CALL Online Registration Directions

1) Navigate to this link:
   [https://lifelonglearning.keene.edu/search/publicCourseSearchDetails.do?method=load&courseId=1010978#courseSectionDetails_1018578](https://lifelonglearning.keene.edu/search/publicCourseSearchDetails.do?method=load&courseId=1010978#courseSectionDetails_1018578) (or go to lifelonglearning.keene.edu, courses, type CALL, and then click on CALL Individual Classes)

![Course Search Results]

2) Select the + to read more about the individual courses, or just click on the name of the course to add it to your cart.

![Enroll Now - Select a section to enroll in]
3) Add a course to the cart if desired. Each course is $30.

4) If you would like more than one course, click on any course in your cart, which will bring you back to the list of CALL classes again so you can review and add others to your cart. If you click “Keep Shopping,” just type CALL in that box and the CALL class listing will appear again.
5) When done selecting courses, click checkout in the top right.

6) Create an account by choosing “I am a new user.” This is a new system, so accounts you have set up with Keene State before will not work. If you decide to add additional classes, or in subsequent semesters, you will just be able to log back in with these credentials, so keep them in a safe place. You will be prompted to create a 14 character password to include a mix of numbers, letters, and special characters.

7) On the next screen, you can create a more easily memorable username as well as entering your name, mailing and email addresses. Please make sure to approve the policy statement by putting your initials in the boxes. You’ll only have to do this step the first time you register.
Complete the following information to proceed with your request.

**Credentials**

Username and Password

User Name

Abbyholm

User Name is available.

We will send a link to set your password to your preferred email address.

**Name and Email**

Salutation

First Name

Abby

Middle Name

Last Name

Holme

Email Address

abigailholm@gmail.com

Save Email

**Address and Telephone**

You can provide multiple addresses. Fill out the information and click the "Add Another Address" button.

Type

Home

Address 1 or Business Name

Address (line two)

City

State/Province

Other State

Please type your initials into each of the boxes below to indicate that you have read and understand these privacy policies:

I understand that Life Long Learning at Keene State College abides by FERPA regulations and will not release my student information unless I expressly give Life Long Learning at Keene State College permission to do so.

I understand that if I choose one of the following:

- Affiliate my course enrollment(s) with a company or group, OR
- Request that any company or group be billed directly for my courses

Life Long Learning at Keene State College will release to the appropriate company or group the following enrollment details: my account number, my student type, my course(s), course schedule(s), direct deposit method(s) and location(s), units, tuition amount(s) and fees due.

Privacy Policy

Required fields are indicated by *
8) Press “continue checkout” in the lower right corner to progress to review your cart. There is a policy statement at the bottom to check. Click “continue checkout again.”

9) Complete your credit card information on the next screen. You can pay with a MasterCard, Visa, or Discover, and it does require you to enter the country from the drop-down list. Please do not use spaces in the credit card information.
10) Once complete, you will receive a receipt screen, and emails confirming your payment and course registration.

Receipt

You will also receive a receipt by email.

Heather Jasmin  
97 Old Settlers Rd  
Alstead, NH 03820  
USA  
hjasmin@keene.edu  
(603) 291-1350  
Student Number: X00003 Personnel Number:  
The transaction was successfully completed. Please print this page for your records.

Purchased

<table>
<thead>
<tr>
<th>Item</th>
<th>Selected Options</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
</table>
| Course: The Magic of Watercolors: Intermediate  
0001 - Intermediate Watercolors | CALL Online Class 8 week | 1 | $30.00 |

Subtotal $30.00

Thank you for choosing Life Long Learning at Keene State College for your educational needs.

This communication serves as verification that enrollment into our program has been received and processed.

Heather Jasmin  
97 Old Settlers Rd  
Alstead, NH 03820  
USA  
(603) 291-1350

Heather Jasmin (X00003) is now enrolled in:  
Course Name: 0001 - Intermediate Watercolors  
CALL Individual Courses

Enrollment Date: 19 Aug 2020

Section Notes:

Diana Cary will be teaching an 8 week online watercolor class for those who have previously had some experience with watercolors. Each week she will email you, in advance, a picture reference that she will be using for a Zoom demo. The demo will be recorded, and she will send you the link each Tuesday or Friday. You'll be able to watch it whenever you wish and can start, stop, paint along, etc. The demos will concentrate on technique, the principles of art, and the elements of design. You will be able to email Diana at any time during your painting process with questions or after you've finished the painting. She will reply with encouraging comments and will also be happy to provide suggestions if you request them.
11) Finally, you will be asked to add a password to the account. It is 14 characters, and needs to be entered correctly twice.
Still have questions? Contact Heather Jasmin at hjasmin@keene.edu or 603-358-2942 to be registered by phone.

Need to make changes to your schedule?

1) Visit Lifelonglearning.keene.edu and log in using the credentials you created when you registered.

2) If you would like to add a class, just go to courses at the top of the screen, type in CALL in the search box, choose CALL Individual Courses, and add courses to the cart as you did in step 2 above. When you are done adding courses, just check out like you did starting in step 8, above.

3) If you would like to remove or change a class, choose “My Enrollment History” on the left:

   ![Image of Student Home with My Enrollment History highlighted]

   From there, you can request to drop or transfer a class:

   ![Image of My Current Courses with options to Request Drop or Request Transfer]