

INSTRUCTIONS FOR REGISTERING FOR ICL CLASSES

Below are the instructions for registering for ICL classes 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 the classes you would like to attend.

Note that you must be a fully paid member in order to register for classes. 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 classes.**

REGISTERING FOR CLASSES

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. In the **Select Semester** block, click on the down arrow and select the semester you wish to register for (e.g., **2023 Fall**).
6. Click on **Search**. A listing of available classes will appear.
7. If you wish to see the description of the class, click on the **Class Title**.
8. If you **do not wish** to register for that class, **click on your back arrow** to go back to the full list.
9. If you do wish to register for the class, click on **Register**. On the next page, you will see an acknowledgement notice.
10. If you wish to register for another class, **click on the back arrow** until you get back to the listing.
11. Repeat steps 7, 8 and 9.

12. When you are finished registering, click on ***Checkout***.
13. You will be sent to a page showing all the classes you registered for. **IGNORE ANYTHING REFERRING TO MONEY DUE!**
14. 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.***
15. Then click on ***Continue*** and you are done.
16. To Log Out, click on your name in the upper right corner, then click on ***Log Out***.
17. You can get back to the ICL web home page by **clicking on the ICL Logo** in the upper left corner of the screen.