

For online course registration, click on the link just below:

<http://reg136.imperisoft.com/LifelongLearners/Search/Registration.aspx>

Or click “LLAIC members click here to register for LLAIC courses” on the Courses Overview web page.

That will bring you to a page that looks like this:

This page is called the Search page.

Notice the three blue boxes, highlighting areas on the screen that you will need to pay attention to below.

Step 1. At the upper right, you will see:

If you are already a user (e.g., you have registered as a member in the past), click the blue Login button.

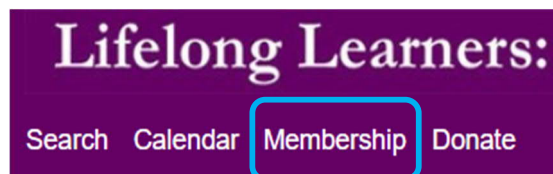
That takes you to a page where you enter your username and password. If you have forgotten your password, you can click a link to reset it.

If you are entirely new, click the blue [Start Here](#)

That takes you to a page where you can enter your name, contact information, and your preferred username and password.

Step 2: Membership Fees

Once you are logged in, note the options at the top left of the web page:



Click Membership, indicated by the blue square above, which will take you to a page to pay your membership fee. The fee is \$125 for membership from July 1 to Jun 30 of the following year.

If you are a Course Leader, select the second block; your membership is free.

If you are a member of Temple Shalom, select the third block; your membership is free.

Once your membership fee is paid or waived, you will be taken back to the initial page. Or you can just click Search at the upper left to get back.

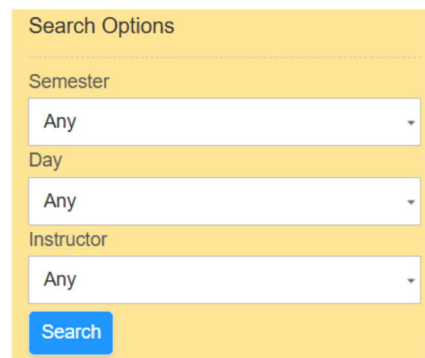
Note: **We recommend completing membership registration days before course registration.** That way, you know your credit card works, and you will be able to quickly pay for a course that may be filling up rapidly.

Step 3: Finding courses

On the lower left of the Search page, there is an area with three options for searching.

Semester is a drop-down with only one option, the current semester. You *must* click the down arrow and select the semester.

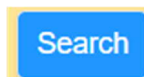
Now you can choose either Instructor or Day. If you know the course instructor, click the drop-down under Instructor, and you can choose from the list of instructors. Then click the Search button to display their course or courses.

A yellow search form titled "Search Options". It contains three drop-down menus: "Semester" with "Any" selected, "Day" with "Any" selected, and "Instructor" with "Any" selected. Below the drop-downs is a blue "Search" button.

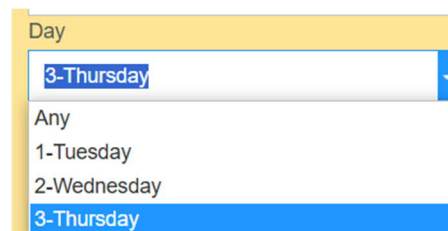
(If an instructor is teaching more than one course, their name will be listed more than once, with a parenthetical hint about the course next to each entry.)

If you want to select a course by the day of the week instead, click the Day designation, and it will look like the image on the right.

Then click the blue Search button:



That will result in white Course Description Boxes, one for each course on that day. Click on the blue description at the top of a white box to provide more details about the course.

A yellow form titled "Day". It shows a drop-down menu with "3-Thursday" selected and highlighted in blue. Below the drop-down are three options: "Any", "1-Tuesday", and "2-Wednesday". The "3-Thursday" option is highlighted in blue.

Once registration opens (always at 10 AM on a designated Monday), you can register for each course you would like to take. Each white Course Description Box will then have a blue rectangle labeled “Begin Registration” in the lower left-hand corner, with the Tuition listed just above it.

The screenshot shows a web interface for course registration. On the left, there is a yellow sidebar titled "Search Options" containing four dropdown menus for "Semester", "Day", "Any", and "Instructor", each with "Any" selected. Below these is a blue "Search" button. To the right, a white "Course Description Box" is displayed. It contains a blue "Begin Registration" button in the bottom-left corner. Above the button, the word "Tuition" is listed next to the amount "\$60.00". The rest of the box is blurred, showing other course details.

For the courses you would like to take, click the blue box. Note that course fees are based on the number of weeks at \$12 per week. Thus, a 5-week course is \$60.

Note: some courses fill up within minutes of 10 AM, so we recommend clicking first on the courses that usually fill up quickly and paying for them.

Note: If a course is already filled up, you can choose to be put on the waiting list. That will give you priority if the course is given again, e.g., during the next semester. We recommend that you have alternate choices available in case you are unable to get into your first choice(s).