CALL Online Registration Directions

1) Navigate to this link:
https://lifelonglearning.keene.edu/search/publicCourseSearchDetails.do?method=load&courseId=1475392&selectedProgramAreaId=1010884&selectedProgramStreamId= (or go to lifelonglearning.keene.edu, choose Programs from the Drop Down Menu, Choose Cheshire Academy for Lifelong Learning, and then click on CALL 4 week session)

2) 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.

3) Add a course to the cart if desired. Each winter course is $25. When taking four or more classes, the cost drops to $20/class.
4) When adding a course to the cart, you’ll have the option to add a donation to the CALL Wonderment Scholarship:
5) 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.

6) 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.

7) When done selecting courses, click checkout in the top right.
8) 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.
9) 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.
10) 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.”

11) 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.
12) 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) 209-1350
Student Number: X060003 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></td>
<td>The Magic of Watercolors: Intermediate 0001-Intermediate Watercolors</td>
<td>1</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

Subtotal $30.00
13) 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>2020-2021 - Fall 2020</td>
<td>-</td>
<td>1.6</td>
<td><img src="#" alt="Request Drop" /> <img src="#" alt="Request Transfer" /> <img src="#" alt="Print" /></td>
</tr>
</tbody>
</table>

Required fields are indicated by *. 