

INSTRUCTIONS FOR REGISTERING FOR ICL LECTURES AND STUDY GROUPS

Below are the instructions for registering for ICL Winter Lectures and Study Groups online. If you do not have your login information, send an email to officemanager@iclru.org and he will look for it. If you do not wish to register online, you can still send an email to officemanager@iclru.org listing what you would like to attend.

Note that you must be a fully paid member in order to register. If your membership has recently lapsed, and you wish to rejoin, **DO NOT rejoin online, or create a new account or new record.** Send an email to officemanager@iclru.org and Bob will work with you to rejoin.

As a reminder, you should be aware that the registration program we are using (ProClass) was designed for use by many different schools and Life Long Learning organizations. Some of those organizations have a monetary charge for each class. Consequently, you will see references to dollar amounts and payments. **You should ignore this, as we do not charge for individual lectures or classes.**

REGISTERING FOR LECTURES AND STUDY GROUPS

1. Open the ICL web home page (<https://iclru.org>)
2. In the top row, above the ICL Logo, click on **Login**
3. Enter your Username and Password, then click **Login**
4. On the new page, in the **View Programs For** block, click on the down arrow and **select your name only. DO NOT SELECT "ADD NEW ADULT"**.
5. If registering for the Winter Lecture Series, in the **Select Semester** block, click on the down arrow and select **2022 Winter Lectures**
6. If registering for the Winter Study Groups, in the **Select Semester** block, click on the down arrow and select **2022 Winter Study Groups**
7. Click on **Search**. A listing of available lectures and study groups will appear.
8. If you wish to see the description of the lecture or study group, click on the **Title**.
9. If you **do not wish** to register for that selection, **click on your back arrow** to go back to the full list.
10. If you do wish to register for the selection, click on **Register**. On the next page, you will see an acknowledgement notice.

11. If you wish to register for another lecture or study group, **click on the back arrow** until you get back to the listing.
12. Repeat steps 8, 9 and 10.
13. When you are finished registering, click on ***Checkout.***
14. You will be sent to a page showing what you registered for. **IGNORE ANYTHING REFERRING TO MONEY DUE!**
15. Under Terms of Use, **click in the Box** at the bottom of the page, next to ***I have read and agree with the polices and procedures set forth.***
16. Then click on ***Continue*** and you are done.
17. To Log Out, click on your name in the upper right corner, then click on ***Log Out.***
18. You can get back to the ICL web home page by **clicking on the ICL Logo** in the upper left corner of the screen.