

Steps to the new YEAH Academy On-Line Registration system. Please read the entire document first before starting. Then use this as your handy walk through guide as you register your students.

Step One: Visit www.yeahacademy.net to view all of the available classes and schedules. Use the tools on that site to determine the best class schedule for your family.

Log In with your user name and password.

Note: your YEAH Academy Family Membership fee is paid in full as a requirement for using this system. You should renew on-line next year for the school year before Open House in July, with this on-line site, so you can register immediately when registration opens up after the Open House.

This is the screen you will see AFTER you Log In. The classes available for registration will be listed on the Left Hand Side. To Sign Up, click on the icon next to the class you want to start with now.

The screenshot shows the CTOOnline 1.0 website interface. The top navigation bar includes links for 'classes', 'my schedule', 'calendar', 'admin', 'help', and 'first time'. The main content area is titled 'YEAH Academy & YEAH PSEO' and includes a welcome message and instructions for new users. The page is divided into three main sections: PSEO Courses, Academy Courses, and Academy Events. Each section contains a table of class sessions with 'Sign Up!' buttons and icons. The Academy Events section includes a table of upcoming class registrations with columns for Class Session, Registration Start Date, and Price.

Open Registrations		Open Registrations		Open Registrations																
Class Session	Sign Up!	Class Session	Sign Up!	Class Session	Sign Up!															
*PSEO- Concordia U:ART 101/AP 2-D Design (11-12) W1		Acting:Acting Level 1, sect 3 (9-12) T2		**YEAH EVENTS :COMM 152 Parental Course																
*PSEO- Concordia U:ART 271-Art History (11-12) T3		A-AP Advanced Placement:AP Drawing (10-12) W4		Full List with Descriptions																
*PSEO- Concordia U:COMM 212:Public Speaking (11-12) T1		A-AP Advanced Placement:AP Language & Composition (10-12) W3		<table border="1"> <thead> <tr> <th>Class Session</th> <th>Registration Start Date</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>**YEAH EVENTS **:PLAN Session A - TH 9:00-12:30</td> <td>10/01/2013 07:03 AM</td> <td>\$25.00</td> </tr> <tr> <td>**YEAH EVENTS **:PLAN Session B - TH 1:00-4:30</td> <td>10/01/2013 07:03 AM</td> <td>\$25.00</td> </tr> <tr> <td>**YEAH EVENTS **:PLAN Session C - FR 9:00-12:30</td> <td>10/01/2013 07:03 AM</td> <td>\$25.00</td> </tr> <tr> <td>**YEAH EVENTS **:PLAN Session D - FR 1:00-4:30</td> <td>10/01/2013 07:03 AM</td> <td>\$25.00</td> </tr> </tbody> </table>		Class Session	Registration Start Date	Price	**YEAH EVENTS **:PLAN Session A - TH 9:00-12:30	10/01/2013 07:03 AM	\$25.00	**YEAH EVENTS **:PLAN Session B - TH 1:00-4:30	10/01/2013 07:03 AM	\$25.00	**YEAH EVENTS **:PLAN Session C - FR 9:00-12:30	10/01/2013 07:03 AM	\$25.00	**YEAH EVENTS **:PLAN Session D - FR 1:00-4:30	10/01/2013 07:03 AM	\$25.00
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*PSEO- Concordia U:GRK 201 Greek 2A (11-12) T2	FULL	Acting:Acting Intro to Theatre (6-8) M4		Full List with Descriptions																
*PSEO- Concordia U:KHS 100/102/200-PE (11-12) M2		Acting:Acting Level 1, sect 1 (7-12) T5																		
		Acting:Acting Level 1, sect 2 (7-12) W5																		
		Acting:Acting Level 2, sect 1 (9-12) T4																		
		Acting:Acting Level 2, sect. 2 (8-12) W3	FULL																	

That brings you to this page. All of the available and Open PSEO classes are to the left, all of the Open and Available Academy Class are in the middle, YEAH classes and events on the right. Click on either the Name of the class to read full details or the People Icon (under the Heading of Sign Up) which will load into the Registration section. Recap information on the class is displayed. Please review.

You are Registering for Computer Skills:Computer Skills 1, sect 2 (8-12) W3

Registration Details

CTOnline User Links

Description:www.yeahacademy.net link to COURSES for details. Tutor Pre-Requisites may apply for some levels. .

register

Additional Information:No PQ: One semester course; Supply list posted on website. Students are to bring their own laptop. Computer 2 class follows in the spring.

Total Cost = \$195.00

Session Schedule

Date	Times	Location
Wednesday September 04, 2013	12:00 PM - 01:29 PM	Main Building:Room 204
Wednesday September 11, 2013	12:00 PM - 01:29 PM	Main Building:Room 204
Wednesday September 18, 2013	12:00 PM - 01:29 PM	Main Building:Room 204
Wednesday September 25, 2013	12:00 PM - 01:29 PM	Main Building:Room 204
Wednesday October 02, 2013	12:00 PM - 01:29 PM	Main Building:Room 204
Wednesday October 09, 2013	12:00 PM - 01:29 PM	Main Building:Room 204
Wednesday October 16, 2013	12:00 PM - 01:29 PM	Main Building:Room 204
Wednesday October 23, 2013	12:00 PM - 01:29 PM	Main Building:Room 204
Wednesday October 30, 2013	12:00 PM - 01:29 PM	Main Building:Room 204
Wednesday November 06, 2013	12:00 PM - 01:29 PM	Main Building:Room 204
Wednesday November 13, 2013	12:00 PM - 01:29 PM	Main Building:Room 204
Wednesday November 20, 2013	12:00 PM - 01:29 PM	Main Building:Room 204
Wednesday November 27, 2013	12:00 PM - 01:29 PM	Main Building:Room 204
Wednesday December 04, 2013	12:00 PM - 01:29 PM	Main Building:Room 204
Wednesday December 11, 2013	12:00 PM - 01:29 PM	Main Building:Room 204

Class Search

Home

Active Classes

Upcoming Classes

Instructors

My Classes

My Schedule

Locations

When you click on People Icon you move to this Screen. If you have more than one student, there will be a drop down listing each student. You are to select the student you are registering, then click Register. This is your next screen:

✓ You have been signed up for the class

You are currently a member of the following class sessions

Term	Class Session	Participant	Status	
Fall 2012	*PSEO-Gateway:PSEO Gateway Fall 2012	[Blurred]	Paid	Approved [Print] [Download]
Fall 2012	Lanquages:ASL: Amer Sign Language 1 (8-12) W2	[Blurred]	Paid	Approved [Print] [Download]
Fall 2012	*PSEO-North Central U:PSYC 125.Y01-Psychology, General (11-12) M1	[Blurred]	Paid	Approved [Print] [Download]
Fall 2012	*PSEO-North Central U:COMM 152.Y02 Interpersonal Communications (11-12) W4	[Blurred]	Paid	Approved [Print] [Download]
Fall 2012	Science:Chemistry w/LAB, section 2 (10-12) T2	[Blurred]	Paid	Approved [Print] [Download]
Fall 2012	*YEAH EVENTS :COMM 152 Parental Course	[Blurred]	Paid	Approved [Print] [Download]
Fall 2012	*PSEO-AP Study Center:PSEO-AP Student Center Fall/Spring	[Blurred]	Paid	Approved [Print] [Download]
Spring 2013	*PSEO-North Central U:MAT 115.Y01: Practical Math (11-12) T3, TH3	[Blurred]	Paid	Approved [Print] [Download]
Spring 2013	*PSEO-Gateway:PSEO Gateway Spring 2013	[Blurred]	Paid	Approved [Print] [Download]
Spring 2013	*PSEO-North Central U:ENG 124.Y01: Rhetoric & Research (11-12) W4	[Blurred]	Paid	Approved [Print] [Download]
Spring 2013	Science:Chemistry w/LAB, section 2 (10-12) T2	[Blurred]	Paid	Approved [Print] [Download]
Spring 2013	Lanquages:ASL: Amer Sign Language 1 (8-12) W2	[Blurred]	Paid	Approved [Print] [Download]
Fall 2013	*PSEO-AP Study Center:PSEO-AP Student Center Fall/Spring	[Blurred]	Paid	Pending [Print] [Download] ✗
Fall 2013	*PSEO-Concordia U:COMM 212:Public Speaking (11-12) T1	[Blurred]	Paid	Pending [Print] [Download] ✗
Fall 2013	*PSEO-North Central U:BUS161.Y01 Intro to Business (11-12) W1	[Blurred]	Paid	Pending [Print] [Download] ✗
Fall 2013	Computer Skills:Computer Skills 1, sect 2 (8-12) W3	[Blurred]	\$195.00 Payment Due 08/02/2013 06:10 PM Pay	Pending [Print] [Download] ✗

Check Out | Print Registration Confirmations | Register for Another Class

CTOnline User Links

Class Search

Home

Active Classes

Upcoming Classes

Instructors

My Classes

Check Out

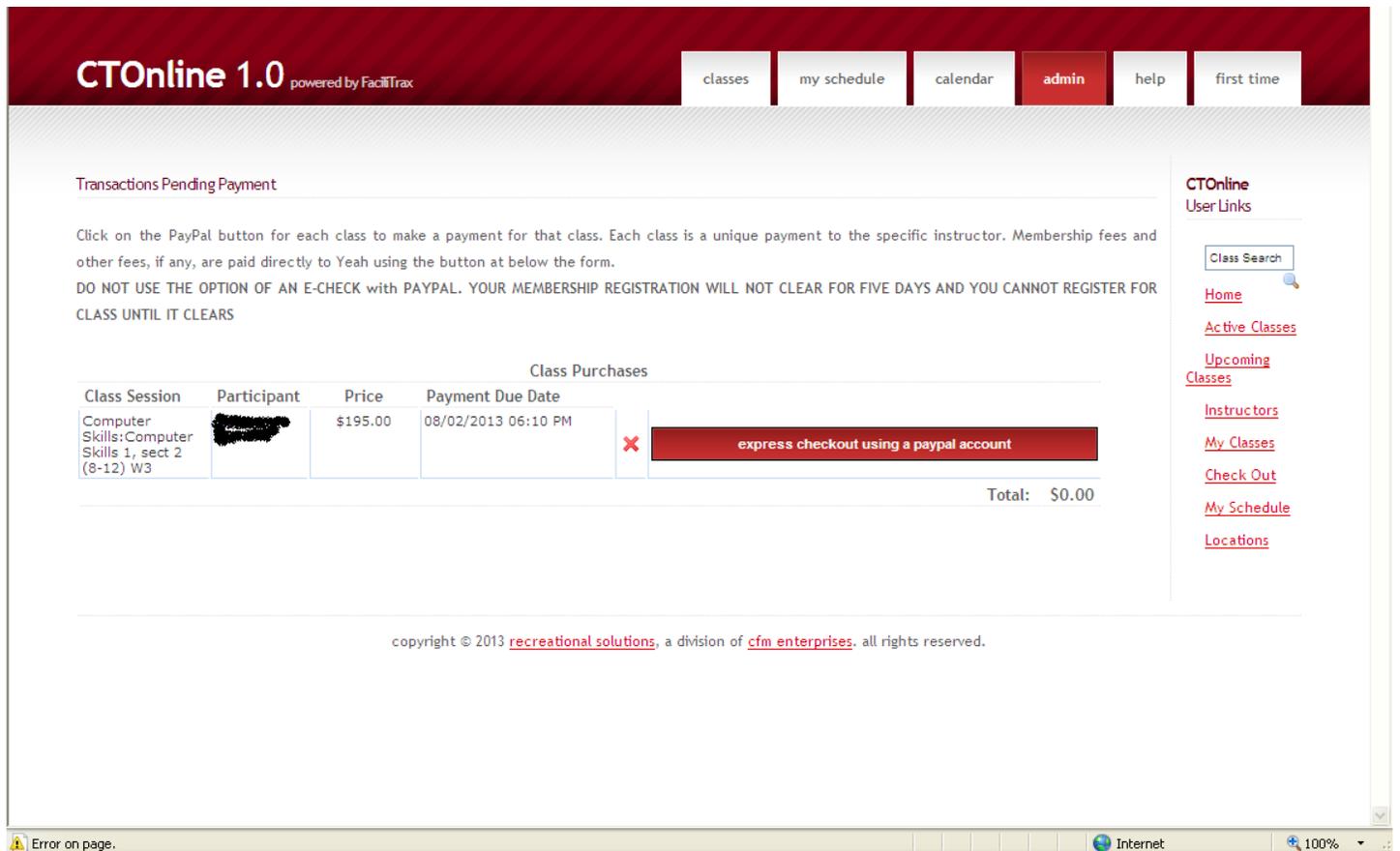
My Schedule

Locations

This screen recaps the class and Student Name and notes that payment is due. The next item is the **red PAY** button. The Status is Pending because until the registration is Approved after payment it will remain pending and registration is not complete. The red X is in case this is the wrong class and you want to remove it.

Your next step is to click on the PAY button. This will take you to the Payment Cart. We recommend that you pay for each class as your register. You are paying each Tutor directly and therefore you will not pay for all of them at once. If you have a total of 6 classes, you will go to PayPal six separate times.

This is the screen that appears when you click on PAY.



This page repeats the class information, the Student, the amount due the Tutor, that the payment is due today, the red X to cancel, the Express Checkout link to go to the individual Tutor PayPal account. This will complete your payment cycle for that class.

To continue Registering for more classes, click on the link on the top, Classes. That brings you to your home screen where you can Register for another class. Repeat as above.

Some helpful hints:

Pencil Icon -Click to Edit Contents of your file – generally to the right of your student’s name. You can edit your Account and My Profile from the tabs shown at the top. You can change your username and reset your password under My Account. You can log in any time to view your student(s) classes anytime as they are shown when you click on My Classes link. To see your classes as a matrix click on My Schedule on the top menu bar.

You will receive various receipts and payment notices from PayPal and our FaciliTrax system. You will not receive any additional receipts from the Tutors for expenses or tax purposes. All the information you need will be included on those receipts.

HEADS UP Alert your credit card company if you will be charging more than two transactions with PayPal or it could be flagged for FRAUD and the charge will be held up.

PayPal accepts VISA and MC Credit or Debit cards can be used. DO NOT USE the E-Check as it will delay your registration by five business days and converts our system to manual, time consuming process. Thank you.