

How-To

Minnesota State Continuing Education & Customized Training Online Registration rSchoolToday

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October 2016

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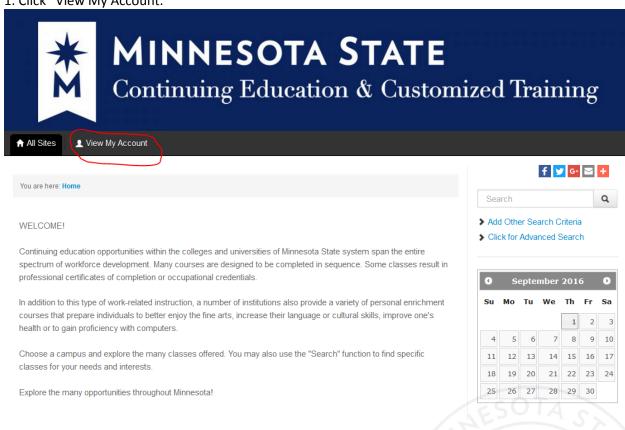
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New Users - Create New Account

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

1. Click "View My Account."



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



New Users - Create New Account

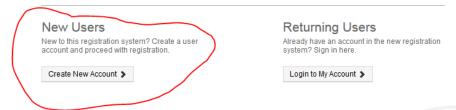
2. Click "Create New Account."



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.



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



Creating a New Account

New Users - Create New Account

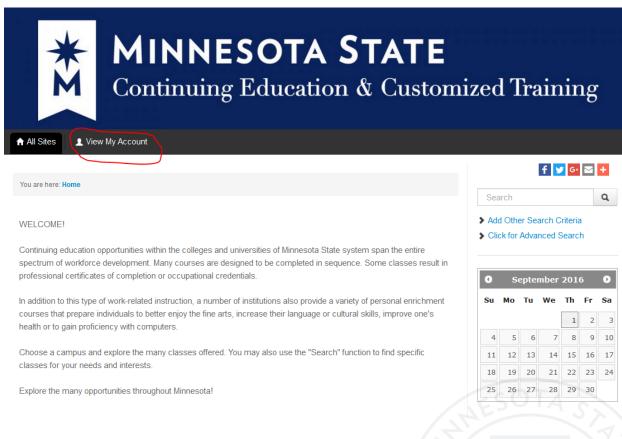
3. Fill out Student/Participant Information. Step 2 of 2: Add Payer Information 4. Click "Save & Continue." Please fill in the information for the person who is PAYING for this registration 5. Fill out Payer Information. Denotes required field 6. Click "Continue." Payer's Info: For your convenience, this information will let us set you up as a possible participant also for future reservations Student/Participant is also the Payer Step 1 of 2: Add Student/Participant Information Other Info: Please fill in the information for all of the students/participants that will be attending the selected classes in the cart. * Payer First Name: * Denotes required field * Payer Last Name Participant ID Gender : Not Specified * Address 1: Female rST distinguishes between a *First Name Male Address 2: "student," who is someone Middle Name Certification ID * City: participating in a class or event, and a "payer," who is Indian? : No * State: *Address the person paying for their * Zip: Post Number registration. Dietary Restrictions *City and Food Allergies If you're registering yourself, * Day Phone: • *State you're both the student and Night Phone: Zip payer. In this case just click the box that says Will you be using No "Student/Participant is also *Day Phone Same as Day | Night Veteran's Benefits? : Yes the payer" when you get to Night Phone * Home Phone: Marketing Preference : Yes! I want to receive news Same as Day Same as Day | Night the Payer Information and promotion updates *Home Phone Cell Phone Company Address screen. Same as Day | Night Same as Day | Night If the person participating is Company Contact Special Needs not the person paying, enter Describe Special Needs Fax (Disability, Allergies, and Other the participant's info and the Notes) Extension payer's info accordingly. * Email: * User Name: * Password: Add Payer as Yes Parent/Guardian? Continue rSchoolToday Documentation October 2016 How-To Guide to rSchoolToday Online Registration



Returning Users - Log In

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

1. Click "View My Account."



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Returning Users - Log In

2. Click "Login to My Account."



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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 >

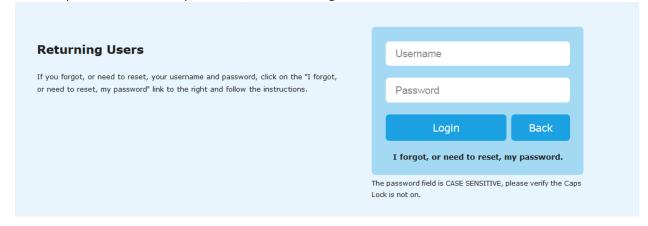


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Returning Users - Log In

3. Enter your username and password, then click "Login."





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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:

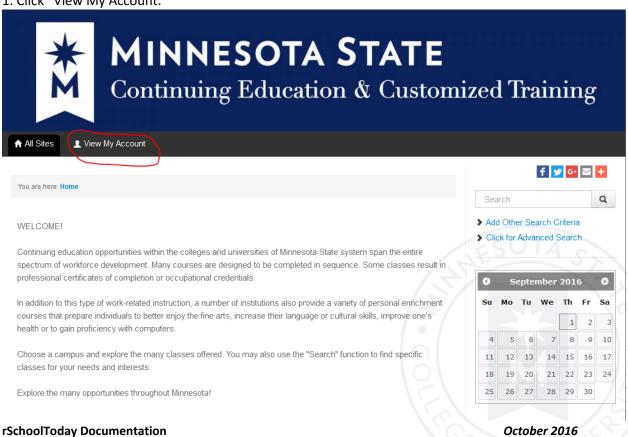
- Parents registering their kids for swimming lessons
- A company registering employees for a training class
- A group attending an event

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Adding Someone to Your Account

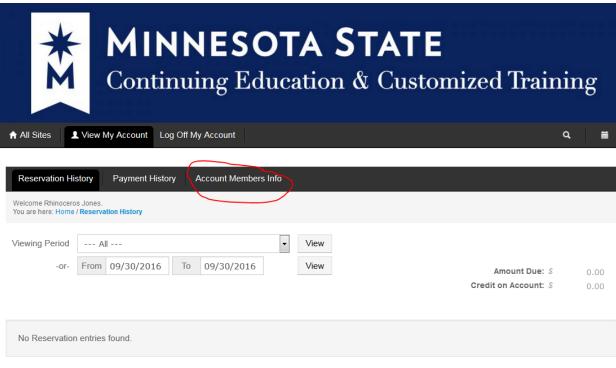
Here's how to do it:

1. Click "View My Account."





2. Click "Account Members Info."





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

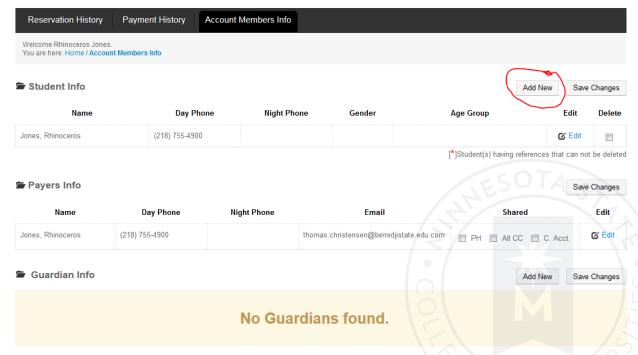


3. Click "Add New."

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.





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



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

	•			
Participant ID :			Gender:	Not Specified
*First Name :				Female Male
				Wale
Middle Name :			Certification ID :	
*Last Name :			Are you an American (Yes
*Address :	789 Mayhill Rd N		Indian? :	
			Doot Number:	
Address 2 :			Post Number :	
*City:	Maplewood		Dietary Restrictions	
*State:	Minnesota 🔻		and Food Allergies :	
State .	Minnesota			
Zip :	55119			
Email :				
*Day Phone :	(621) 741-0450		Will you be using (
Day I Hone .	(021) 741 0430		Veteran's Benefits? :	Yes
Night Phone :		Same as <u>Day</u>	Marketing Preference :	Yes! I want to receive news and promotion
*Home Phone :	(621) 741-0450	Same as Day Night	l	ipdates.
			Company Address :	
	Special Needs		Company Contact :	(250TA
	Describe Special Needs (Disability, Allergies, and		Company Contact .	(HE33-17 S)
	Other Notes)			
		∢ Back	Save & Exit	

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



Delete Someone from Your Account

1. Click "View My Account." MINNESOTA STATE Continuing Education & Customized Training All Sites View My Account f 🔰 G∙ 🔤 + You are here: Home Q Search > Add Other Search Criteria WELCOME! > Click for Advanced Search 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. September 2016 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. 22 23 24 19 20 21 Explore the many opportunities throughout Minnesota! 28 29 30

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How-To Guide to rSchoolToday Online Registration Deleting Someone from Your Account



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 Ħ Account Members Info Reservation History Payment History Welcome Rhinoceros Jones. You are here: Home / Reservation History Viewing Period --- All ---View From 09/30/2016 To 09/30/2016 View Amount Due: \$ 0.00 Credit on Account: \$ 0.00 No Reservation entries found.

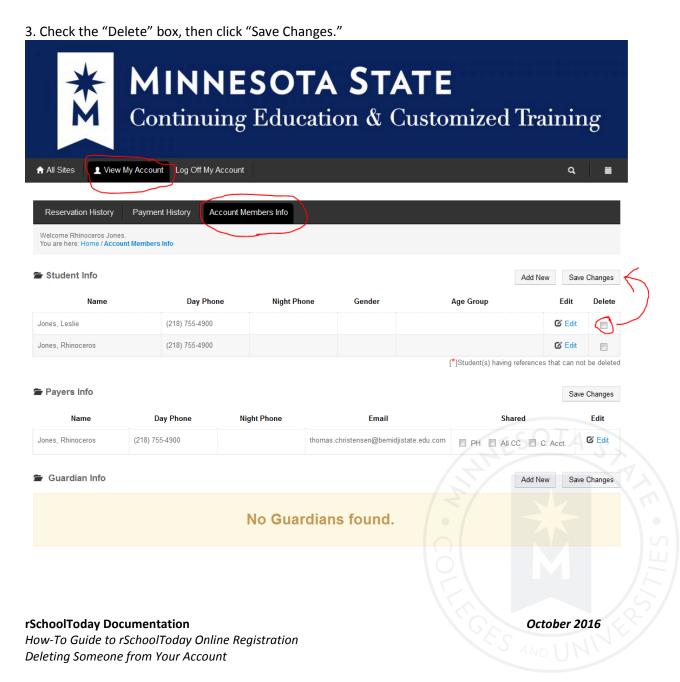


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How-To Guide to rSchoolToday Online Registration Deleting Someone from Your Account



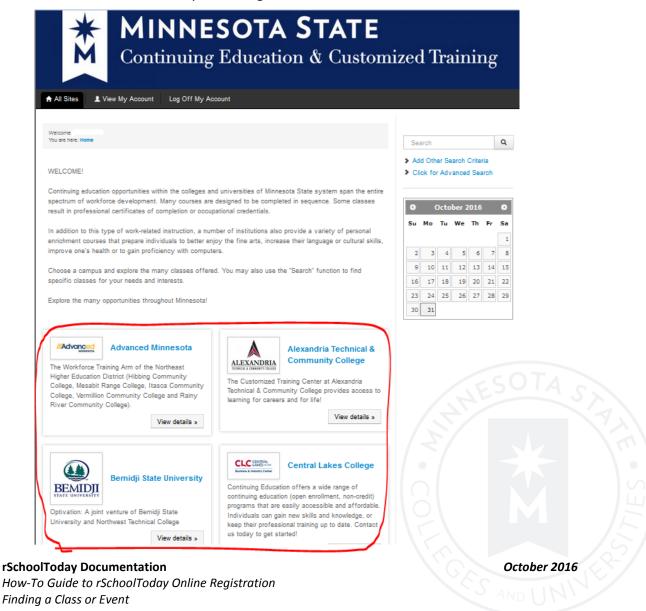
Delete Someone from Your Account





Find a Class or Event by Institution

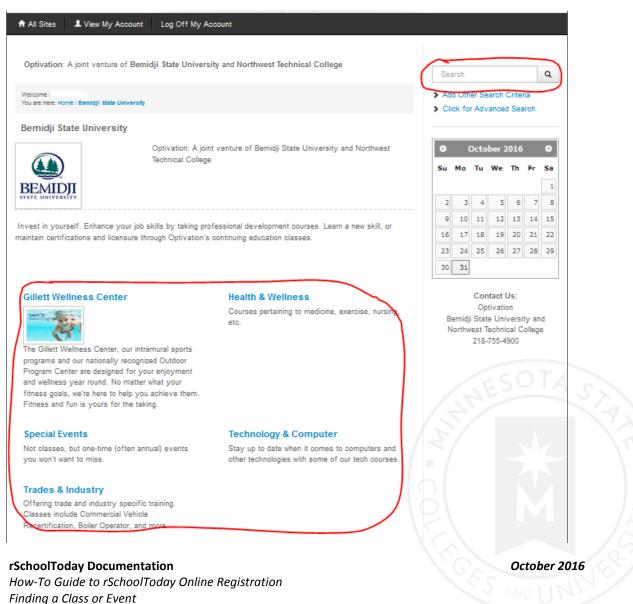
The Minnesota State system is home to many colleges and universities that offer continuing education, customized training, and events to non-students and the general public. Click on one of our institutions to find out what they're offering.





Find a Class or Event by Institution

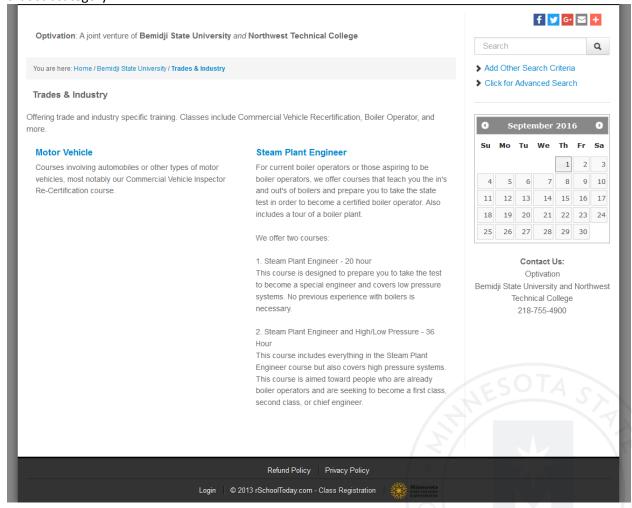
Each institution's classes are divided into categories and subcategories. Click on a category or search for a specific class in the search bar.





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.



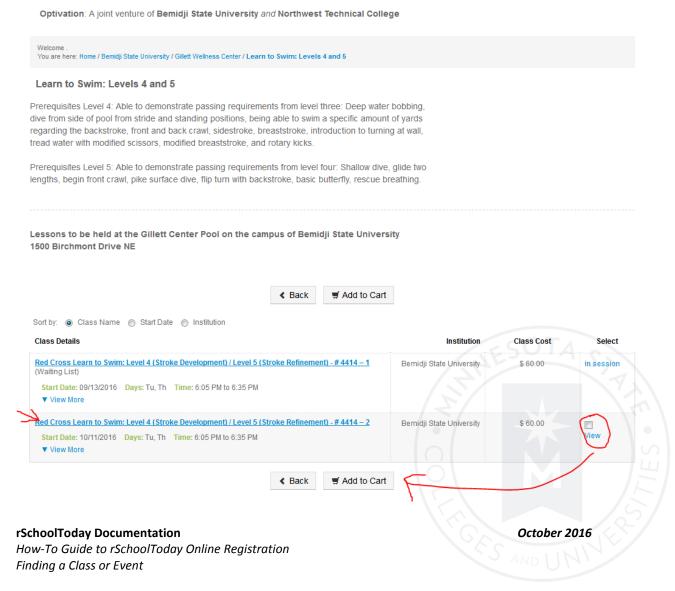
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How-To Guide to rSchoolToday Online Registration Finding a Class or Event



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.

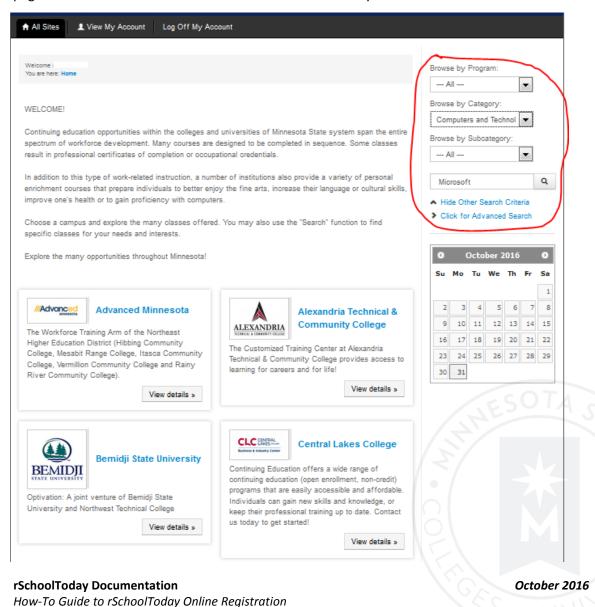




Finding a Class or Event

Find a Class or Event by Keyword

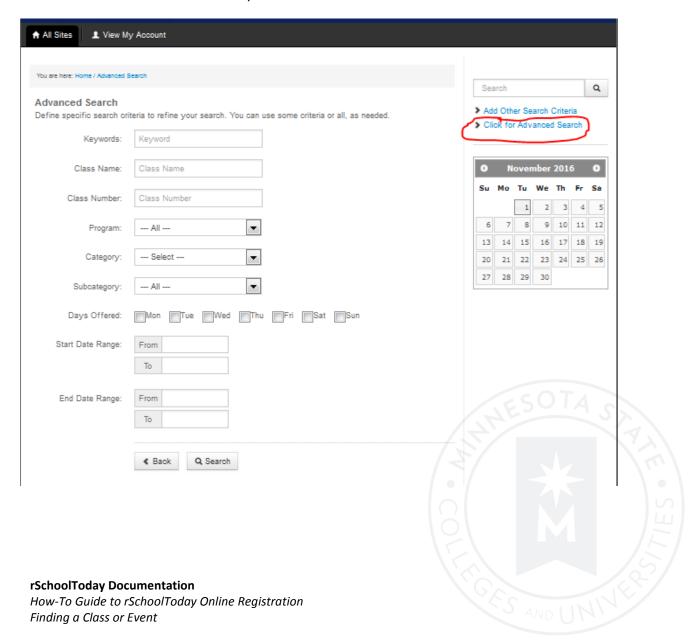
If you are looking for something specific, you can type it into the search bar on the home page. This searches all institutions in the Minnesota State system.





Find a Class or Event by Keyword

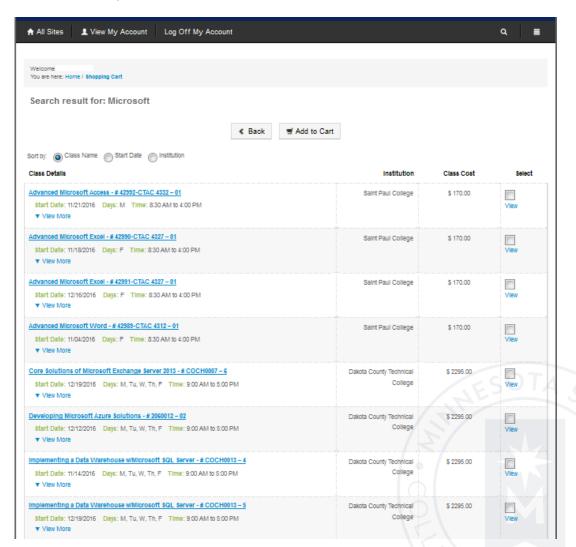
To search by even more detail, use the Advanced Search screen. This searches all institutions in the Minnesota State system.





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.



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

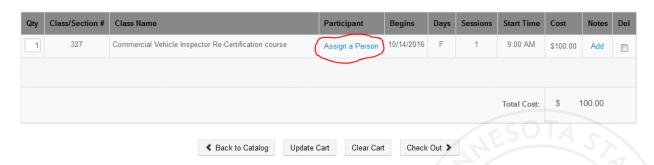


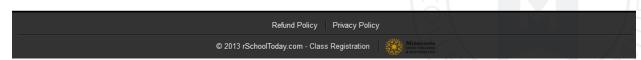
Registration - Assign a Person

- 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.



Assign Participants or Students to each Activity Selected





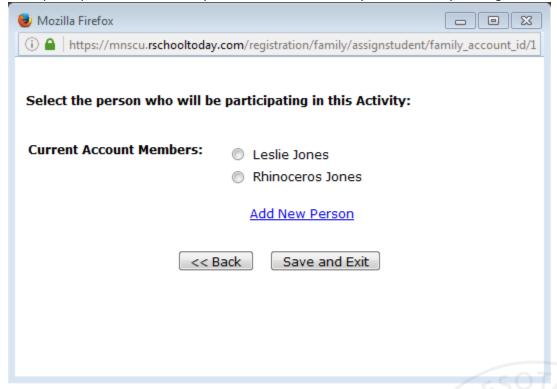
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Registration - Assign a Person

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."



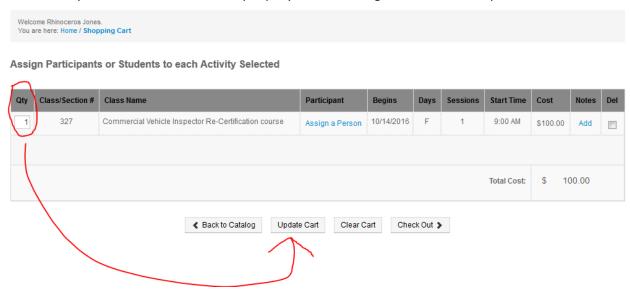
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Registration - Multiple People

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





How-To Guide to rSchoolToday Online Registration Registering Multiple People





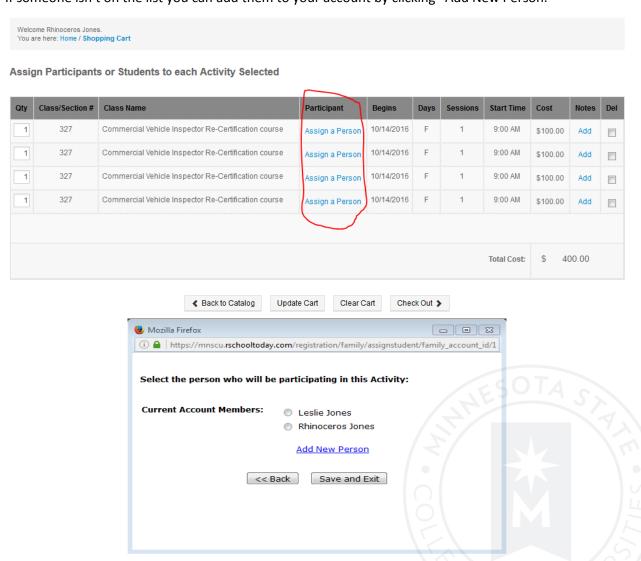
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Registering Multiple People

How-To Guide to rSchoolToday Online Registration

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."





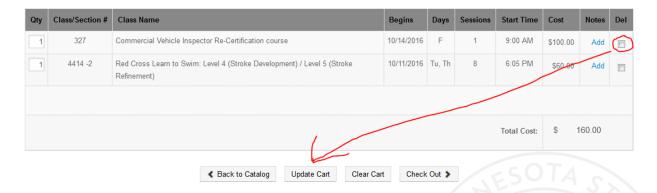
Remove a Class from Your Cart

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





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How-To Guide to rSchoolToday Online Registration Removing a Class from Your Cart

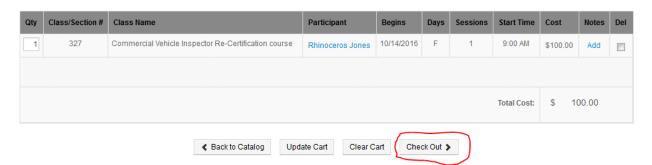


Registration - Check Out

1. Click "Check Out."

Welcome Rhinoceros Jones.
You are here: Home / Shopping Cart

Assign Participants or Students to each Activity Selected





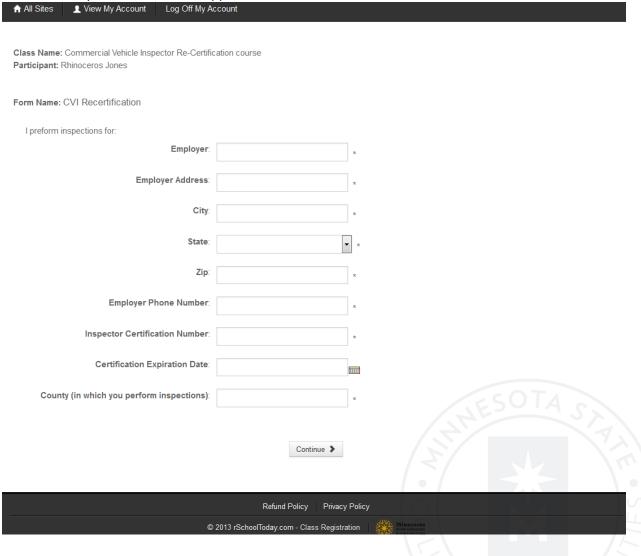
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Registration - Check Out

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



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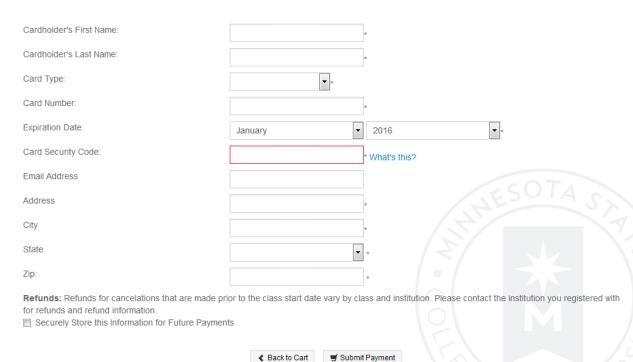
Registration - Check Out

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

Class Registration - Confirm that Information is Correct



Payment Information:



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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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