Word - # 42989-CTAC 4312 - 01 Start Date: 11/04/2016 Days: F Time: 8:30 AM to 4:00 PM View More	Saint Paul College	\$ 170.00	<input type="checkbox"/> View
Core Solutions of Microsoft Exchange Server 2013 - # COCH0007 - 6 Start Date: 12/19/2016 Days: M, Tu, W, Th, F Time: 9:00 AM to 5:00 PM View More	Dakota County Technical College	\$ 2295.00	<input type="checkbox"/> View
Developing Microsoft Azure Solutions - # 2060012 - 02 Start Date: 12/12/2016 Days: M, Tu, W, Th, F Time: 9:00 AM to 5:00 PM View More	Dakota County Technical College	\$ 2295.00	<input type="checkbox"/> View
Implementing a Data Warehouse w/Microsoft SQL Server - # COCH0013 - 4 Start Date: 11/14/2016 Days: M, Tu, W, Th, F Time: 9:00 AM to 5:00 PM View More	Dakota County Technical College	\$ 2295.00	<input type="checkbox"/> View
Implementing a Data Warehouse w/Microsoft SQL Server - # COCH0013 - 5 Start Date: 12/19/2016 Days: M, Tu, W, Th, F Time: 9:00 AM to 5:00 PM View More	Dakota County Technical College	\$ 2295.00	<input type="checkbox"/> View

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How-To Guide to rSchoolToday Online Registration
Finding a Class or Event

October 2016



Registration - Assign a Person

1. Once you've got your class or event in the shopping cart, click "Assign a Person."

* You won't see this option if you're not logged in. In that case just click "Check Out" and you'll be taken to a log-in screen.

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Continuing Education & Customized Training

Home All Sites View My Account Log Off My Account

Welcome Rhinoceros Jones.
You are here: [Home](#) / [Shopping Cart](#)

Assign Participants or Students to each Activity Selected

Qty	Class/Section #	Class Name	Participant	Begins	Days	Sessions	Start Time	Cost	Notes	Del
1	327	Commercial Vehicle Inspector Re-Certification course	Assign a Person	10/14/2016	F	1	9:00 AM	\$100.00	Add	
Total Cost:								\$	100.00	

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How-To Guide to rSchoolToday Online Registration

Registration Walk-Through

October 2016

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Registration - Assign a Person

2. Assign a person, then click “Save and Exit.”

If the participant isn’t on the list you can add him or her to your account by clicking “Add New Person.”

Mozilla Firefox

https://mnscu.rschooldtoday.com/registration/family/assignstudent/family_account_id/1

Select the person who will be participating in this Activity:

Current Account Members:

☐ Leslie Jones

☐ Rhinoceros Jones

[Add New Person](#)



Registration - Multiple People

1. In the “Qty” box enter the number of people you want to register, then click “Update Cart.”

Welcome Rhinoceros Jones.
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Assign Participants or Students to each Activity Selected

Qty	Class/Section #	Class Name	Participant	Begins	Days	Sessions	Start Time	Cost	Notes	Del
1	327	Commercial Vehicle Inspector Re-Certification course	Assign a Person	10/14/2016	F	1	9:00 AM	\$100.00	Add	
								Total Cost:	\$	100.00

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Registration - Multiple People

2. Now click “Assign a Person” and choose a participant. Do this for each person you want to register. If someone isn’t on the list you can add them to your account by clicking “Add New Person.”

Welcome Rhinoceros Jones.
You are here: [Home](#) / [Shopping Cart](#)

Assign Participants or Students to each Activity Selected

Qty	Class/Section #	Class Name	Participant	Begins	Days	Sessions	Start Time	Cost	Notes	Del
<input type="checkbox"/>	327	Commercial Vehicle Inspector Re-Certification course	Assign a Person	10/14/2016	F	1	9:00 AM	\$100.00	Add	<input type="checkbox"/>
<input type="checkbox"/>	327	Commercial Vehicle Inspector Re-Certification course	Assign a Person	10/14/2016	F	1	9:00 AM	\$100.00	Add	<input type="checkbox"/>
<input type="checkbox"/>	327	Commercial Vehicle Inspector Re-Certification course	Assign a Person	10/14/2016	F	1	9:00 AM	\$100.00	Add	<input type="checkbox"/>
<input type="checkbox"/>	327	Commercial Vehicle Inspector Re-Certification course	Assign a Person	10/14/2016	F	1	9:00 AM	\$100.00	Add	<input type="checkbox"/>
								Total Cost:	\$	400.00

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Select the person who will be participating in this Activity:

Current Account Members:
 ☐ Leslie Jones
 ☐ Rhinoceros Jones

[Add New Person](#)

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How-To Guide to rSchoolToday Online Registration
Registering Multiple People

October 2016



Remove a Class from Your Cart

Check the “Del” box next to the class you want to remove from your cart. Then click “Update Cart.”

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

Shopping Cart

Qty	Class/Section #	Class Name	Begins	Days	Sessions	Start Time	Cost	Notes	Del
1	327	Commercial Vehicle Inspector Re-Certification course	10/14/2016	F	1	9:00 AM	\$100.00	Add	<input checked="" type="checkbox"/>
1	4414 -2	Red Cross Learn to Swim: Level 4 (Stroke Development) / Level 5 (Stroke Refinement)	10/11/2016	Tu, Th	8	6:05 PM	\$60.00	Add	<input type="checkbox"/>
							Total Cost:	\$	160.00

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Removing a Class from Your Cart

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Registration - Check Out

1. Click "Check Out."

Welcome Rhinoceros Jones.
You are here: [Home](#) / [Shopping Cart](#)

Assign Participants or Students to each Activity Selected

Qty	Class/Section #	Class Name	Participant	Begins	Days	Sessions	Start Time	Cost	Notes	Del
1	327	Commercial Vehicle Inspector Re-Certification course	Rhinoceros Jones	10/14/2016	F	1	9:00 AM	\$100.00	Add	
								Total Cost:	\$	100.00

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Registration Walk-Through



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Registration - Check Out

2. Sometimes you'll be asked for supplemental information. Just fill it out and continue on.

[All Sites](#) | [View My Account](#) | [Log Off My Account](#)

Class Name: Commercial Vehicle Inspector Re-Certification course

Participant: Rhinoceros Jones

Form Name: CVI Recertification

I preform inspections for:

Employer: *

Employer Address: *

City: *

State: ▼ *

Zip: *

Employer Phone Number: *

Inspector Certification Number: *

Certification Expiration Date:

County (in which you perform inspections): *

Continue >

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Registration - Check Out

3. Enter your payment info, then click "Submit Payment."

Class Registration - Confirm that Information is Correct

Class/Section #	Class Name	Participant	Begins	Days	Sessions	Start Time	Cost	Notes
327	Commercial Vehicle Inspector Re-Certification course	Rhinceros Jones	10/14/2016	F	1	9:00 AM	\$100.00	Add
							Total Cost:	\$ 100.00
							Total Due:	\$ 100.00

Payment Information:

Cardholder's First Name:

Cardholder's Last Name:

Card Type:

Card Number:

Expiration Date: January 2016

Card Security Code: [What's this?](#)

Email Address:

Address:

City:

State:

Zip:

Refunds: Refunds for cancellations that are made prior to the class start date vary by class and institution. Please contact the institution you registered with for refunds and refund information.

☐ Securely Store this information for Future Payments

[Back to Cart](#)

[Submit Payment](#)

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Registration Complete

Congratulations! You're now officially registered.

You will receive an email with the details of this confirmation

You will also get an email from the credit card processor, your credit card will only be charged once.

If you do not receive an email confirmation within 24 hours, please contact us to confirm your registration.

From A Member of Minnesota State Colleges and Universities

Phone :

Would you like to view a receipt?

Yes

No

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