EDMONDS COLLEGE
CREATIVE RETIREMENT INSTITUTE (CRI)

Online User Guide

The following guide provides step-by-step instructions for how to create an account, recover your account information, and register for classes using our online registration system.
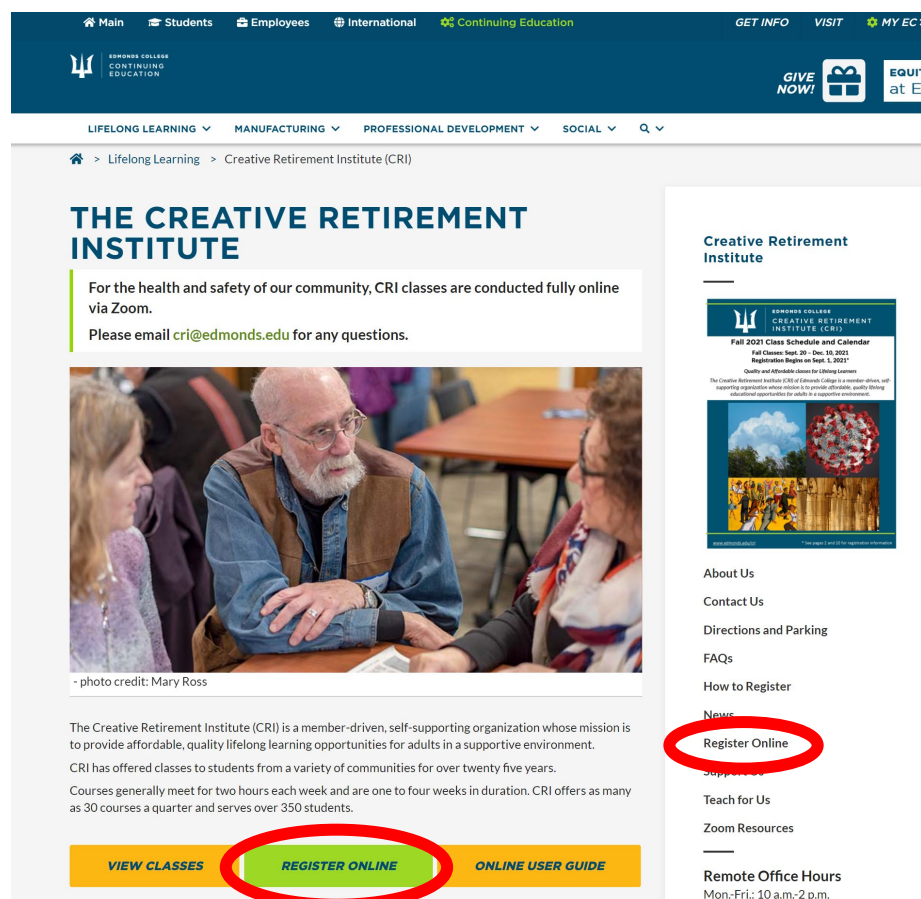
Section 1 | CREATE AN ACCOUNT ONLINE

- **All CRI students must create an account to register for classes.** If you haven't previously signed up for any CRI classes, or haven't taken any classes since Fall 2015, please follow the instructions below to create your user profile.
- The username and password you create will be used to sign in and access your account to register for classes, check your enrollment status, or update your profile. **It is recommended you write down your username and password and keep it in a safe place.**
- If you forget your profile information, see Section 4 to recover your username and password. **Please do not create a new account if you have taken a class since Fall 2015 – there will be an existing online account either created by you or by the CRI office.**

➢ **Step 1**

> 🔍   www.edmonds.edu/cri

Click "**Register Online**" on the menu to the right or scroll down and click the green button.

Enter a Username and Password of your choosing. Your Username and Password must each be 6-40 characters in length with no spaces. Re-enter your password. Enter and re-enter your email address. Click "**Create Account**". Any errors will be highlighted, they must be corrected before continuing.

➤ Step 2

Fill in your name, address, phone number and date of birth on the following screen. All fields with a red asterisk (*****) are required; fields without an asterisk are optional. When finished, click "**Submit**".

Once you are signed in to your account, you are then able to register for classes, check your schedule, and modify your account information.

You are signed in when the text under Continuing Education reads "**Sign Out**".
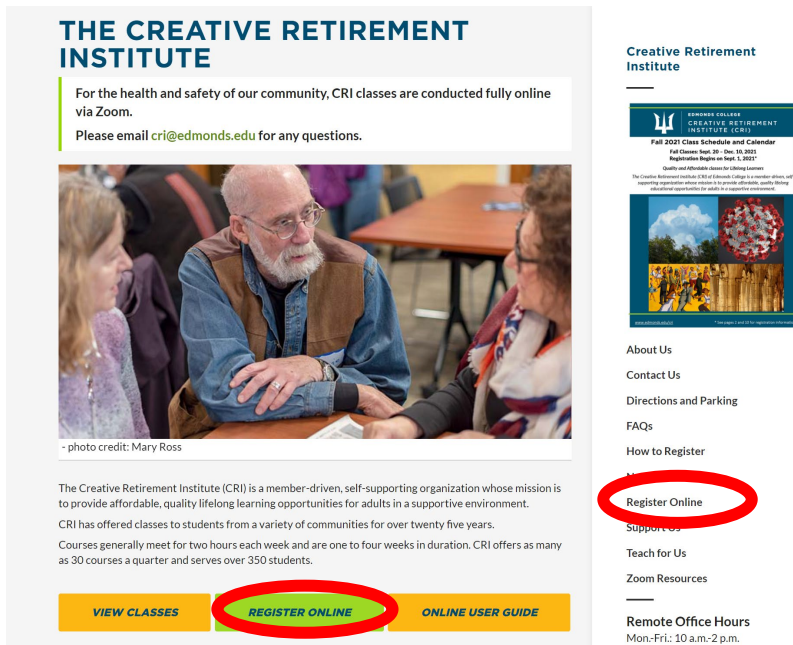
Section 2 | REGISTER FOR CLASSES

- **All CRI students must be logged in to their online account to register for classes.** If you haven't previously signed up for any CRI classes, or haven't taken any classes since Fall 2015, please follow the instructions above to create your user profile.
- You will need to know your Username and Password to log in to your online account.
- If you forget your profile information, you can click "Find my Username" or "Reset my Password", or see Section 3 for step-by-step instructions to recover your profile information.
PLEASE DO NOT CREATE A NEW ACCOUNT.

➢ **Step 1**

www.edmonds.edu/cri

Click "**Register Online**" on the menu to the right or scroll down and click the green button to sign in to your account.
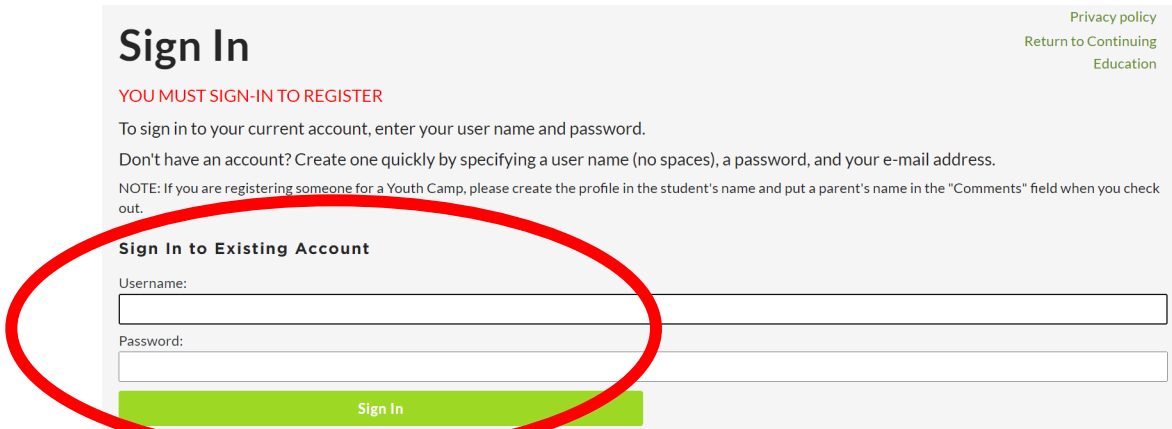

Enter your Username and Password. Click "**Sign In**".

➢ Step 2

Once you are signed in to your account, the following "**Home**" screen appears. Select the quarter you wish to register for from the Creative Retirement Institute column on the left.

➢ Step 3

Click "**Add to Cart**" button to add the class to your cart.

If a class is already full, "**Add to Waitlist**" will appear instead of "**Add to Cart**".

You may add as many classes as you want to your cart. When you click on "**Add to Cart**" or "**Add to Wait List**", the system automatically takes you to your cart. You can return to the list of classes by using the back arrow or by clicking on "**Home**" and again selecting the quarter you are registering for from the list.

If you accidentally add the same class again, the system will not add the class a second time.

You will see a running total for your classes at the bottom of the Cart screen. Wait listed classes are not included in the total and you will not be charged for a wait-listed class.

➢ Step 4

When you have added all the classes you want to your cart, you must select one item from the "**How did you hear about us**?" list at the bottom of the screen.

Then, click "**Check Out**".

➢ Step 5

Review your contact information. If changes are needed, first click "**Edit Profile**" and make corrections, then click "**Save Changes**". If your information is correct, click "**Next**".

➢ Step 6

Confirm your payment method, and click "**Next**".
You must pay by credit or debit card if registering online. If you prefer paying by check, please contact CRI office for details 425-640-1830.

➢ Step 7

Check your billing information. If the credit card you used matches the name, address and phone on your registration, you can simply check the box for "**My contact and billing information are the same**." Otherwise, fill in or update the billing details. Click "**Next**".

➢ Step 8

Review the classes you are registering for and your billing information. If everything is correct, click "**Purchase**".

CHECK OUT: PURCHASE

Verify that your order, billing address, and payment information are correct, and then click Purchase to submit your order. **Here is our refund policy.**

1: Registration
2: My Information
3: Payment Method
4: Billing Information
5: Purchase

ITEM	PRICE	DETAILS
ESL Test Prep	$400.00	
Section 02		
9:00 AM-10:00 AM, 1/10/2022 - 1/28/2022		
3 Sessions		
Location:		
Instructor: Nicole Luvison		
Subtotal:	$400.00	
Payment:	$400.00	
Balance:	$0.00	

BILLING INFORMATION Change

PAYMENT INFORMATION Change

Credit card to be processed by an external payment service

Note to Registrar's Office: [_____]

Previous   **Purchase**

➢ **Step 9**

You will be brought to an external secure page to enter your payment information. Fill out credit card information and click "**Pay**".

8

➤ Step 10

The following screen will confirm the purchase you made. An email will be delivered to your email address by the system from comed@edmonds.edu indicating the classes you have registered for, the charges, etc.

Approval Page

Thank you for your purchase! Your payment is authorized. You should receive a confirmation of your order by email. You have paid us: $400.00
Please click on "Print Receipt" button to view/print a receipt.

Payment Info

Session ID:	
Order Number:	123456
Payment Method:	Credit
Card Type:	Your Card
Account Number:	xxxxxxxxxxxx1111
Name:	Your Name
Address:	Your Address
	City
	State
	Zip Code
Transaction ID:	1234567890.......

Print Receipt   Exit

You can print your receipt by clicking "**Print Receipt**". A window will pop up. Click "**Print**" in th $400.00 upper left corner.

You are finished! You may now "**Sign Out**" at the top of the screen.

Section 3 | RECOVER ACCOUNT INFORMATION

- If you have forgotten your Username or have taken a CRI class since Fall Quarter 2015, but have never signed in online, you may recover the Username and/or Password for your account using the following process.
- If you forget your profile information, you can click *"Find my Username"* or *"Reset my Password"*, or see Section 3 for step-by-step instructions to recover your profile information. **PLEASE DO NOT CREATE A NEW ACCOUNT.**

RECOVER YOUR USERNAME:

➢ **Step 1**

> 🔍   www.edmonds.edu/cri

Click "**Register Online**" on the menu to the right or scroll down and click the green button to sign in to your account.

From the Sign In page, click on "**Find My Username**".

> ➢ **Step 2**

Enter the email address you used when you created your account, and an email will be sent to that address showing your username. **If you do not have an email, contact the CRI office and we can help you.**

Once you click on "**Find My Username**", a message will also appear on the screen indicating that an email has been sent. Click "**Return to Sign In**".

Note: If more than one person uses the same email address, all usernames associated with that email address will be included in the email.

RESET YOUR PASSWORD:

➢ **Step 1**

If you know your Username, or have recovered your Username, but forget your password, click on "**Reset My Password**".

➢ **Step 2**

Once you click on "**Reset My Password**", the following screen will appear. Enter your username and email address, and click "**Reset My Password**". An email will be sent to you with a link and steps to reset your password.

Exit this screen and follow the steps in your email.

➢ **Step 3**

Once you click on the link in the "Password Reset" email, the following screen will appear. Enter your username, email, new password, repeat your new password, and click "**Reset My Password**".

PasswordReset

If you are unable to log in or forgotten your password, please followthe instructions below.

If you continue to have trouble, please contact our registration office.

To reset your Password:

1. Enter the unique username associated with your student account.

2. Enter the email address associated with your student account.
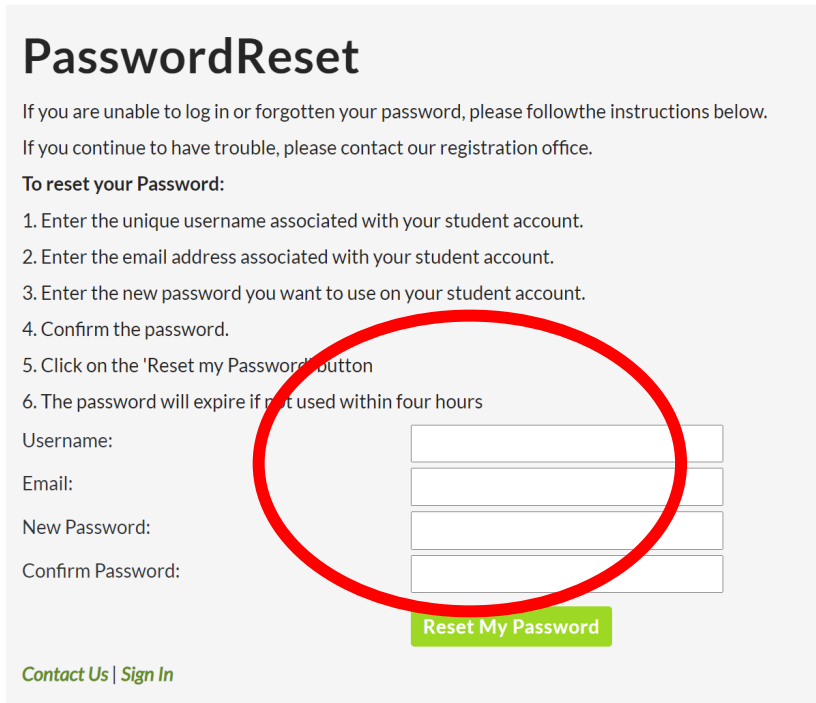
3. Enter the new password you want to use on your student account.

4. Confirm the password.

5. Click on the 'Reset my Password' button

6. The password will expire if not used within four hours

Username:

Email:

New Password:

Confirm Password:

Reset My Password

Contact Us | Sign In

Once you click on "**Reset My Password**", similar screen will appear but it will contain a message at the bottom of the screen confirming that your password has been reset.

PasswordReset

If you are unable to log in or forgotten your password, please followthe instructions below.

If you continue to have trouble, please contact our registration office.

To reset your Password:

1. Enter the unique username associated with your student account.

2. Enter the email address associated with your student account.

3. Enter the new password you want to use on your student account.

4. Confirm the password.

5. Click on the 'Reset my Password' button

6. The password will expire if not used within four hours
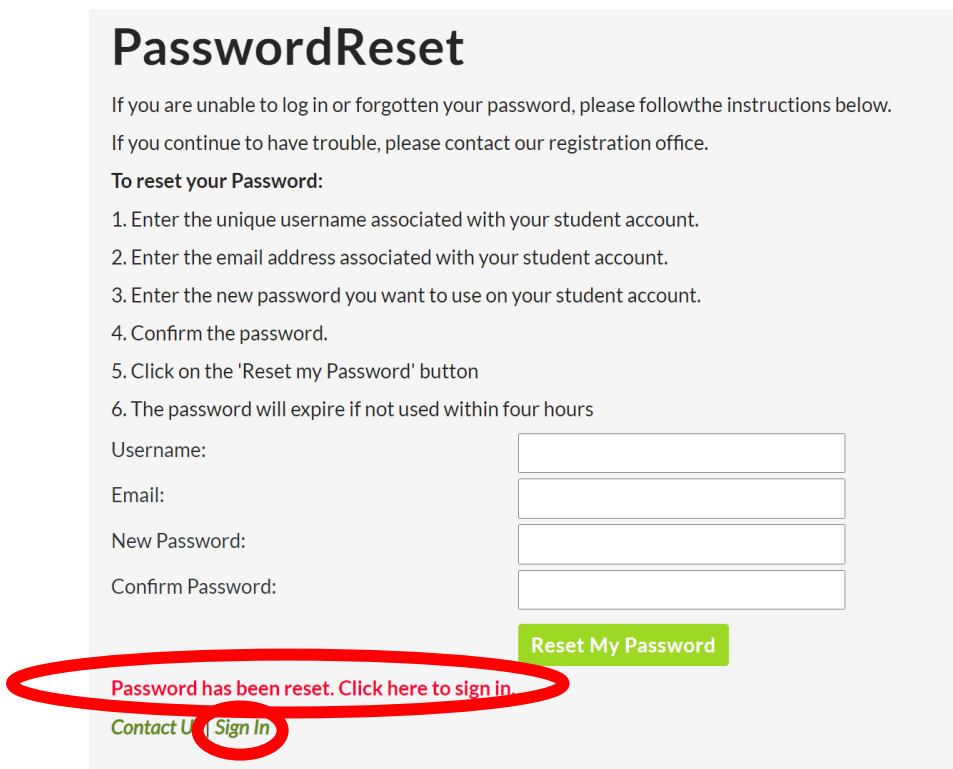
Username:

Email:

New Password:

Confirm Password:

Reset My Password

Password has been reset. Click here to sign in.

Contact U | Sign In

** **NOTE:** The new password will expire if not used within a few hours. Please make sure to log in to your account with the new password right away by clicking "Click here to sign in" or "**Sign In**" at the bottom of the screen.

Section 4 | OTHER HELPFUL FUNCTIONS

- Once you have signed in, there are several useful functions under "**My Account**".
- This section contains instructions to **Update Your Profile**, including your name, address, phone number or email information; **Update Your Username or Password**; **View Your Registration History**; **View Your Class Enrollment**.
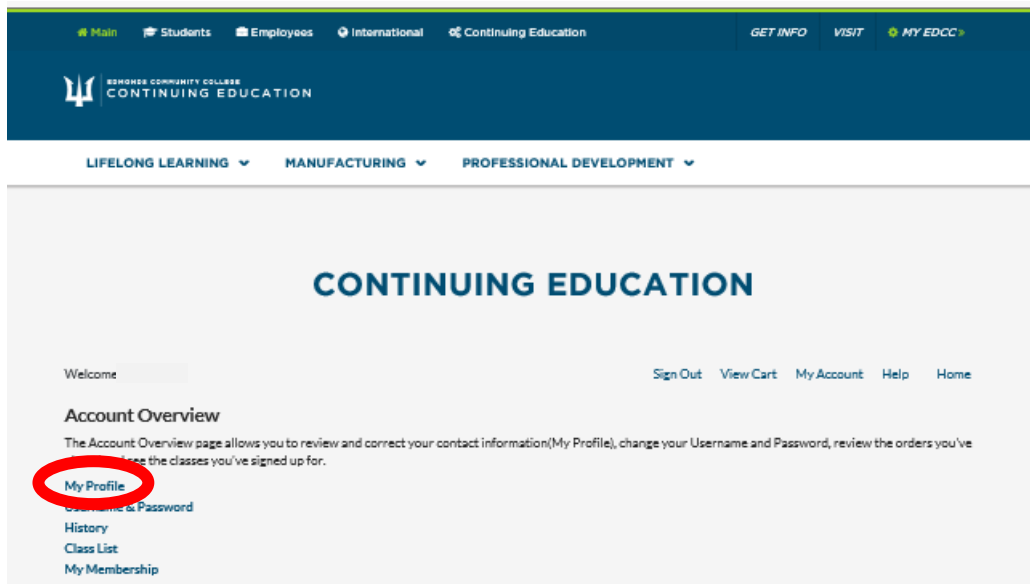
For this section, begin by clicking "**My Account**" after signing in.
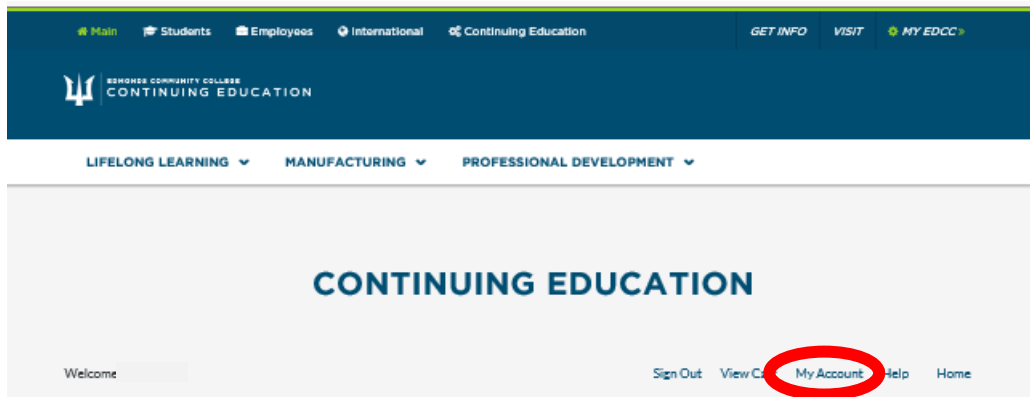
UPDATE YOUR PROFILE

➢ Step 1

To update your name, address, phone number or email information, click on "**My Profile**".

➢ **Step 2**

Once you click "**My Profile**", the following screen will appear. Update your information as needed.
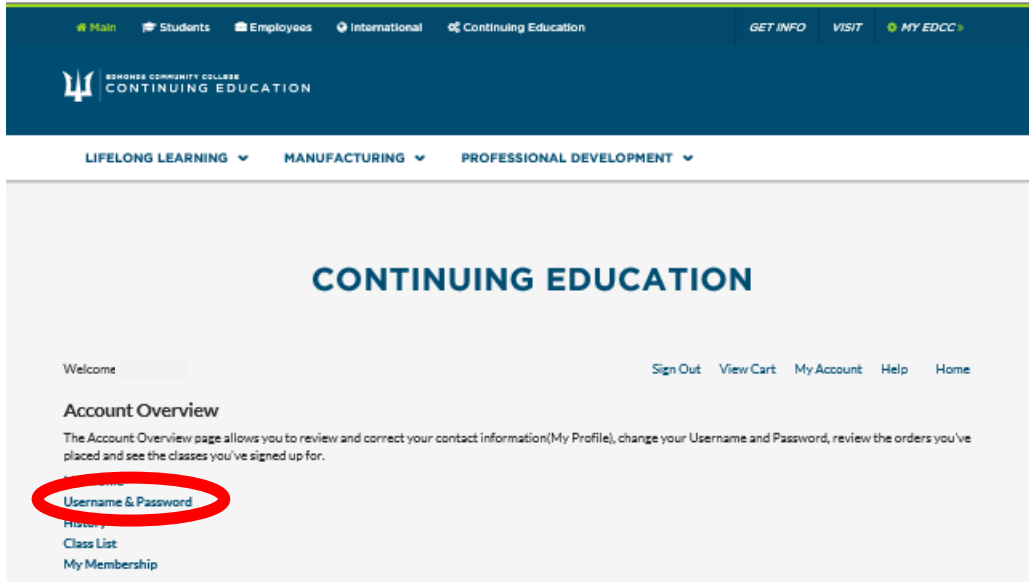

When you are finished updating your information, click "**Save Changes**".

If you are done, click on "**Sign Out**" at the top of the screen. Otherwise, click "**Home**" to return to the View (Quarter) Classes, "**My Account**" to access other account actions, or "**View Cart**" if you are in the process of registering for classes.
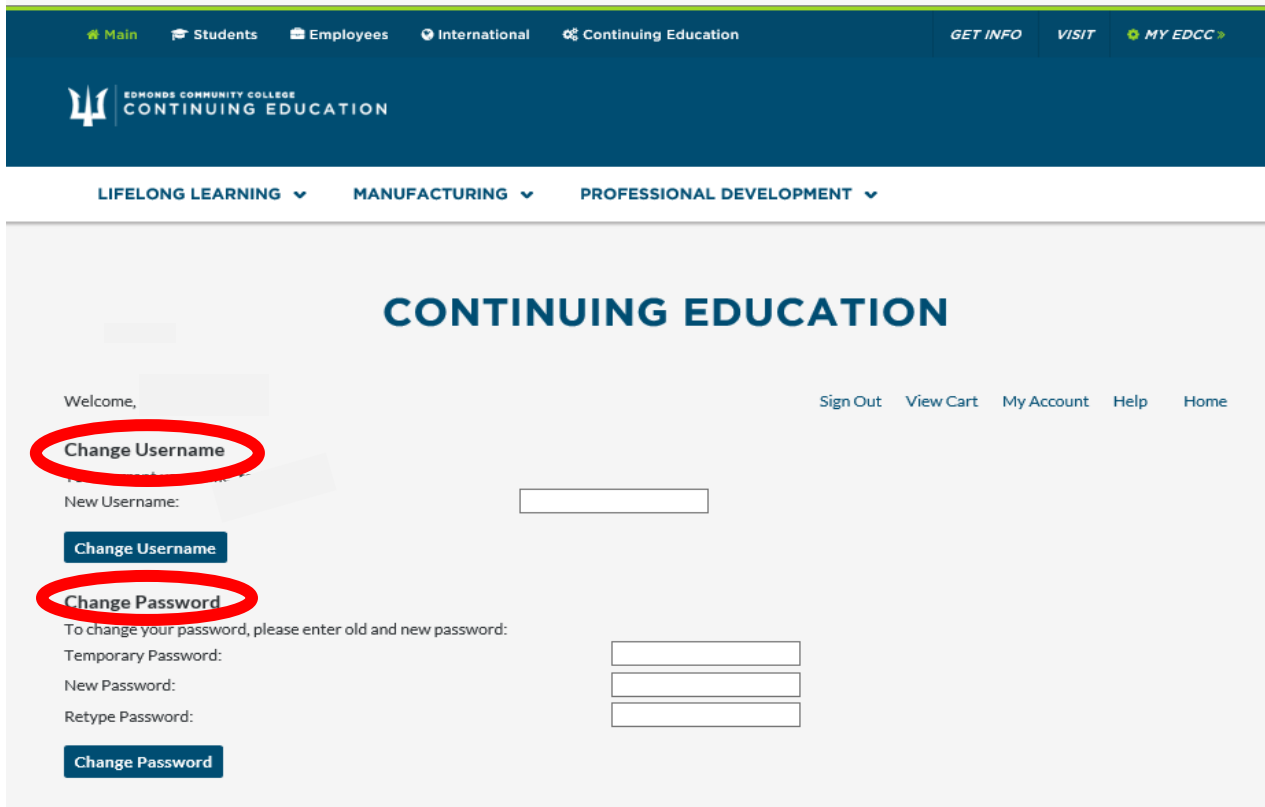
UPDATE YOUR USERNAME OR PASSWORD

➢ **Step 1**

To update your Username or Password, click on "**Username & Password**".

The following screen will appear. This screen is similar to the screens in **Section 3 | Recover Account Information**. It is recommended that you do **not** try to reset both your username and password at the same time.
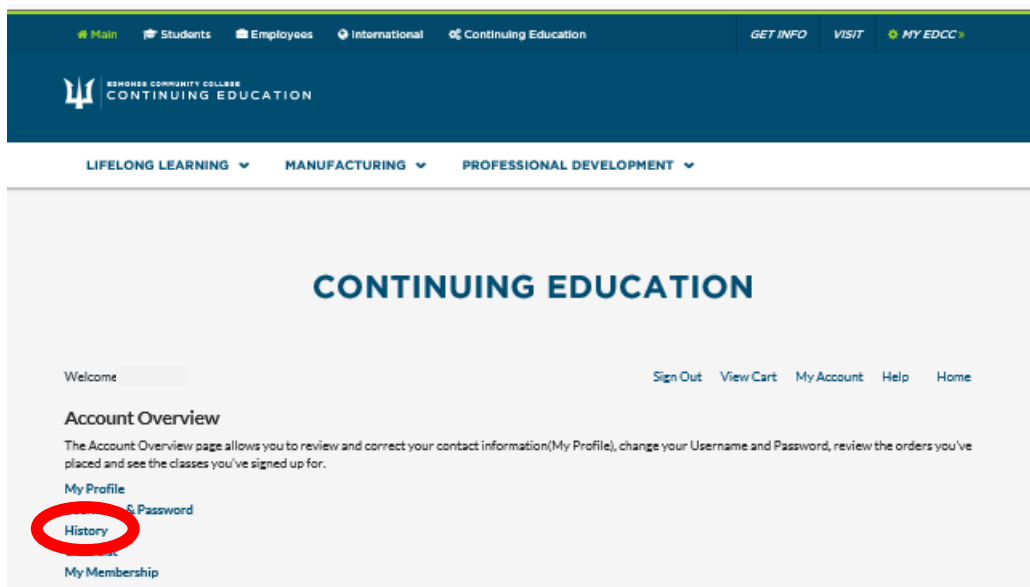
➢ **Step 2**

First update your Username by clicking "**Change Username**". After you get the confirmation message, you can update the Password.

If you are done, click on "**Sign Out**" at the top of the screen. Otherwise, click "**Home**" to return to the View (Quarter) Classes, "**My Account**" to access other account actions, or "**View Cart**" if you are in the process of registering for classes.
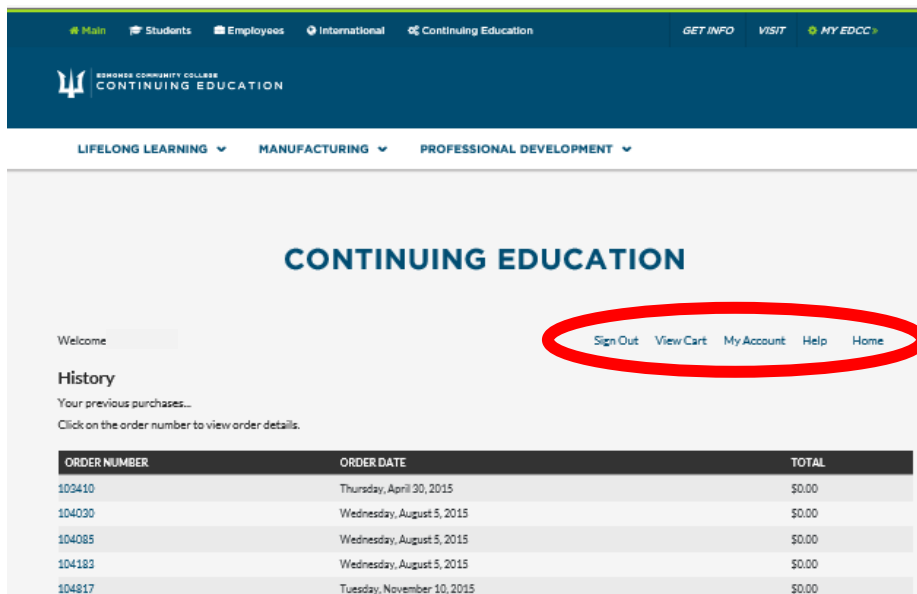
VIEW YOUR REGISTRATION HISTORY

➢ **Step 1**

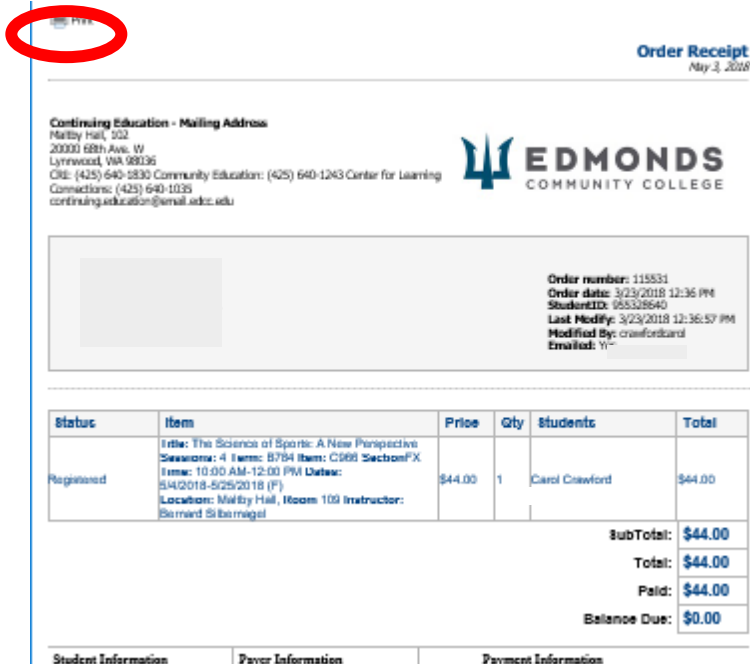To view your registration history, click on "**History**".

The following screen will appear. This history is a list ordered by date of all the transactions that apply to your account in the system.

➢ Step 2

Click on any "Order Number" and the following printable screen will appear detailing all the transactions related to that Order Number.

Click "Print" in the upper left to print the detailed transaction.

If you are done, click on "**Sign Out**" at the top of the screen. Otherwise, click "**Home**" to return to the View (Quarter) Classes, "**My Account**" to access other account actions, or "**View Cart**" if you are in the process of registering for classes.

VIEW YOUR CLASS ENROLLMENT

➢ Step 1

To check which classes you are enrolled in, click on "**Class List**".
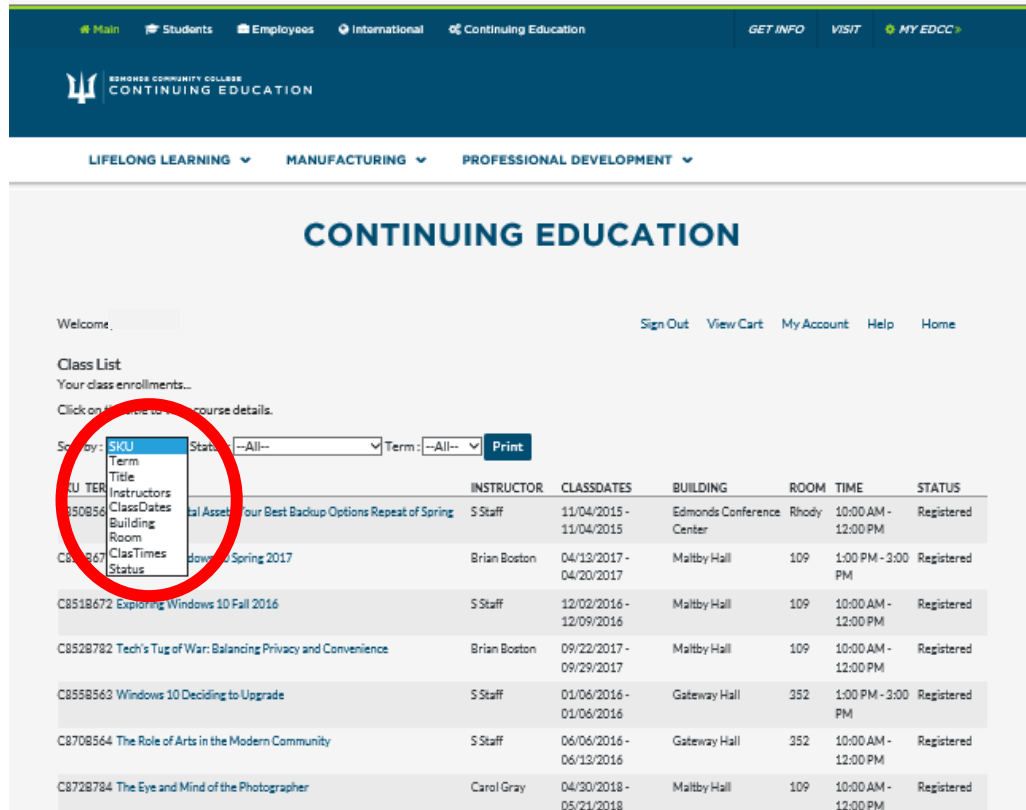
> ➤ **Step 2**

A list of all the classes you have registered for since Fall of 2015 will appear. The screen comes up sorted by SKU (Class Number). Click on **Sort By: Term** and your latest registrations and the status of those classes will appear at the bottom of the list.

**The Status may say Pending which means that although you have registered in Campus CE (the online system), your registration has not yet gone to the college's mainframe computer at the moment. Your name will be on the roster for the class and you just need to show up for the class.

If you are done, click on "**Sign Out**" at the top of the screen. Otherwise, click "**Home**" to return to the View (Quarter) Classes, "**My Account**" to access other account actions, or "**View Cart**" if you are in the process of registering for classes.