

## Registration Help Guide

To register for classes through UMD University for Seniors, you must create an individual account through our registration website. This will require an email address. If you do not have an email address, contact the US Program Office for further assistance at 218-726-7637. Visit the registration homepage to get started: <https://usregister.d.umn.edu/umnd>

### **STEP ONE: You must create an account or sign in to an existing account**

If you are new to this registration system, you will need to create a new user account.

- From the registration homepage, click "[Sign In](#)" along the gray bar at the top of the screen and follow the instructions on the page.
- If you already have an account, you can sign in using the same link above.
- If you already have an account but forgot your username or password, do not create another account. On the Sign In page, click "Find My Username" or "Reset My Password" at the bottom of the "Sign In to Existing Account" box. You will receive an email with instructions after clicking either one of these options.

### **STEP TWO: Add a Membership to your cart or check your membership status**

Once you have created and logged into your account, your next step is to become a member. You will NOT be able to register for any classes without a membership.

- You can add a Membership by clicking the "[Become a Member](#)" link on the registration homepage. Decide which membership option is best for you and click "Add To Cart" in order to continue with the registration process.
- Click "Continue Shopping" to return to the homepage

### **STEP THREE: Browse classes; add desired items to your cart**

- You can view classes by category, or by "View All Classes" under the CLASSES box on the registration homepage. If you would like to refine your search by days of the week, start date, time, or instructor, click the "[Search](#)" button along the gray bar at the top of the screen.
- Click "Request Course" if registering during the priority registration period, or "Add to Cart" during general registration.

### **STEP FOUR: Check out to pay**

Complete your registration by purchasing your membership through the Check Out process. NOTE: The system will time-out if you do not complete your purchase and

- Review your Shopping Cart and make sure your membership and all requested classes (up to ten) are listed.
- Click the "Check Out" button at the bottom right corner of the screen.
- [My Information](#): Review your information, from what you listed when you created your account. You can click "Edit Profile" if you need to make any changes. Click "Save Changes" to continue. Click "Next" if your profile is correct.

- More Info: All members are required to sign a liability waiver and list emergency contact information. You must check the box that you agree to the waiver. You can view the waiver by clicking “Click here” on the waiver line.
- List at least one emergency contact name and phone number. Click “Next” to continue.
- Apply Promo Codes: If you are an Honorary Member over the age of 90, or are applying for a program scholarship, contact the US Program Office for the promo code to enter here. Otherwise click “Next” to continue.
- Payment Method: Members can pay by credit card online or by check. If you pay by credit or debit card, you will be redirected to a secure site to enter your card information. US staff do not have access to this information and our system does not save your card information.
- If paying by check, click the drop-down menu, choose “check” and continue through the registration prompts. Either mail to the address below or deliver to the US Program Office. Your registration will not be complete until your payment is received. Checks can be made payable to UMD University for Seniors and mailed to the address stated below: 170 Sports and Health Center | 1216 Ordean Court, Duluth, MN 55812.
- Billing Information: If your billing information is the same as your profile information, click the first box under “Billing Information.” Otherwise you can update your billing information here or click “Next” to continue.
- Purchase: Review your order, billing, and payment information and click “Purchase” to complete your order.

### **STEP FIVE: Prioritizing, adding, and dropping your classes**

Once you have purchased your membership and requested your classes, you are able to prioritize your classes (if registering during the priority registration period), as well as add or drop classes.

Once the priority registration deadline has passed, we will complete the lottery and you will receive a confirmation letter with your class list via email.

- Prioritizing your classes:
  - You can prioritize your requested classes anytime during the priority registration period by going to “My Account” and clicking “My Priorities.”
  - Your requested classes are listed with your class priority number listed under the far right “Priority” column. To change your class priorities, use the drop-down menu next to the priority number and make adjustments, with number one being your top choice class, up to number ten being your lowest priority class.
  - Don’t forget to select “Save Priorities” to complete the process! You can reorder your priorities anytime before the priority registration deadline.
- Adding/Dropping classes:
  - You can add classes to your schedule throughout the priority and general registration period (up to ten classes). Classes requested after the priority registration deadline will be added on a space-available basis.
  - To add classes, sign in to your account and add them to your cart. Complete the checkout process just as you did when registering. You will not be charged for additional classes once your membership is purchased.
  - You can drop a class at any point throughout the term.
  - To drop a class, email [usask@d.umn.edu](mailto:usask@d.umn.edu).