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# WebAdvisor: Register for Continuing Education (Non-Credit) Courses

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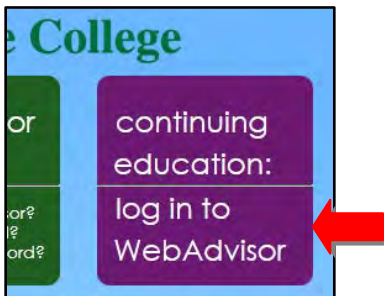
## Registering for Continuing Education (Non-Credit) Courses

You can now register and pay for continuing education (non-credit) courses through WebAdvisor.

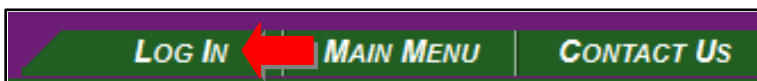
### Log In

#### Current Students

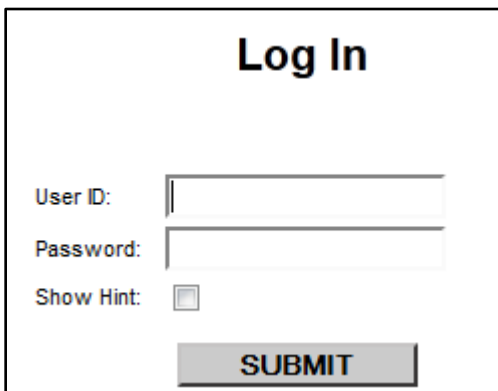
1. Go to <http://prairiestate.edu/webadvisor>
2. Click **Log In To WebAdvisor** under **Continuing Education**.



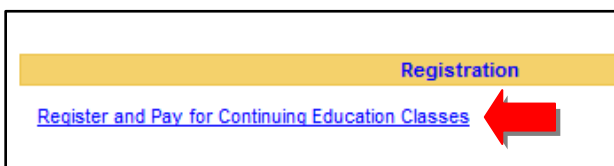
3. Click **Log In** at the top of the screen.



4. Enter your username and password then click **Submit**.

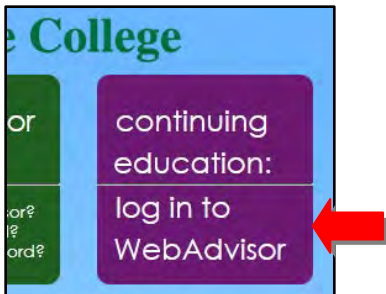
A screenshot of the WebAdvisor 'Log In' form. The form has a title 'Log In' and three input fields: 'User ID:', 'Password:', and 'Show Hint:'. Below the input fields is a 'SUBMIT' button.

5. Under **Registration**, click **Register and Pay for Continuing Education Classes**.

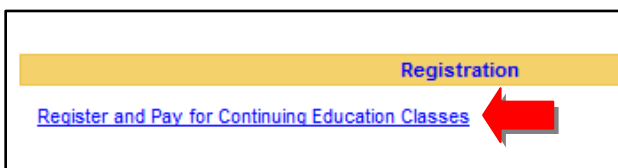


## New Students

1. Go to <http://prairiestate.edu/webadvisor>
2. Click **Log In To WebAdvisor** under **Continuing Education**.



3. Under **Registration**, click **Register and Pay for Continuing Education Classes**.



## Searching for Courses

1. On the **Register and Pay for Continuing Education Classes** page there are several options for searching for courses:

**Register and Pay for Continuing Education Classes**

You may enter as many search criteria as you wish, but you will see only classes that meet ALL of your criteria, so start with a broad search. (Enter criteria in only 1 or 2 fields.)

Search For (Key Word)

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Course Code Number

---

Starting On/After Date    
Ending By Date

---

Classes Meeting After

Classes Ending Before

---

Mon  Tue  Wed  Thu  Fri  Sat  Sun

---

Topic Code

Location

Instructor's Last Name

---

- **List all available continuing education courses:** Leave all fields blank.
- **Keyword:** Enter text in the **Search For (Key Word)** field to search for a specific course topic.
- **Start/End Date:** Select dates in the **Starting On/After Date** and/or **Ending By Date** to see courses within a specific time frame.

- **Class Time:** Select times from the drop-down menus next to **Classes Meeting After** and/or **Classes Ending Before** to find classes that fit your time schedule.
  - **Days of the week:** Check the boxes next to specific days of the week to search for classes on those days.
  - **Specific Topic Focus:** Select an item from the **Topic Code** drop-down menu to find courses within a specific focus.
  - **Location:** Choose whether you are looking for a class that meets on-campus or off-campus (Matteson Area Center).
  - **Instructor's Last Name:** If you are looking for a specific instructor, enter the instructor's last name in the field.
2. Click **Submit**.
  3. A listing of classes that meets your search criteria will appear.

## Registering for Courses

1. Once you have searched for courses, the **Select Classes** page will show a listing of all available classes that meet your search criteria.

Select	Course Name and Title	Meeting Information	Location	Start Date	End Date	Faculty	Credits	CEUs	Capacity / Available Seats
<input type="checkbox"/>	<a href="#">GSBUS-048-MC (39131) Buy Safely &amp; Sell Smart on Eba</a>	10/03/2012-10/24/2012 Lecture Wednesday 06:30PM - 09:30PM, Matteson Area Center, Room 115	Off-Campus	10/03/12	10/24/12	S. Smith	1.00		22 / 22

**SUBMIT**

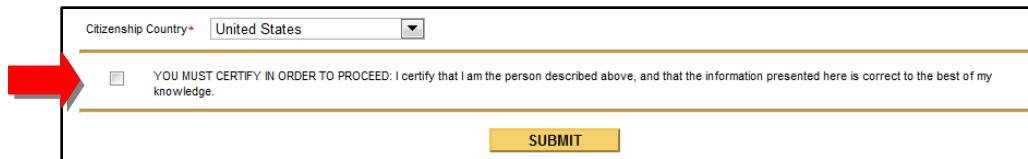
2. To select a class, check the box next to the course name.

Select	Course Name and Title	Meeting
<input type="checkbox"/>	<a href="#">GSBUS-048-MC (39131) Buy Safely &amp; Sell Smart on Eba</a>	10/03/2012 Wednesda Matteson A

3. Click **Submit**.
4. On the **Personal Identification** screen, complete all appropriate fields including first and last name, email address, mailing address, birth date, and country of origin.

**Note:** If you are logged in to WebAdvisor, you will not see the **Personal Identification** screen. You will be taken directly to the **Additional Registration Info** screen (Step 7).

5. Check the box next to the certify statement at the bottom of the screen.

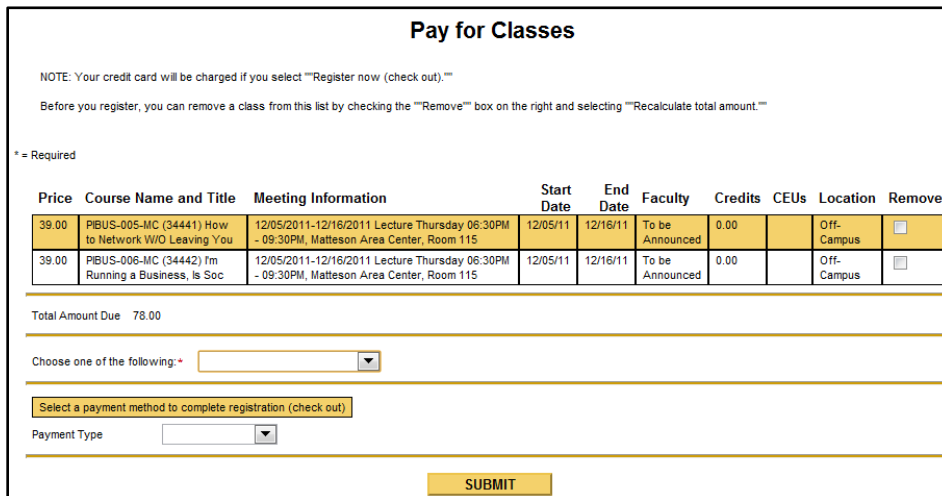


Citizenship Country\*

YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I am the person described above, and that the information presented here is correct to the best of my knowledge.

**SUBMIT**

6. Click **Submit**.
7. **Optional:** Complete the information on the **Additional Registration Info** page.
8. Click **Submit**.
9. On the **Pay for Classes** screen, you will see the courses you selected and the total amount due.



**Pay for Classes**

NOTE: Your credit card will be charged if you select "Register now (check out)."

Before you register, you can remove a class from this list by checking the "Remove" box on the right and selecting "Recalculate total amount."

\* = Required

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location	Remove
39.00	PIBUS-005-MC (34441) How to Network W/O Leaving You	12/05/2011-12/16/2011 Lecture Thursday 06:30PM - 09:30PM, Matteson Area Center, Room 115	12/05/11	12/16/11	To be Announced	0.00		Off-Campus	<input type="checkbox"/>
39.00	PIBUS-006-MC (34442) Im Running a Business, Is Soc	12/05/2011-12/16/2011 Lecture Thursday 06:30PM - 09:30PM, Matteson Area Center, Room 115	12/05/11	12/16/11	To be Announced	0.00		Off-Campus	<input type="checkbox"/>

Total Amount Due 78.00

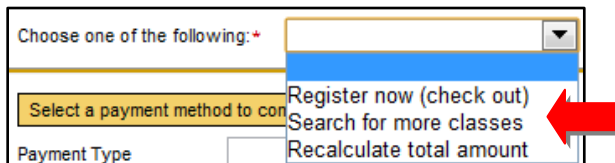
Choose one of the following:\*

Select a payment method to complete registration (check out)

Payment Type

**SUBMIT**

10. Next to **Choose one of the following** select an option from the drop-down box:



Choose one of the following:\*

Select a payment method to complete registration (check out)

Payment Type

Register now (check out)

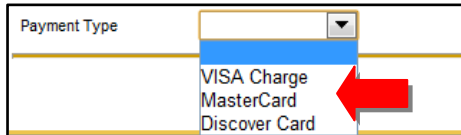
Search for more classes

Recalculate total amount

- Register now (check out)
  - Search for more classes
  - Recalculate total amount (Select this if you have removed a course from the list.)
11. If you selected **Search for more classes** or **Recalculate total amount**, click **Submit**.
  12. If you selected **Register now (check out)**, proceed to the section **Paying for Courses**.

## Paying for Courses

- Once you have completed the **Registering for Courses** section, select your credit card type from the **Payment Type** drop-down menu.



Payment Type

- VISA Charge
- MasterCard
- Discover Card

- Click **Submit**.
- Verify the amount on the **Processing My Credit Card Payment** screen.

### Processing My Credit Card Payment

Click Continue to enter your credit card information at our secure payment website.

Payment Amount	\$78.00	
Convenience Fee	\$0.00	
<b>Total Payment Amount</b>	<b>\$78.00</b>	

[CONTINUE](#)

- Click **Continue**.
- You will be directed to a secure payment screen, independent of Prairie State College.
- Fill in your credit card information and any other required information.

## Prairie State College

Start *near*. Go *far*.

**Please enter your debit or credit card information.**

Payment Description	Amount
Payment for classes	\$78.00

\* indicates required field

Card Type  
 \*

Card Number  \*      Expiration Date (mm/yy)  /  \*      Card Identification Number  \* [\\*How do I find this?](#)

Card Holder's Information

Card Holder's Name:  \*

Street Address:  \*

Apartment/Suite:  \*

City:  \*

State/APO:  \*

ZIP Code:  \*

Country:

Primary Phone Number       E-Mail Address

- Click **Continue**.

8. Verify that your information is correct.

**Prairie State College**  
Start near. Go far.

Please verify that the following information is correct.

Payment Description	Amount
Payment for classes	\$78.00

Card Type: Visa  
 Card Number: \*\*\*\* 0000  
 Expiration Date: December 2017  
 Current Amount Due: 78.00

Billing Address: John Doe  
 111 Main Street  
 Chicago, IL 60606  
 United States (US)

Email Address: john.doe@gmail.com  
 Contact Number: [Red Arrow]

Go Back    Make Payment    Cancel

9. To change any information, click **Go Back**.
10. If all the information is correct, click **Make Payment**.
11. The Confirmation of Payment screen displays with the **Confirmation Number/Transaction ID** and transaction details.

**Note:** Write down your Confirmation Number in case you don't get the confirmation email.

**Prairie State College**  
Start near. Go far.

**Confirmation of Payment**  
 Confirmation Number/Transaction ID: **4604431** [Red Arrow]  
 Date/Time Paid: 12/1/2011 11:07 AM Central

Payment Description	Amount
Payment for classes	\$78.00

Card Type: Visa  
 Card Number: \*\*\*\* 0000  
 Amount Paid: 78.00

Billing Address: John Doe  
 111 Main Street  
 Chicago, IL 60606  
 United States (US)

Email Address: john.doe@gmail.com  
 Contact Number:

*Do not press the browser Back button, use the back or continue buttons below*

Back    Continue

Copyright ©2011 Official Payments Corporation. All Rights Reserved.    TERMS OF USE | PRIVACY STATEMENT    Debit Card    VISA  
 Build 1.10.126.23    Credit Card    DISCOVER    MASTERCARD    VISA

12. Click **Continue**.

13. The **Processing My Credit Card Payment** screen states that you will receive a confirmation email containing the transaction details.

### Processing My Credit Card Payment

\* You should receive a confirmation email containing the details of your payment. If you do not receive a confirmation email, contact your help desk.

Your payment has been processed. Please click OK to view the details of your transaction.

OK

**Note:** If you are new to WebAdvisor, the confirmation email will include your WebAdvisor username. You will also receive a second email with your WebAdvisor password. Please keep your WebAdvisor username and password in a safe place as you will need this information to register for future courses.

14. Click **OK**.
15. The **Class/Payment Acknowledgment** screen confirms your course registration.

### Class/Payment Acknowledgement

Thank you for using WebAdvisor!

Please print this page to keep for your records. Contact our Continuing Education Office if you need further assistance.

Receipt No 000247264  
Date/Time 12/01/2011 11:07:56  
Merchant Prairie State College  
202 South Halsted Street  
Chicago Heights IL 60411  
Payer 0337566 John Doe

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You have successfully registered for the following classes:

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location
39.00	PIBUS-005-MC (34441) How to Network W/O Leaving You	12/05/2011-12/16/2011 Lecture Thursday 06:30PM - 09:30PM, Matteson Area Center, Room 115	12/05/11	12/16/11	To be Announced	0.00		Off-Campus
39.00	PIBUS-006-MC (34442) Im Running a Business, Is Soc	12/05/2011-12/16/2011 Lecture Thursday 06:30PM - 09:30PM, Matteson Area Center, Room 115	12/05/11	12/16/11	To be Announced	0.00		Off-Campus

Your account has been charged \$78.00, which includes a \$0.00 convenience fee, and reflects only the successful registrations listed above. Your credit card transaction number is 4604431. In order to use WebAdvisor again, please note that your User ID is jdoe1348. Your WebAdvisor password will be emailed to you.

Payment Method	Control Number	Authorization Code	Transaction Number	Description	Total Amount
Visa	0000	FAKED9	4604431	Payment for classes	78.00

Unsuccessful requests, if any, are listed below:

Course Name and Title	Meeting Information	Faculty	Location	Message
No unsuccessful requests				

OK

16. Click **OK**.

## Questions/Help

If you have questions about this process or are having trouble with this process, please call the Matteson Area Center at (708) 709-3750 for assistance.