<u>**CTA Summer School On-Line Enrollment Steps**</u>

Registration for CTA Summer School classes is available on-line only.

To enroll a student for a CTA Summer School class, a parent must use an email address to create an account with Evergreen Community Education first. After creating an account for themselves, a parent will then need to add each student as a family member.

It is recommended that you create an account with Evergreen Community Ed prior to May 1st, to speed up the registration process as classes fill quickly.

Steps to register IF having an existing account:

1. Go to www.evergreenps.org

2. Click on the RESOURCE tab and then click on Community Education. Clicking **here** will take you to EPS Community Education home page.

3. Click on the CTA Summer School logo. To begin the registration process, click on **"Register"** for the desired class.

4. The Login screen will pop-up. "Login" by entering your login email address and password.

5. Select the family member to be enrolled in the course from the drop down menu, then click "next".

6. Select the class registering the student for, scroll down, and click "next".

7. Enter ALL of the required CTA registration information and click "next"

8. On the next screen to appear, click on "Proceed to Shopping Cart".

9. Review course you signed your child up for by clicking on "Secondary-Summer School-Cascadia Tech Academy" and then click on "Proceed to Checkout".

10. Check the box by the "I acknowledge …" and click "next".

11. The "Thank You!" screen is shown and you can print or view the receipt.

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Steps to register IF no existing account:

1. Follow steps 1-4 in section above, except click on "Create New Account" (located under the Login button).

2. Fill out the information required. ***NOTE: Under "Personal Information" enter your birthdate, **skip** "Age Category" question.

3. Once parent information has been completed, click on "create an account and add family member" (specifically the student you wish to enroll in CTA Summer School).

4. When finished entering the student's information, click "Create Account". You will receive an email confirming your account activation.

5. Return to the Community Education website by clicking here and follow **steps 3 to 11** in the section above, "Steps to register IF having an existing account" to complete the registration process.

<u>Class Withdrawals or Transfer to Different Class</u>

Withdrawals and transfers CANNOT be done on-line. To cancel or to transfer to a different class, please call 360.604.1050. Please include student's name and specific class to withdraw from or transfer to.