CALL Online Registration Directions

1) Navigate to this link:
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)

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.
3) Add a course to the cart if desired. Each spring course is $45

<table>
<thead>
<tr>
<th>Section Title:</th>
<th>The Magic of Watercolors: Intermediate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Schedule:</td>
<td>Date and Time TBA</td>
</tr>
<tr>
<td>Delivery Options:</td>
<td>Online</td>
</tr>
<tr>
<td>Course Fee(s):</td>
<td>CALL Online Class 8 $30.00 week non-credit</td>
</tr>
<tr>
<td>CEUs:</td>
<td>1.6 CEUs</td>
</tr>
<tr>
<td>Drop Request Deadline:</td>
<td>TBD</td>
</tr>
<tr>
<td>Transfer Request Deadline:</td>
<td>TBD</td>
</tr>
</tbody>
</table>

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) If you pick four or more classes, you are eligible for a $10/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.

6) When done selecting courses, click checkout in the top right.

7) If you last took classes before fall 2020, create an account by choosing “I am a new user.” This system was new in the fall, so accounts you have set up with Keene State before fall 2020 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, 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.
8) 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 9. Unless your information has changed, you do not need to view your profile or make changes. If you do, please make sure that fields are blank unless they are being updated. Otherwise, you’ll have difficulty completing the next step.
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

*Holmen*

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 my 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.

[Continue Checkout]
9) 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.”

10) 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.
11) 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 03802  
USA  
hjasmin@keene.edu  
(603) 290-1350

Student Number: X000003 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>
<tbody>
<tr>
<td>0001- Intermediate Watercolors</td>
<td>CALL Online Class 6 week</td>
<td>1</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

Subtotal $30.00
12) 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 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:

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>Fall 2020</td>
<td>-</td>
<td>1.6</td>
<td>Request Drop 1 Request Transfer</td>
</tr>
</tbody>
</table>

Required fields are indicated by *.