

CTA Summer School On-Line Enrollment Steps

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

To enroll a student for a CTA Summer School class, **a parent must FIRST** create an account with Evergreen Community Education, using a non-school district email address. After creating the parent account, the next step is to add the student as a family member.

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

Steps to register IF having an existing account: * If using a mobile device and you are experiencing registration issues, you can select “use the full site”.

1. Click [here](#) to open the hyperlink, taking you directly to the EPS Community Education home page.
2. Click on the CTA Summer School logo. To begin the registration process, click on **“Register”** for the desired class to open the hyperlink.
3. The Login screen will pop-up. “Login” by entering your login email address and password.
4. On the Account Options page, select “Register for Activities”.
5. Click on “Add to Cart” for Secondary Summer School, Cascadia Technical Academy.
6. Select the family member to be enrolled in the course from the drop down menu, then click “next”.
7. Select the class registering the student for, scroll down, and click “next”.
8. Enter ALL of the required “Activity Questions” click “next”
9. On the next screen, click “Proceed to Shopping Cart”.
10. Check the box near the bottom of the page by the **“I have read and agree to Waiver”** and click “Finish”.
11. The “Confirmation” 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 1-3 in the section above, **except** click on “Create an Account” (located under the Login button).
2. Fill out the parent information required. *****NOTE:** Under “Personal Information” enter parent birthdate, **SKIP** “Age Category” question.
3. Once parent information has been completed, click on “create an account and add family member” attending CTA.
4. When finished entering the student’s information, click “Create Account”.
5. On the Account Options page, select “Register for Activities” and follow steps 5 – 11 in the instructions above.

Class Withdrawals or Transfer to Different Class

Withdrawals and transfers CANNOT be done on-line. **To cancel or to transfer to a different class, or if you have a course question, please call 360-604-1050.** Class cancellation or a class transfer cannot be processed on-line. If you are unable to attend, please let the office know as soon as possible, so that someone else will have the opportunity to enroll.