How to register online for a Continuing Education course

- Go to the Continuing Education class search webpage.
- Search for the class(es) you would like to enroll in.
  - Search via keyword, category/subcategory of the content area, start date, location, or the specific class ID number.
  - When search results come up, be sure to click on “more details” for additional class notes, date, time, location, and instructor.
- When you find the class you want to enroll in, click “Add to Cart.” The class will now appear in your shopping cart in the upper right corner of your page.
- You can continue to search and add classes to your shopping cart as needed. When all classes are in your shopping cart, click “Checkout.”
- Carefully read the enrollment and payment responsibilities, then click “Accept Terms & Continue.”
- Click “existing student” if you have enrolled in a WITC class in the past, or “create an account” if you are completely new to WITC (see directions for create new account).
- For existing students, enter your user ID and password into the WILM Sign-on in upper left corner of screen, and click “sign in.”
  - If you don’t remember your ID or password, click “forgot your student ID or password?” link and complete the form.
- Click the large shopping cart icon in the center of the page to proceed
- Verify email address is correct and click “submit.” If changes are needed, type new address in email and verify email fields, then click “submit.”
- Click Accept Terms & Continue.
- If you have not taken a class within the past year, you will be asked to complete the state reporting survey questions. This data is confidential and used for state and federal reporting. It is a required portion of the registration process; however, each question has a “refused to provide” option if you choose not to share your personal information. Click “finish enrolling.”
- Review classes and be sure status is green checkmark, and message says “Success. This class has been added to your schedule.” Review amount due and payment policy, then click “make payment.”
- Note the Outstanding Charges and Payment Amount. Continuing Education classes must be paid in full at time of registration. Click “next.”
- In the dropdown box for select payment method, choose credit card or electronic check. Click “next.”
- Confirm payment and the total amount that will be collected. Click “continue to make payment.”
- Within the secure TouchNet system, enter your credit, debit, or ACH account number and click “continue.”
- Verify or enter the name on card, expiration date, and billing address of the account. Click “continue.”
- Confirm the dollar amount of the payment, and the last 4 digits of the account, then click “submit.”
- Payment result – print or save this screen for your reference. Click “view enrollment results.”
- View results – this screen shows the status report of the classes you registered for.
You have successfully completed the registration and payment process!
- To sign out, click “sign out” in the upper right corner of the screen.
- To review the schedule and class details, click “my class schedule.”
- To register for another class, click “Continuing Ed. Class Search” just below the blue banner at the top of the page.
- Check your email for confirmation of registration message. Print or save for your records. No other confirmation or class reminder will be sent prior to the start of your class.