Online Registration Instructions

We suggest using the paper registration form to rank the classes you want to take, along with several alternates. This way you can refer to the form as necessary while you register, particularly if any of your desired classes are closed and you have to choose others. **Please DO NOT register for more than three classes**; add-on classes will be available after the beginning of the semester.

—Go to www.macomb.edu/soar and click on "Register Online" which will take you to Active Network (Active.com), our online registration system.

Session Selection

—Click on the blue "view sessions" button and the entire list of available classes will drop down in chronological order. If a class has been filled, it will not appear in this list of courses.

—For each desired class, click on the "Add Session" box at the bottom of that class. You may choose **up to three** classes but no more than that.

—Once you have selected all desired classes, scroll down to the very bottom of the page and click the blue "ADD" button.

—Scroll back up to the top of the page and locate the black "YOUR SELECTIONS" box on the right-hand side. Your chosen classes will appear here; check to see if all of your desired classes were selected. Leave "Quantity" number as is. If all desired classes are listed, you may click the orange "CONTINUE" button.

—If you have chosen a class you no longer want, you can click the "X" at the top of the selections – this will erase all of your class selections and you will need to start over. If you want to add another class, you may return to the menu of available classes and again click on the "Add Session" box at the bottom of that particular class, scroll to the very bottom and click "ADD," then back to the top to view "YOUR SELECTIONS" on the right.

—Once you are sure you have selected all of your classes, click the orange "CONTINUE" button.

—The next screen will have your **Registration Information.**

—Your full list of courses will appear on the right-hand side under "**HAVE QUESTIONS?**"

1/LOOKUP ACCOUNT

—Type in your email address and click the yellow "NEXT" button.

—In the window that pops up, click Accept Terms of Use and Privacy Policy.

—Click the yellow "NEXT" button.

2/PARTICIPANTS & OPTIONS

—Fill in Participant Name and Date of Birth.

—Click on who you are registering.

—Click on "CONTINUE" button.

3/REGISTRATION FORMS

—Fill in required information (marked with a red asterisk) and click on orange "CONTINUE" button.

Waivers and Agreements

—Click on the agree box(es).

Digital Signature

—Either write your signature using the mouse or click "Type your signature" to type your name.

—Click the orange "CONTINUE TO CART" button.

Review cart & check out

ORDER DETAILS

—Review items.

—If you would like to register another person you may do so now by clicking on the blue plus sign (+) with the words "Add Another Registration" that appear next to **ORDER DETAILS**.

—If you would like to remove a class; click on "Remove" next to that class name, then click "YES."

—If you need to add a class, click on "Edit" next to a class name; this will take you to the **PARTICIPANTS & OPTIONS** window where you can click on the "Add sessions" link. You will be taken to the initial opening screen where you can "View Sessions." The classes you've already chosen will remain under **YOUR SELECTIONS**.

—If all items are correct, click the orange "CONTINUE TO CART" button.

CHECK OUT

Payment Information

—Select PAYMENT METHOD by clicking on either "PAY WITH CREDIT CARD" OR "PAY BY ELECTRONIC CHECK" and enter the necessary information.

Account Creation

—Create and enter your password.

—Press the yellow "COMPLETE" button.

—Your transaction is complete.

—You may click on "See Detail" for a complete list of your courses; to print a copy, click one of the printer icons that appear both at the top and bottom of the page.

You will also receive an email confirmation. Please be sure to bring your list of courses to each class.