

BCTS Adult Education Online Registration

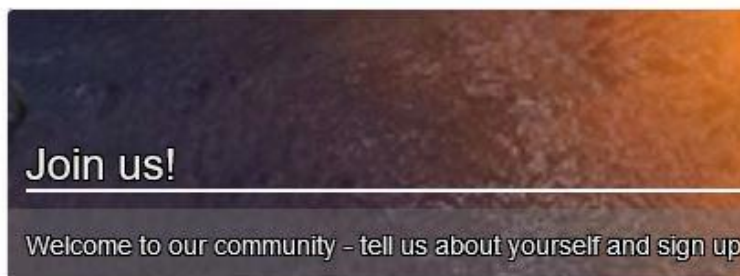
Welcome to Adult Education Nighttime Programs Online Registration. Follow the steps below. First we will create an account. We will then Login and register for Classes.

- 1) Go to <https://adulthood.bergen.org>
- 2) Select the button on top menu "Create Account"

The screenshot shows the website's navigation bar with 'HOME', 'CREATE ACCOUNT', and 'LOGIN' links. A red arrow points to 'CREATE ACCOUNT'. Below is the 'Event Registration' section with a search bar and a list of events. The first event is 'REPORTING INSPECTION (18 hrs) 910-N' with a price of \$305.00. The second event is 'Fireman, Low Pressure Black Seal (48 hrs) 705-P' with a price of \$495.00.

Event	Date	Price	Ca
REPORTING INSPECTION (18 hrs) 910-N Location: Adult Ed Hackensack Campus Details This class meets Tuesday and Thursday 6:15-9:15 in Room 120	May 22, 2018 - Jun 7, 2018 06:15 pm - 09:15 pm	\$ 305.00	50
Fireman, Low Pressure Black Seal (48 hrs) 705-P Location: BCA Hackensack Details	May 2, 2018 - Jun 27, 2018 06:00 pm - 09:00 pm	\$ 495.00	50

- 3) After Selecting "Create Account" You will be presented with a window for you to enter all of your demographic information. See the photo below (There are more things to enter on actual screen).



First Name

Last Name

Username

After filling out all of the information on this screen please select "Sign Up"

BCTS Adult Education Online Registration

- 4) After Selecting the “Sign Up” button at the bottom of the previous screen you will be presented with the screen below. Showing you “Signup is Complete” You may now login.



- 5) You will now select the “Login” button from the top menu.



- 6) You will now Login with the account you just created.

Registrant Login

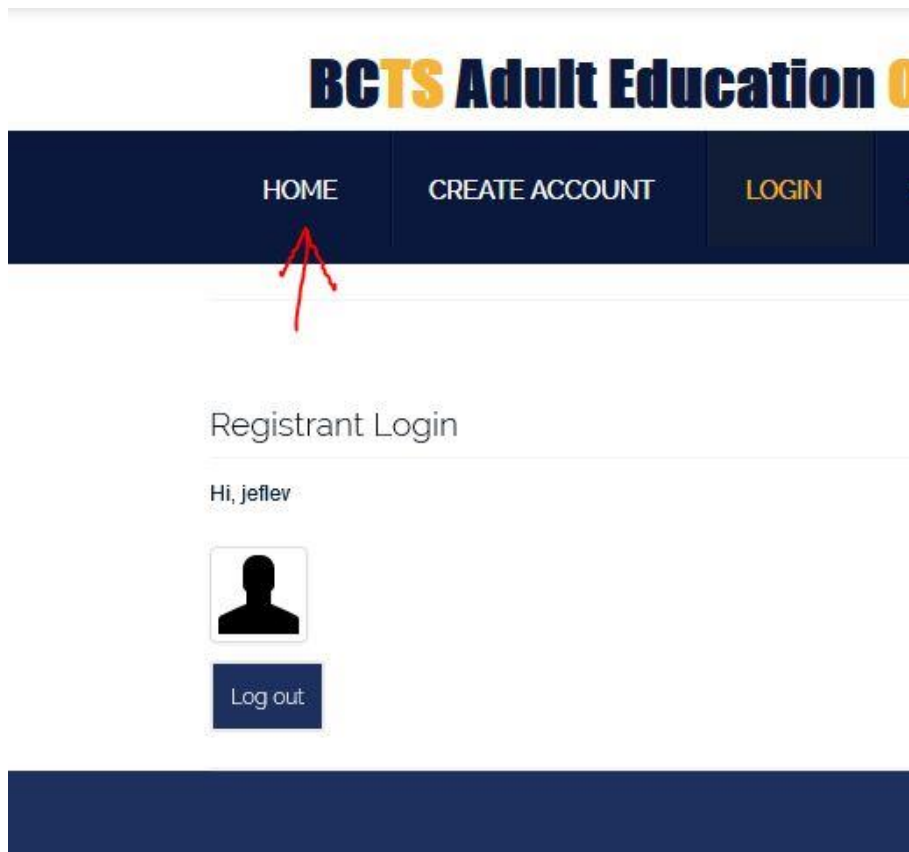
Remember Me

[Forgot Login?](#)

[Sign up](#)

BCTS Adult Education Online Registration

- 7) Once you Login you will be presented with the window below. Select "HOME" from the top menu. You will then be presented with a list of courses you can now register for.



- 8) Turn Page

BCTS Adult Education Online Registration

- 9) You will now select the class you want to register from the list. Select the blue "REGISTER" button for the event you would like to attend.



Event Registration

Below is a list of all events that are currently open for registration. Click on the

Search:

<u>Event</u>	<u>Date</u>
REPORTING INSPECTION (18 hrs.) 910-N Location: Adult Ed Hackensack Campus	May 22, 2018 - Jun 7, 2018 06:15 pm - 09:15 pm
<input type="button" value="Details"/> <input type="button" value="Register"/>	
This class meets Tuesday and Thursday 6:15-9:15 in Room 120	

- 10) After Selecting Register you will be presented with the window below asking for confirmation of your information. You will need to confirm your email. Enter the Security Code. Accept the

BCTS Adult Education Online Registration

terms and Conditions and then select “Next Step”.

Registration: REPORTING INSPECTION (18 hrs.) 9: pm)

USER INFORMATION

Your total Registration cost: \$ 305.00

First Name: *	<input type="text" value="John"/>	✓
Last Name: *	<input type="text" value="Smith"/>	✓
City: *	<input type="text" value="New Milford"/>	✓
State:	Select One	▼
Zip:	<input type="text" value="07646"/>	
Email: *	<input type="text" value="johsmi@bergen.org"/>	✓
Confirm Email: *	<input type="text"/>	
Phone:	<input type="text" value="201-331-484"/>	✓
Enter the Security Code: *	<input type="text"/>	g9d36
I agree to the terms and conditions: *	<input type="checkbox"/> Read Terms & Conditions	
<input type="button" value="Next Step"/>		

11) The next window will ask you to confirm your information you entered. Then Select “Next Step”

BCTS Adult Education Online Registration

HOME

CREATE ACCOUNT

LOGIN

CREATE ARTICLE

MANAGE EVENTS

Please check the data below and confirm that everything is correct. If so, click the NEXT button. If not, click the BACK button below and make the necessary corrections.

Your total Registration cost: \$ 305.00

Registration Fee: 1 x \$ 305.00

First Name:	John
Last Name:	Smith
City:	New Milford
Zip:	07646
Email:	johsmi@bergen.org
Phone:	201-331-4845

Back

Next Step

BCTS Adult Education Online Registration

12) You will be presented with a window to pick your payment type. It will either be "Pay Later" which means you will not be paying with a Credit Card. If you select "Pay Later" there is also a drop down menu in which you select how you are going to "Pay Later". It will either be "Mail In Payment" "In Person Payment" or "Fax in Payment". If you are Paying by Credit Card you will Select "USA ePay" and then enter your credit card information.

BCTS Adult Education Online Registration



Event Registration: Payment



The screenshot shows a payment selection interface. At the top, there is a radio button next to the text "Pay Later Select payment method" followed by a small dropdown arrow icon. Below this is a radio button next to the text "USA ePay". To the left of these options are two images: the top one shows a white mailbox with a red flag, and the bottom one shows a blue credit card. At the bottom of the form are two buttons: "Back" and "Next Step". A red arrow points to the "Next Step" button.

13) After entering your payment information you then be presented with a window to print your confirmation. You will also receive a Thank You email for your Registration.

BCTS Adult Education Online Registration



Print this Confirmation

Thank you for registering for REPORTING INSPECTION (18 hrs) 910-N on May 22, 2018! Your registration is being processed and you will be sent any information that you need for the event. You will also be receiving an email receipt of your registration.