Registering for PSR’s Continuing Education Offerings
A step-by-step guide
April, 2013


2. Then click on the “search for continuing education classes” link below the yellow “Registration” bar.

3. Next, use the “Search for (Key Word)” field and enter one word, then click “Submit.” The most interesting word from the course title usually works well. You can also search by “Instructor’s Last Name,” then hit “Submit.”

Or, you can leave blank (or delete information from) all of the options fields and hit “Submit.” This will allow you to browse all courses.
4. Now you will be on the “Select Classes” screen with a list of one or more CE courses, workshops and events. Browse through the course titles (underlined in blue) until you see your course(s). **Check the white box to the left** of each of your desired course name(s). Then scroll to the bottom and hit “Submit.” *(If you click on the course title, a course description box will open.)*

5. Fill in personal information on the “Personal Identification” screen. Be sure to click the white box at the bottom, next to “You must certify in order to proceed…” Then hit the “Submit” button at the bottom.
6. On the “Additional Registration Info” screen there are three questions to be answered by clicking on the drop-down menus by each question. Then hit “Submit.”

7. On the “Pay for Classes” screen, you can choose to pay, or to drop or add additional items.

Use the “Recalculate total amount” selection to assure that the amount due matches your addition or dropping of items. The total registration fee is now shown and the billing process can be initiated.
8. Payment types are preceded by the word “E Commerce.” You can disregard that term. You can pay by credit card or by check online.

For “E Check,” you will type in information from your checking account. It is useful to have a check handy to get your bank account number and the routing number for your bank.

A.B.A Routing Numbers Example

9. You will now move through the payment process. When the transaction is complete, you should print the confirmation screen. You will also be sent a confirmation email.

10. Record your username and password. Really. Record your username and password. Be sure to write down and save the username that is presented to you on the screen and in your email. You will also receive another email with your password. These will be useful to you if you choose to return to this online system in the future to drop courses or register for additional courses (either during this summer session or a future one.)

Contact the Summer Session office at 510/849-8268 or summer@psr.edu with questions or concerns.