

Below are helpful hints to create an account and to register for a course.

### **You may want to print this page**

To **create an account** visit the Online Registration Site

- Select “Create Account” from the menu bar.
- Enter all required information. If you will be using a credit card for payment all of the information entered must match what is on file with your credit card company.
- Click “Send Data” at the bottom of the page.
- You will now be asked to “Choose Password”. Choose a password with a minimum of six (6) characters.
- Click “Submit”
- You are now ready to register for a course(s).

To **register for a course(s)** proceed to the Online Registration Site

- Click on the department you are interested in - located in the upper left hand corner of the window.
- All courses in the department will now be displayed in the center section of the window. Maximize your window for best viewing.
- Click on the course title of the class you are interested in.
- You will be prompted to enter your CAP username and password.
- Review the course information
- If you wish to register for this course click “Yes, I agree. Please proceed with my registration.”
- If a seat is available, the course will be added to your cart.

If a seat is no longer available, you will have the option to be placed on a wait list. Click “Yes. Please add me to the wait list” if you wish to be notified if a seat becomes available. There is no charge to be placed on the wait list.

- Repeat the above if you wish to choose a second course.
- Once the course has been placed in your cart, you are now ready to checkout and make payment. Remember you are not enrolled until the course has been paid for.
- Click “Checkout” either in your cart or on the menu bar. You will be prompted for credit card information. Once the transaction is complete you will be able to print a receipt with course information.