## **STEP-BY-STEP INSTRUCTIONS FOR REGISTRATION**

1.) On the welcome page, click the "Sign In" button in the upper right of the screen.



2.) On the next screen, click the "Create one now" to create your account.

Seleyo	
Sign In	
f Sign In with Facebook	
G Sign In with Google	
OR	
Email Address	
cschnur@cvs.k12.mi.us	
Next	
Don't have an account? Create one now	)
	/

3.) Follow the instructions for creating your profile/account per the instruction sheet. <u>INSTRUCTION SHEET</u> 4.) Once your account is set up and you are logged in, you will see this page. Click in the search area at the top of the page and type "Credit Recovery".

- 11			Claudia Schnur 🔗	<u>∫⊗</u>
	Find by Name, Category or Description	<b>Q</b>	O Explore All Programs	•
Welc Chippe	come to Your Account wa Valley Schools		Claudia Schnur cschnur@cvs.k12.mi.us	

5.) As you type, the drop down will appear. Click on the "Credit Recovery Summer School 2022" option to be directed to the course.

*				Claudia Schnur 🄗
<b>(</b>	Crea	dit Recovery	٩	Explore All Programs
	See	All Results		
vveic	Þ	Programs	View All Program Results	Claudia Schnur
Chippe		Testing Out - Credit Recovery Exams		cschnur@cvs.k12.ml.us
		Credit Recovery EXTENSION 2021/2022	_	
You have si	(	Credit Recovery Summer School 2022		
	•	Categories Credit Recovery-Summer School	View All Category Results	
\$ Your Inv		Credit Recovery Classes		
No Outstand	ina Inv	pices		

6.) Once directed to the class, click on the "Enroll Now" to start the enrollment process. There is no cost for the Summer Credit Recovery 2022 classes.



7.) You will then choose which person is enrolling in the class.



- 8.) The next screens will have the Terms of Agreement (click the box at the bottom of each page to continue) and then the information pages where you will supply information such as your child's name, email, phone as well as the class being recovered.
- 9.) Once all the information is completed, the course will be put into your cart. Even though there is no charge, you will still need to click the "Checkout" button to complete your registration.

Your Cart		view	v your car
8	Enrollment for in Credit Recovery Summer School 2022 (CreditRecovery-Summer 2022)	1	\$0.00
Checkout	or Continue Shopping	Total:	\$0.00
	Price: Vor Daniel 04.00	IU	

10.) On the next screen, click the "Conținue" button to proceed.



11.) You should then see this screen, which means you have successfully enrolled in Summer School Credit Recovery. You may print the receipt if you choose, however, a confirmation will be sent to the email you signed up with as well.

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	eyo		
	+ j.s. =	Order Details for Claudia Schnur	\$0.00
	Your order is complete!	(CreditRecovery-Summer 2022) O Total	\$0.00
	You will be receiving a confirmation email with order details.	ID: b378de6c-f29e-453b-98df-6386ff236256 Created: May 5, 2022 at 12:01pm	
	Explore More	e Print Receipt	