



STEPS TO REGISTER FOR ILR CLASSES

1. Go to the ILR website (www.ilralbertus.org). Select Courses/Current Course Offerings and click the Register Online button. You will be taken directly to the Registration Home Page.
2. Enter your Username and Password then select log in
3. You will be taken to the main Welcome page. If Fall 2019 semester is not showing in the left hand column, use the dropdown menu and select it. You can also add other filters to narrow your choice of class. Once you have finished selecting your filters, click on "Search" and you will see the class summaries listed.
4. You can register directly from this page. If you want to register, click "Begin Registration" you will be automatically registered. You will then be asked if you are able to be a Liaison volunteer for this class. Please respond Yes or No and click continue. If you click on the title of the course to see the details, select "Register Me" and the same prompts will apply. You will notice that your shopping cart now has 1 item in it.
5. The Acknowledgement will Pop up and you can click "Continue" to add more courses or go directly to "Checkout." Your selections will be saved for 30 minutes.
6. If you hit "Continue" you will be taken back to the class home screen and you can select more classes.
7. If you click "Checkout" you will be taken directly to a list of all of the course for which you have registered in this online session.
8. If the shopping cart is correct, scroll down to read the Terms of Use, agree and then click "Continue"
9. Once you click "Continue", you will be brought to the payment page. Select your form of payment, add your security code and click "Submit". You are now registered and will receive a confirmation via email.