

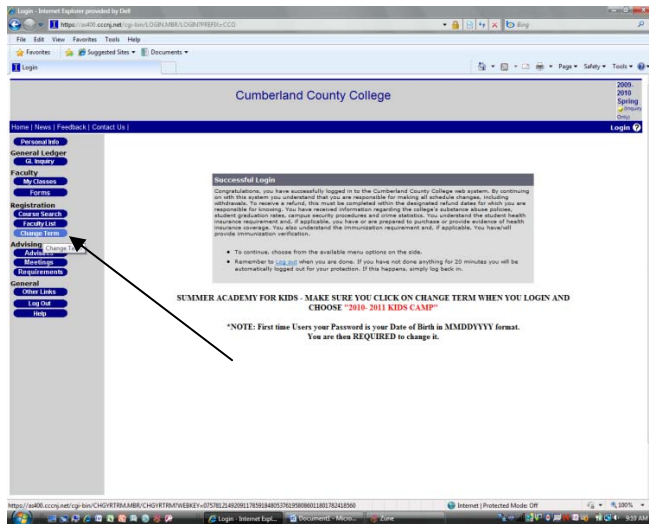
# How to Use IRIS Online Registration System

## In 10 easy steps!

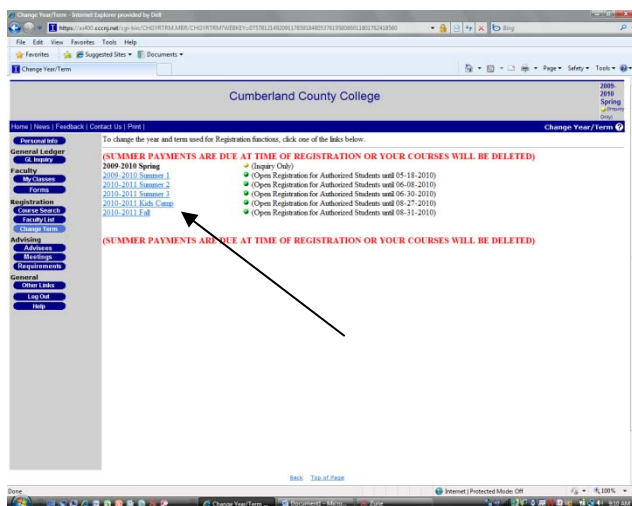
**Step 1:** Use the student ID to Login. You do not need a password at this point, though you will be prompted to provide one in the next step.

**Step 2:** Create a password to use with the student ID for any future logins.

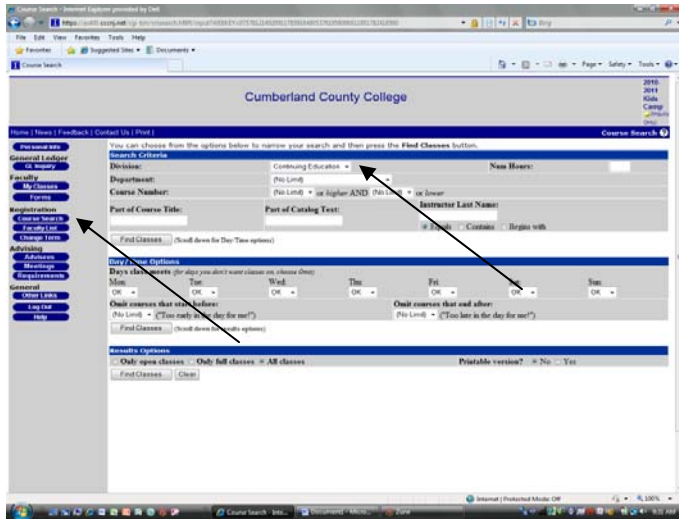
**Step 3:** Change the Term and



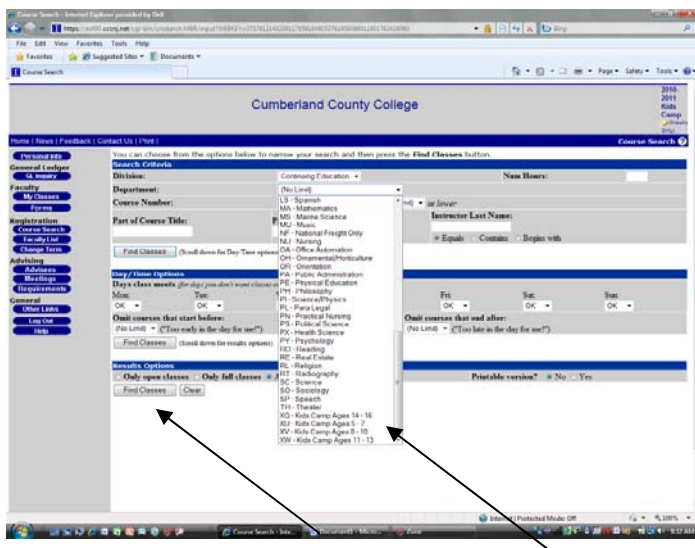
click on "Kids Camp"



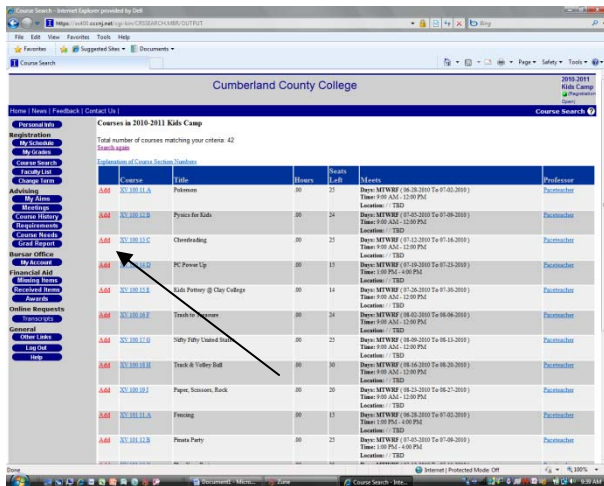
**Step 4:** Click on "Course Search" on the left column of the screen. The following screen will appear:



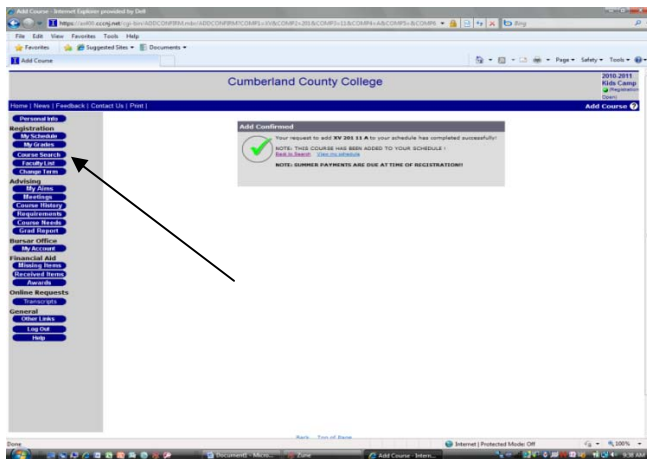
**Step 5:** Set Division to Continuing Education and Department to the age group to your child’s age as shown below:



**Step 6:** Click Find Classes at the bottom of the screen. The system will show you only those classes that are available in your child’s age group. You can select the class by clicking on the red “add” column.

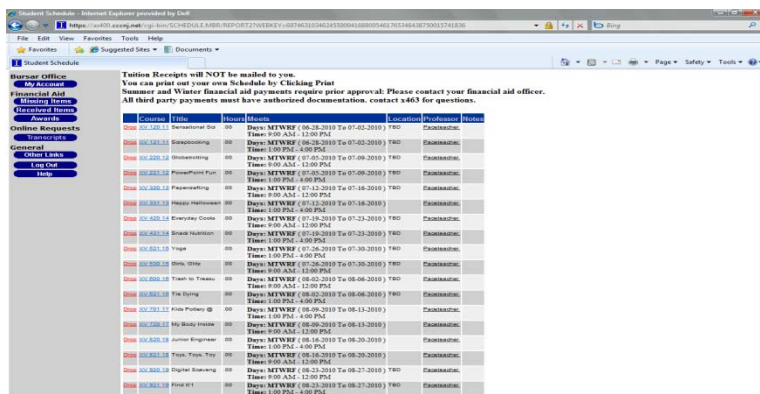


When a class has been successfully added you will see the following screen:



**Step 7:** To add the next class, simply click “Course Search” and “Find Classes”. Continue this process until you have selected all of the classes desired. For additional pages of course listings, use the next screen button at the bottom of the page.

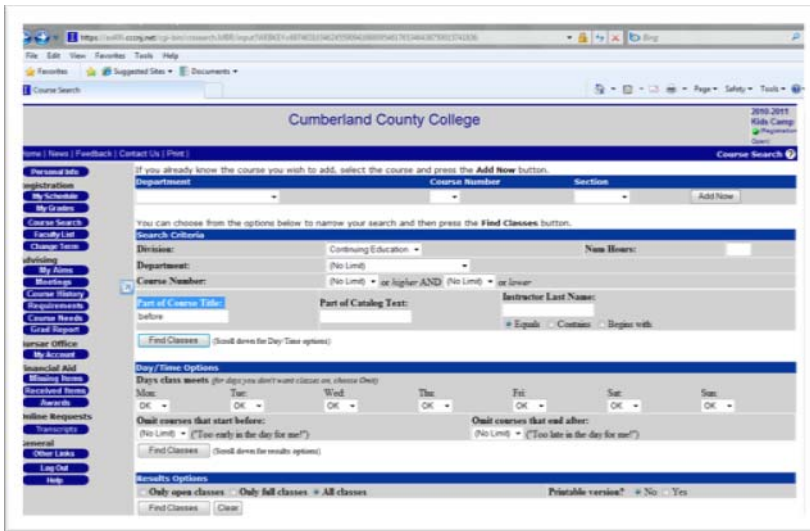
**Step 8:** When you are finished, you can view your child’s schedule by clicking on that option. The following schedule will be printed:



**Step 9:** If all of the courses have been selected correctly, click on View My Bill. In the next screen click on Account Balances. You will move into the following screen:



**Step 10:** Make sure you have a credit card; you can only use the credit card payment option at this time. Don't forget to add Before or After Care. You can search for these by typing either "before" or "after" in the Part of Course Title box. Select for each week that you require care.



Good Luck!!!!