


## REGISTERING FOR A COURSE ONLINE


**BEFORE YOU START:** To complete your online registration you must pay with a credit card. Your registration will not be processed without payment.



1. Go to our website:  
[www.learningisforever.net](http://www.learningisforever.net)
2. Scroll down to "Online Registration."
3. Click on the image.

### REGISTRATION INFORMATION

  
Spring 2018 Member Registration Form  
[Download Now](#)

  
Spring 2018 Non-Member Registration Form  
[Download Now](#)




**Before proceeding, please note:**  
We suggest you review the entire page and “view” any classes you want more information on. Then go back, “select” classes, and “Add to cart.”

There are multiple pages of classes to select from. If you have classes selected and wish to view another page, click “Add to Cart” before viewing the next page.

You are here: Home / Rochester Community and Technical College / Community Based Lifelong Learning Programs

### Community Based Lifelong Learning Programs



Learning Is For Ever (LIFE) provides stimulating educational programs and encourages social and personal growth for life-long learners in our growing and diverse community. This is accomplished through a variety of affordable courses including lectures, discussion groups, day trips, and other learning opportunities in an accessible setting.

Class Name
  Start Date
  Institution

Class Details	Institution	Class Cost	Select
<a href="#">Annual Renewal of a LIFE Membership (8/1/18 - 7/31/19) - # CBEP8100 - 01</a> Start Date: 08/01/2018 Days: View Time: View <a href="#">View More</a>	Rochester Community and Technical College	\$ 25.00	<input type="checkbox"/> View
<a href="#">LIFE on the Road - # CBEPRoad - 10</a> Start Date: 08/18/2018 Days: M Time: 2:00 PM to 3:00 PM <a href="#">View More</a>	Rochester Community and Technical College	\$ 0.00	ended
<a href="#">Meditation and More (Five Part Series) - # CBEP8101 - 219</a> Start Date: 09/11/2018 Days: View Time: View <a href="#">View More</a>	Rochester Community and Technical College	\$ 30.00	<input type="checkbox"/> View
<a href="#">Meditation Introduction and How To Basics: Session #1 - # CBEP8101 - 220</a> Start Date: 09/11/2018 Days: Tu Time: 3:15 PM to 4:45 PM <a href="#">View More</a>	Rochester Community and Technical College	\$ 7.00	<input type="checkbox"/> View

Prev 1 Next

Class Name
  Start Date
  Institution

1. Scroll down to find the list of classes you want to attend.
2. Select the view. (The paper catalog is in “Start Date” order.) The default is by “Class Name.”
3. Click the box under the “Select” heading for the course(s) you wish to register for.
4. Click .



# MINNESOTA STATE

## Continuing Education & Customized Training

[All Sites](#) [View My Account](#)

You are here: [Home](#) / [Shopping Cart](#)

### Shopping Cart

Qty	Class/Section #	Class Name	Begins	Days	Sessions	Start Time	Cost	Notes	Del
1	OD9809 -01	Motivational Interviewing	04/05/2017	W	1	8:30 AM	\$99.00	<a href="#">Add</a>	<input type="checkbox"/>
							Total Cost:	\$	99.00

[← Back to Catalog](#) [Update Cart](#) [Clear Cart](#) [Check Out →](#)

1. Review items in your cart before proceeding.

If you need to remove a class:

A. click the check box on the far right under the "Del" heading to remove the course from your cart.

B. Then press

[Update Cart](#).

If you need to add additional classes, click

on [← Back to Catalog](#).

2. After you have verified you want to register for the items in your cart,

click on [Check Out →](#).



# MINNESOTA STATE

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[Home](#) / [All Sites](#)

[View My Account](#)



You are here: [Home](#) / [Shopping Cart](#)

[View Shopping Cart](#)

To complete the Registration, choose one of the following buttons below:

### Welcome!

We are rolling out a new registration system. You will notice below a button "New Users" and "Returning Users." If you have registered with us in the past but are not currently register for a summer or fall program, you probably think of yourself as a returning user, but our new registration system has not had the pleasure of meeting you yet. If you click on "New Users," you will be prompted to set up a new profile for this system. Please know that all of your past training records and transcripts have been maintained.

If you recently registered for a course, you MAY already exist in the new system. If so, click "Returning User" and select the "Forgot or Reset User Name and Password" and follow the instructions.

### New Users

New to this registration system? Create a user account and proceed with registration.

[Create New Account >](#)

### Returning Users

Already have an account in the new registration system? Sign in here.

[Login to My Account >](#)

Click [Login to My Account >](#)  
and choose personal from  
the drop down list.

## Returning Users

If you forgot, or need to reset, your username and password, click on the "I forgot, or need to reset, my password" link to the right and follow the instructions.

A screenshot of a login form with a light blue background. It features two input fields: "Username" and "Password", both with a small eye icon on the right. Below the fields are two buttons: "Login" and "Back". A link "I forgot, or need to reset, my password" is located below the buttons. Red circles highlight the "Username" field, the "Password" field, and the "Login" button. Red arrows point from the instructions on the right to these elements.

The password field is CASE SENSITIVE, please verify the Caps Lock is not on.

1. Your username will be your info in this format: **firstname.lastname**
2. If this is your first time logging in, your password is: **password**
3. Click 

If your log in does not work, please call the LIFE office at 507-280-3157.



# MINNESOTA STATE

## Continuing Education & Customized Training

[All Sites](#) [View My Account](#) [Log Off My Account](#)

Welcome [redacted]  
You are here: [Home](#) / [Shopping Cart](#)

Step 3 of 4: Verify Student/Participants & Quantity

On this screen, you can increase the quantity of each item or change the student/participant as needed.  
If you make changes, click "Update Cart" button before continuing.

### Assign Participants or Students to each Activity Selected

Qty	Class/Section #	Class Name	Participant	Begins	Days	Sessions	Start Time	Cost	Notes	Del
1	OD9809 -01	Motivational Interviewing	[redacted]	04/05/2017	W	1	8:30 AM	\$99.00	<a href="#">Add</a>	<input type="checkbox"/>
								Total Cost:	\$	99.00

[Back to Catalog](#) [Update Cart](#) [Clear Cart](#) [Check Out >](#)

Once you have logged in, you will see this verification page.

Verify you want to register for the items in your cart and that your name is listed as the participant. If it is not, click on "Assign a Person" under "Participant."

When ready to register, click on [Check Out >](#).

NOTE: If you receive a note asking if you want to "Save password to rSchool.com" select no.



Welcome [redacted]  
You are here: [Home](#) / [Shopping Cart](#)

Step 4 of 4: Payment

Please enter your payment information and click "Submit Payment" to complete the registration process.

### Class Registration - Confirm that Information is Correct

Class/Section #	Class Name	Participant	Begins	Days	Sessions	Start Time	Cost	Notes
OD9809-01	Motivational interviewing	[redacted]	04/05/2017	W	1	8:30 AM	\$99.00	<a href="#">Add</a>
							Total Cost:	\$ 99.00
							Total Due:	\$ 99.00

### Payment Information:

Cardholder's First Name: [redacted]

Cardholder's Last Name: [redacted]

Card Type: [dropdown]

Card Number: [input]

Expiration Date: [January] [2017]

Card Security Code: [input] [What's this?](#)

Email Address: [redacted]

Address: [redacted]  
300 7th Street SW

City: [redacted]  
Plainview

State: [Minnesota]

Zip: [redacted]

Refunds: Refunds for cancellations that are made prior to the class start date vary by class and institution. Please contact the institution you registered with for refunds and refund information.

Securely Store this Information for Future Payments

[Back to Cart](#) | [Submit Payment](#)

1. Scroll down to enter your payment information.
2. Enter your payment information and press

**NOTE:** If you are registering the day of the class, you **MUST** print the confirmation of registration and bring with you to the class. Your name will not be on the roster if you register the day of class.



# MINNESOTA STATE

## Continuing Education & Customized Training

Navigation: [All Sites](#) | [View My Account](#) | [Log Out](#)

Account Menu: [Reservation History](#) | [Payment History](#) | [Account Members Info](#)

Welcome [Redacted]  
You are here: [Home](#) / [Account Members Info](#)

### Student Info

[Add New](#) [Save Changes](#)

Name	Day Phone	Night Phone	Gender	Age Group	Reminders	Edit	Delete
[Redacted]					<input type="checkbox"/>	<a href="#">Edit</a>	<a href="#">*</a>

[\*]Student(s) having references that can not be deleted

### Payers Info

[Save Changes](#)

Name	Day Phone	Night Phone	Email	Shared	Edit
[Redacted]			[Redacted]	<input type="checkbox"/> PH <input type="checkbox"/> All CC <input type="checkbox"/> C. Acct.	<a href="#">Edit</a>

If this is your first time logging in, follow these steps to change your password.

1. Click on [View My Account](#)
2. Click on [Account Members Info](#)
3. Under Payers Info, click [Edit](#)



Contact Info:

Day Phone: \*   
Night Phone:   Same as [Day](#)  
Work Phone:   Same as [Day](#) | [Night](#)  
Home Phone:  Same as [Day](#) | [Night](#)  
Cell Phone:  Same as [Day](#) | [Night](#)

Fax:   
Email:

User Name:

Password:

Permissions:

Payment History is shared with other payers in the account  
 Money on account is shared with other payers in the account

Account Status:

Enabled: This payer can make registrations.  
 Disabled: This user won't be able to make future registrations.

<< Back

1. Enter your new password in the password field.  
2. Press



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[All Sites](#) [View My Account](#) [Log Off My Account](#)

When you are done in the registration system, click .