



A Campus of the University of Wisconsin Colleges

Instructions to assist you in using the new online UW-Richland Continuing Education registration system:

- Click on the link above (or “View or Register for Classes” on the left
- If you are a **first time user** to our new system, click “New Registration”
- If you are a **returning user**, type in your last name and email address and click “Continue”
- The next screen will show your Profile Information, please fill out (if blank) or make sure the information is correct (if you are a returning user)
- Click continue
- You will now see the list of our available classes for Winter/Spring 2012
- For a detailed description of each class, click on the class title
- To register for a class(es), select the check box in front of the class you wish to register for
- Click continue to view your information; you can edit your information here if it is incorrect
- Click continue to pay online
- If you wish to delete a class from your selection while on the checkout/payment page, select “Back” in your browser and “Unselect” the check box, then click continue to return to checkout/payment page