

# Welcome to Online Registration

## How to Set-Up and Access Your Account:

**Direct Link:**  
[www.waconiacomed.com](http://www.waconiacomed.com)

### New Customer:

1. Click on **New Account**
2. Complete the **General Information** and click **Save**.
3. Your online account will be created and an email confirmation will be sent.
4. Keep your **10-digit Primary Phone** and **Password** for future registrations.
5. At any time you can change your **Password** in the **General Information** section.

### Returning Customer:

1. Click on **My Account**
2. Login with **10-digit Primary Phone** and **Password**. Click on **Login**.

If you are unable to remember your **Login** and **Password** PLEASE DO NOT create a new account, click on the Forgotten Password? **Click Here** icon. If you need further assistance please call the Community Ed office at 952-442-0610 or the ECFE office at 952-442-0613.

### To Add a New Family Member:

To add a new family member to your existing account follow these steps:

1. Click on **My Account**.
2. Enter your **10-digit Primary Phone** and **Password**. Click on **Login**.
3. Click on **Add Family Member**.
4. Fill in the **General Information** and click **Save**.
5. Repeat process to add additional family members.

## How to Register for a Class:

1. Sign in to your Account under the **My Account** button.
2. Click on **Course Catalog**.
3. Click on the Program Category you want to register under.
4. Click on the class name.
5. Under the **Add Item** column click on the **Shopping Cart** icon.
6. Verify the class information and input any additional information as needed.
7. Click on **Add Item To Cart**.
8. Now you can add additional family members to this class by clicking on **Add Person to Item** or continue shopping by clicking the **Continue Shopping** button or **Checkout** to process the registration and enter payment information.
9. Payment Information – input Credit Card number and Expiration Date. (MasterCard, Visa, Discover)
10. Click **Next** to complete the process.

Upon successful completion of the process you will receive a Receipt Screen that can be printed for your records. You will also receive a receipt via email if you have included a valid email address in your account profile. *To view your registration History – click on the Schedule button.*

**Remember – if you participated in a class – you have an account. Please do not set up a new one.** If you no longer have your email confirmation with your account number and password please call the CE Office 952-442-0610 or the ECFE office 952-442-0613. Please add [noreply@waconiacomed.com](mailto:noreply@waconiacomed.com) into your address book to insure receipt of email notices.