CALL Online Registration Directions

1) Navigate to this link: [Home | Life Long Learning at Keene State College](#) and choose Programs from the Drop-Down Menu. Then choose Cheshire Academy for Lifelong Learning.

2) Then click on CALL Four Week Session.

3) You will see a list of classes, then select the + to read more about the individual courses, or just click on the name of the course to add it to your cart.
4) Add a course to the cart if desired. Each spring course is $45, with the exception of the Watercolors classes. The watercolors classes are two class periods long for three weeks and are $50. When taking four or more classes, the cost drops by $5/class.

5) When adding a course to the cart, you’ll have the option to add a donation to the CALL Wonderment Scholarship. The CALL Wonderment Scholarship goes to a Keene State undergraduate student. We are very close to being able to endow this scholarship so that it will continue forever.
6) 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.

7) If you pick four or more classes, you are eligible for a $5/class discount. To get this discount, you must click “Apply a Discount” to the right of the course name in your cart, then choose “CALL Multi” from the drop-down list.
8) When done selecting courses, click checkout in the top right.

![Cart (2 Items)](image)

9) If you last took classes before fall 2021 create an account by choosing “I am a new user.” This system was new in the fall of 2021, so accounts you have set up with Keene State before fall 2021 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.

If you did register for classes since the fall of 2021, you will enter that username or email address under “I have an account already”, and the password that you set to log back in. If you don’t remember your username or password, just click “forgot username” or “forgot password” or email Heather Jasmin (hjasmin@keene.edu) to be sent a link for a password reset. Password change emails often go to junk mail, so please check there if you don’t see it.
10) If this is your first registration, on the next screen, you can create a more easily memorable username as well as entering your name, mailing and email addresses. The email address will be used in all communication from your instructor, so please enter it accurately. 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.

As a returning user, you just need to confirm the policy statement and continue checkout in step 10.
Complete the following information to proceed with your request.

**Credentials**

User Name 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

Holmes

Email Address

*abigailholm@gmail.com*

**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), payment method(s) and location(s), units, tuition amount(s) and fees due.

Privacy Policy

Continue Checkout
11) Press “continue checkout” in the lower right corner to progress to review your cart. Remember to check the discount button if you have four or more classes.

There is a policy statement at the bottom to check. Click “continue checkout again.”

12) 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.
13) Once complete, you will receive a receipt screen, and emails confirming your payment and course registration.
14) Finally, if you are new this semester, 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 call 603-358-2290 to be registered by phone.

**Need to make changes to your schedule?**

1) Visit [Lifelonglearning.keene.edu](http://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:

From there, you can request to drop or transfer a class:
### My Current Courses

Your currently enrolled courses. Contact us at (555) 555-5555 or email@school.edu if you have any questions.

<table>
<thead>
<tr>
<th>Course No. and Title</th>
<th>Enrolled</th>
<th>Term</th>
<th>Academic Units</th>
<th>CEUs</th>
<th>Actions and Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001 : Intermediate Watercolors - The Magic of Watercolors: Intermediate</td>
<td>Aug 17, 2020</td>
<td>2020-2021 - Fall 2020</td>
<td>-</td>
<td>1.6</td>
<td>Request Drop</td>
</tr>
</tbody>
</table>

Required fields are indicated by *.