

CTA Summer School On-Line Enrollment Steps

When creating an account in the Community Education system, use of email address is necessary for on-line registration. Summer School registration in on-line only. Thanks.

Steps:

1. Go to www.evergreenps.org
2. Look to the left side of the page. Find “Community Education” and click on it.
3. Click on the “Register Online” (right side-yellow and blue box). You must create an account before you can register your student for Summer School.
4. If you already have an account, click on “Sign in” and enter your login name and password.
***NOTE: If you registered on-line for the Skills Center Summer School last year, use the same account. If you have forgotten your password, you can have it emailed to you.
5. If you don’t have an account, click on “Create an account”. (Located under the Sign in button.)
6. Fill out the information required. NOTE: Under “Personal Information” enter birthdate.
7. Once you have filled out the information for yourself (the parent), click on “create an account and add family members” (specifically the student you want to enroll in Summer School).
8. When you are done entering your children, click “create an account for a family member” and a thank you message will pop up. If you entered your email address while creating an account, the pop-up will direct you to your email to retrieve your log in and password. Click “OK”.
9. Once you retrieve your user name and password, return to the Community Education home page (see step 4) and click on “sign in”.
10. Enter your login and password.
11. Type “CTA2017” (no spaces) in the gray search box.
12. Click on blue button that says “More’.
13. Click on blue button to the right of “Summer Academics”.
14. Click on blue button to the right of “Cascadia Tech Academy”.
15. Find the course your student is interested in. Make sure it has “Cascadia Tech” in the title of the course offering.
 - a. Then click “Add to cart”. If you want to see the course description, click on the name of the course.
 - b. If you are interested in a class that is full, you will see a “wish list” offer so that your child could be added to the waitlist for that course.
16. Once the course is placed in the “cart”, select the family member to be enrolled in the course, then click “next”.
17. Enter the information needed and submit.
18. Once submitted, you should receive a confirmation email letting you know that your child has been enrolled in the summer school course.

If you need to withdraw or transfer your student to or from a Summer School class, please email lisa.edwards@evergreenps.org, include student’s name and class and specify that you would like to withdraw or transfer, or contact Community Education at 360.604.4082. Withdrawals and transfers CANNOT be done on-line.