



EDMONDS COLLEGE

CREATIVE RETIREMENT INSTITUTE (CRI)

Online User Guide

The following guide provides step-by-step instructions for how to create an account, recover your account information, and register for classes using our online registration system.


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Section 3	 	Recover account information	pg. 10
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Section 4	 	Other helpful functions	pg. 14
		If you're familiar with the online system, you can find helpful functions such as updating your user profile, paying outstanding charges, or checking what classes you are registered for.	

Section 1 | CREATE AN ACCOUNT ONLINE

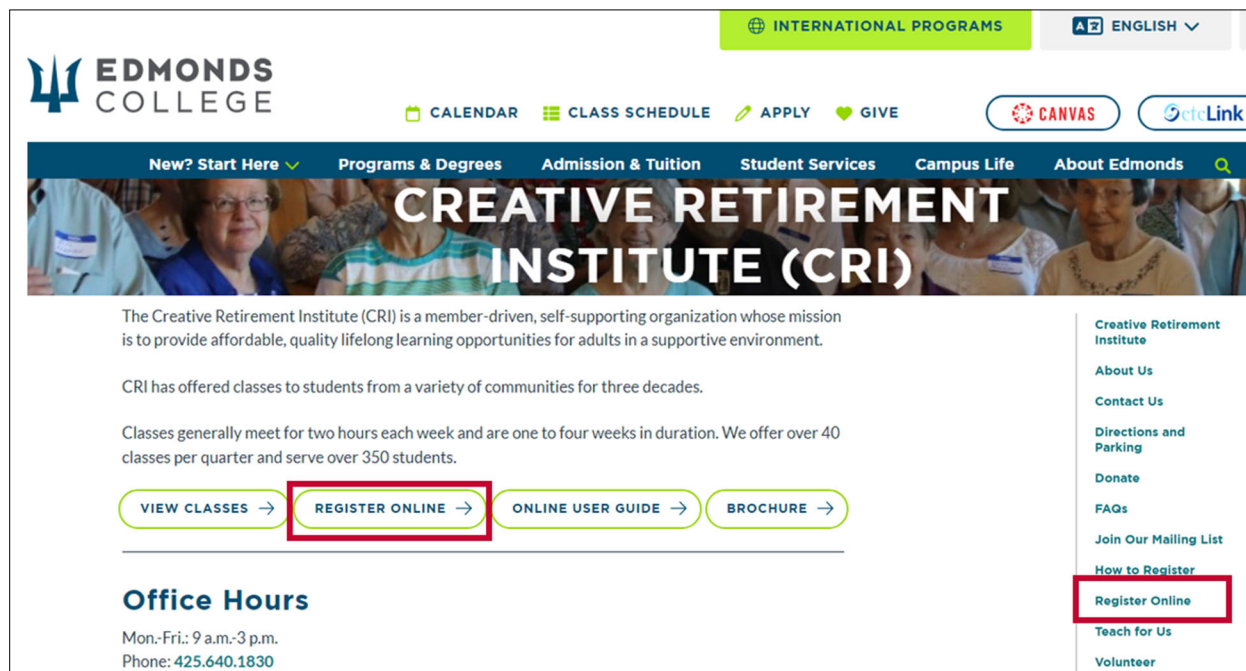
- **All CRI students must create an account to register for classes.** If you haven't previously signed up for any CRI classes, or haven't taken any classes since Fall 2015, please follow the instructions below to create your user profile.
- The username and password you create will be used to sign in and access your account to register for classes, check your enrollment status, or update your profile. **It is recommended you write down your username and password and keep it in a safe place.**
- If you forget your profile information, see Section 4 to recover your username and password.

Please do not create a new account if you have taken a class since Fall 2015 – there will be an existing online account either created by you or by the CRI office.

➤ Step 1



Click “[Register Online](#)” either in the center of the page or in the menu on the right.



Type a Username and Password of your choosing. Your Username and Password must each be between 6 and 40 characters with no spaces. Retype your password to confirm it.

Type and retype your email address. Click “[Create Account](#)”. Any errors will be highlighted, they must be corrected before continuing.

SIGN IN

YOU MUST SIGN-IN TO REGISTER

To sign in to your current account, enter your user name and password.
Don't have an account? Create one quickly by specifying a user name (no spaces), a password, and your e-mail address.

NOTE: Do NOT create an account under the parent's name/birthdate for Youth Camp students. The account must be created with the child's name and date of birth. Please put a parent's name in the "Comments" field when you check out.

Sign In to Existing Account

Username:

Password:

SIGN IN

[Find My Username](#)
[Reset My Password](#)

Create New Account

Username:

Password:

Retype password:

Email:

Retype email:

CREATE ACCOUNT

➤ Step 2

Fill in your name, address, phone number and date of birth on the following screen. All fields with a red asterisk (*) are required; fields without an asterisk are optional. When finished, click **“Submit”**.

Create New Account: My Information

Enter your contact information and then click Submit button.

MY CONTACT INFORMATION
Required fields are indicated by an asterisk (*)

Title:

* First name:

Initial:

* Last name:

* Address 1:

Address 2:

* City:

* State:

* Zip Code:

* Day phone: - Ext.

Eve phone: - Ext.

* Date Of Birth: (MM/DD/YYYY)

Citizen:

☐ Check here if you do not want to receive any marketing/promotional emails from us. This will not prevent you from receiving class-related information via email.

Submit

You are signed in when the text in the blue bar reads **“Welcome, your name”** and **“Sign Out”**.

Welcome, CRI
Sign Out

Help
Search
0 Cart
Account
Contact Us
Home

Once you are signed in to your account, you are then able to register for classes, check your schedule, and modify your account information.

Section 2 | REGISTER FOR CLASSES

- All CRI students must be logged in to their online account to register for classes. If you haven't previously signed up for any CRI classes, or haven't taken any classes since Fall 2015, please follow the instructions above to create your user profile.
- You will need to know your Username and Password to log in to your online account.
- If you forget your profile information, see Section 3 for step-by-step instructions to recover your profile information. **Please do not create a new account.**

➤ Step 1

Click “**Register Online**” either in the center of the page or in the menu on the right.

EDMONDS COLLEGE

INTERNATIONAL PROGRAMS

ENGLISH

CALENDAR CLASS SCHEDULE APPLY GIVE

CANVAS eLink

New? Start Here Programs & Degrees Admission & Tuition Student Services Campus Life About Edmonds

CREATIVE RETIREMENT INSTITUTE (CRI)

The Creative Retirement Institute (CRI) is a member-driven, self-supporting organization whose mission is to provide affordable, quality lifelong learning opportunities for adults in a supportive environment.

CRI has offered classes to students from a variety of communities for three decades.

Classes generally meet for two hours each week and are one to four weeks in duration. We offer over 40 classes per quarter and serve over 350 students.

[VIEW CLASSES](#) [REGISTER ONLINE](#) [ONLINE USER GUIDE](#) [BROCHURE](#)

Office Hours

Mon.-Fri.: 9 a.m.-3 p.m.
Phone: 425.640.1830

How to Register

- [Creative Retirement Institute](#)
- [About Us](#)
- [Contact Us](#)
- [Directions and Parking](#)
- [Donate](#)
- [FAQs](#)
- [Join Our Mailing List](#)
- [How to Register](#)
- [Register Online](#)
- [Teach for Us](#)
- [Volunteer](#)

Type your Username and Password. Click “**Sign In**”.

Sign In to Existing Account

Username:

Password:

SIGN IN

[Find My Username](#)
[Reset My Password](#)

Create New Account

Username:

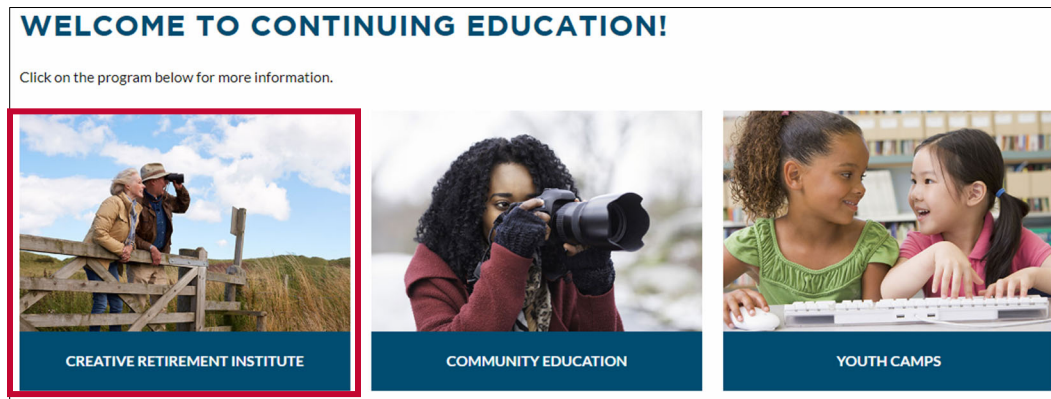
Password:

Retype password:

Email:

➤ Step 2

Once you are signed in to your account, the following “Home” screen appears. Click on “**Creative Retirement Institute**”.



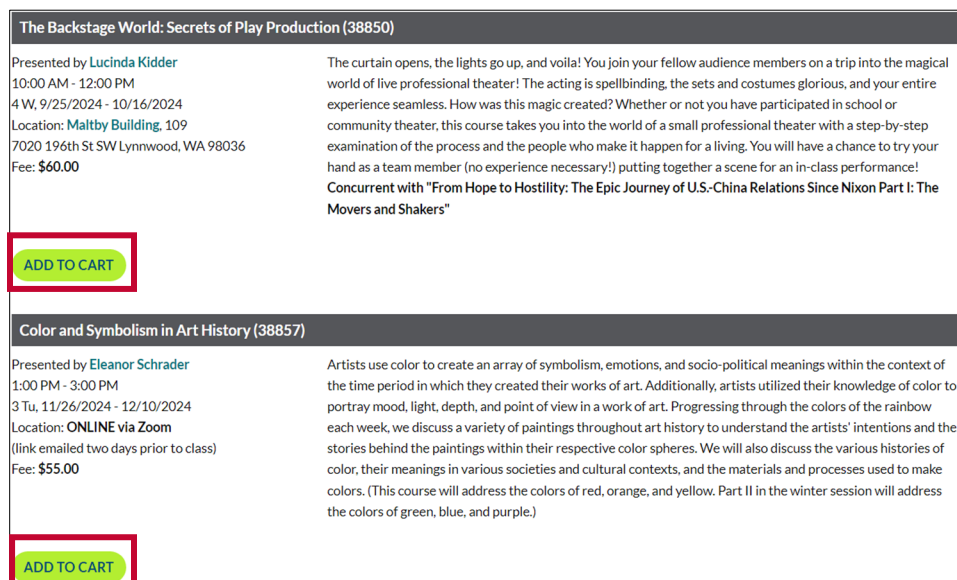
Then, select the quarter you are registering for.



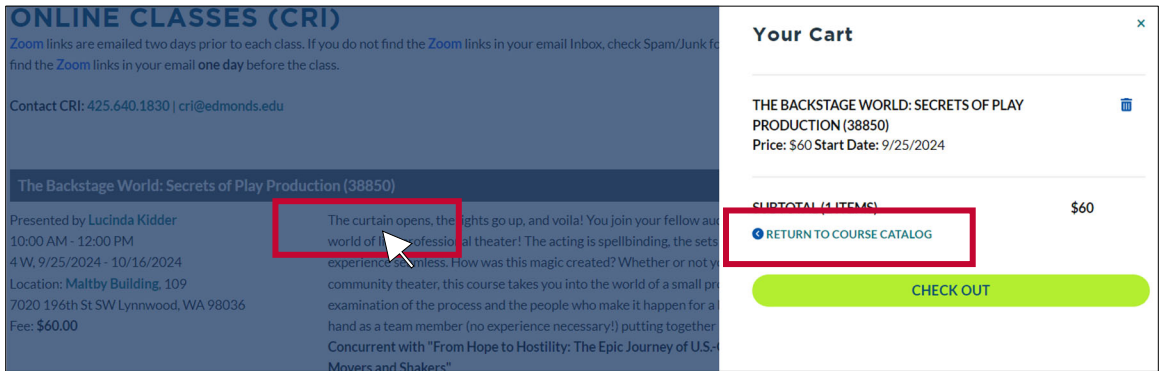
➤ Step 3

Click “**Add to Cart**” button to add the class to your cart.

If a class is already full, “**Add to Waitlist**” will appear instead of “**Add to Cart**”.



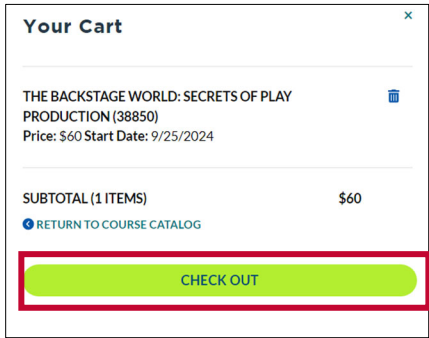
When you click on “**Add to Cart**” or “**Add to Wait List**”, the system will open your cart on the right side of the window. You can return to the list of classes by clicking “**Return to course catalog**” or clicking away from the side cart.



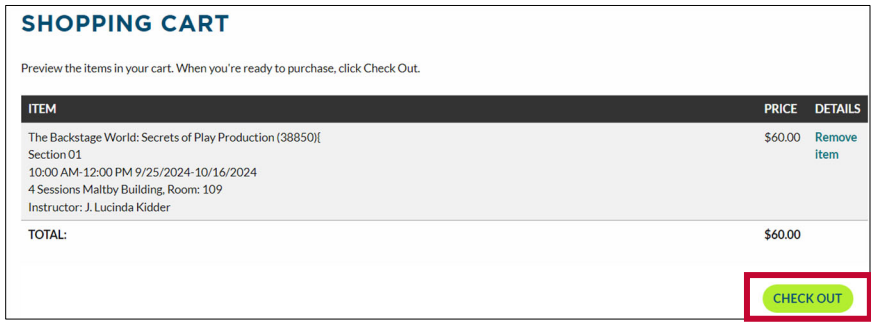
You may add as many classes as you want to your cart. If you accidentally click on the same class again, the system will not add the class a second time but will open your cart. You will see a running subtotal for your classes at the bottom of the Cart screen. Waitlisted classes are not included in the total and you will not be charged for a wait-listed class.

➤ **Step 4**

When you have added all the classes you want, click “**Check Out**”.



And your “**Shopping Cart**” cart window will appear so you can double check the classes you selected. Then, click “**Check Out**”.



➤ Step 5

Review your contact information. If changes are needed, click “[Edit Profile](#)”, make corrections, and, click “[Save Changes](#)”. If your information is correct, click “[Next](#)”.

CHECK OUT: MY INFORMATION

Verify your information below, and then click Next.

MY CONTACT INFORMATION
Required fields are indicated by an asterisk (*)

Title:

* First name:

Initial:

* Last name:

Company:

Employee ID:

* Address 1:

Address 2:

* City:

* State:

* Zip Code:

* Day phone: - Ext.

Eve phone: - Ext.

* Date Of Birth: (MM/DD/YYYY)

[Edit Profile](#) [Next](#)

➤ Step 6

Confirm your payment method, and click “[Next](#)”.

You must pay by credit or debit card if registering online. If you prefer paying by check, please contact CRI office for assistance [425.640.1830](tel:425.640.1830).

CHECK OUT: PAYMENT METHOD

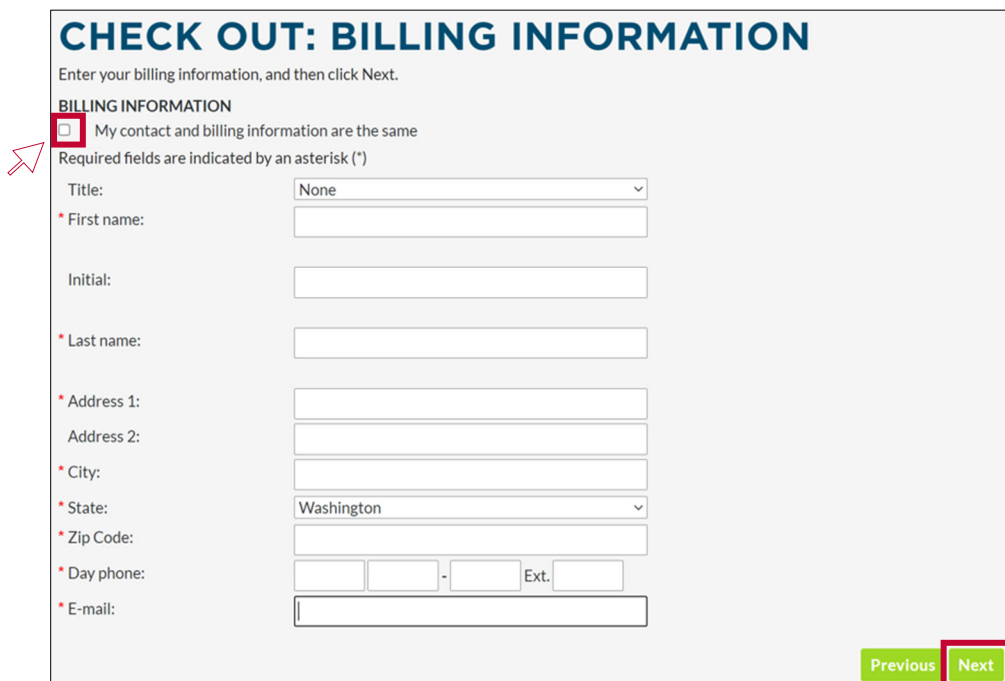
Choose a method of payment and enter the appropriate information, and then click Next.

PAYMENT METHOD

Payment type:

[PREVIOUS](#) [NEXT](#)

Check your billing information. If the credit card you used matches the name, address and phone on your registration, you can simply check the box for “**My contact and billing information are the same**”. Otherwise, fill in or update the billing details. Click “**Next**”.



CHECK OUT: BILLING INFORMATION

Enter your billing information, and then click Next.

BILLING INFORMATION

☐ My contact and billing information are the same

Required fields are indicated by an asterisk (*)

Title:

* First name:

Initial:

* Last name:

* Address 1:

Address 2:

* City:

* State:

* Zip Code:

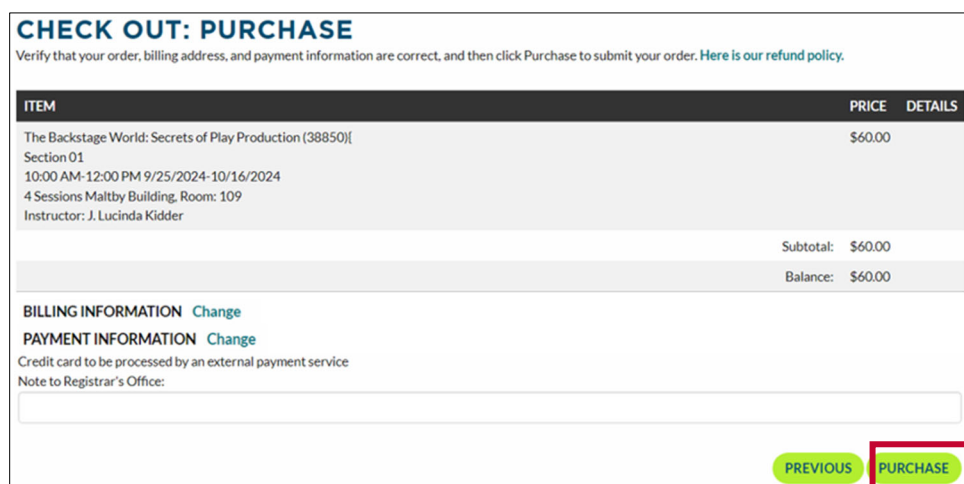
* Day phone: - Ext.

* E-mail:

[Previous](#) [Next](#)

➤ Step 7

The following window will summarize your order, billing, and payment information. If everything is correct, please click “**Purchase**”.



CHECK OUT: PURCHASE

Verify that your order, billing address, and payment information are correct, and then click Purchase to submit your order. [Here is our refund policy.](#)

ITEM	PRICE	DETAILS
The Backstage World: Secrets of Play Production (38850)[Section 01 10:00 AM- 12:00 PM 9/25/2024-10/16/2024 4 Sessions Maltby Building, Room: 109 Instructor: J. Lucinda Kidder	\$60.00	
Subtotal:		\$60.00
Balance:		\$60.00

BILLING INFORMATION [Change](#)

PAYMENT INFORMATION [Change](#)

Credit card to be processed by an external payment service

Note to Registrar's Office:

[PREVIOUS](#) [PURCHASE](#)

➤ Step 8

You will be brought to an external secure page to complete your transaction. Fill out credit card information and click “**Pay**”.

Billing Information

* Required field

First Name *

Last Name *

Address Line 1 *

Address Line 2

City *

Country/Region * United States of America

State/Province * Washington

Zip/Postal Code *

Email *

Your Order

Total amount

\$400.00

Payment Details

Card Type *

☐ VISA Visa
 ☐ Mastercard
 ☐ Amex
 ☐ Discover

Card Number *

Expiration Month * Month Expiration Year * Year

CVN * This code is a three or four digit number printed on the back or front of credit cards.

Cancel Pay

The following screen will confirm the purchase you made. An email will be delivered to your email address by the system from community.education@edmonds.edu indicating the classes you have registered for, the charges, etc. **Please check your spam or junk folder if you don't receive the registration confirmation email in your inbox.** You can print your receipt by clicking **"Print Receipt"**. A window will pop up. Click **"Print"** in the upper left corner.

Approval Page

Thank you for your purchase! Your payment is authorized. You should receive a confirmation of your order by email. You have paid us: \$400.00

Please click on "Print Receipt" button to view/print a receipt.

Payment Info

Session ID:	
Order Number:	123456
Payment Method:	Credit
Card Type:	Your Card
Account Number:	xxxxxxxxxxxx1111
Name:	Your Name
Address:	Your Address
	City
	State
	Zip Code
Transaction ID:	1234567890.....

Print Receipt Exit


You are finished! You may now **"Sign Out"** at the top of the screen.

Section 3 | RECOVER ACCOUNT INFORMATION

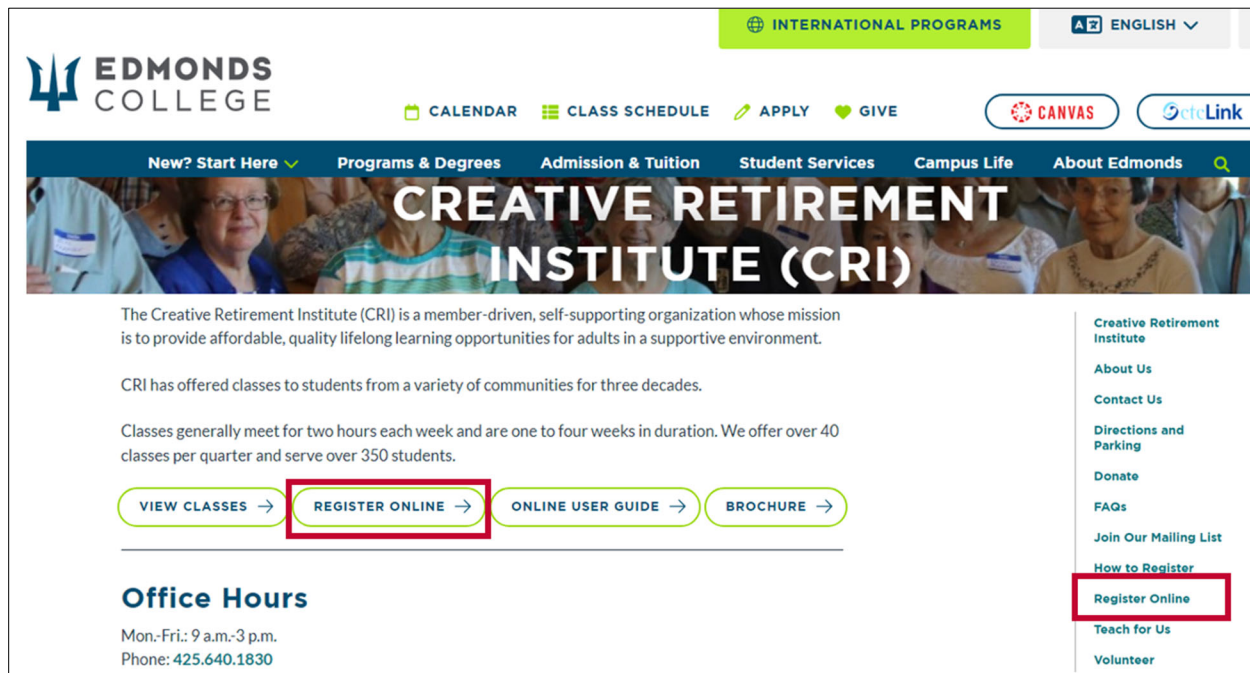
- If you have forgotten your Username or have taken a CRI class since Fall Quarter 2015, but have never signed in online, you may recover the Username and/or Password for your account using the following process. **Please do not create a new account.**

RECOVER YOUR USERNAME:

➤ Step 1



Click “[Register Online](#)” either in the center of the page or in the menu on the right.



EDMONDS COLLEGE

INTERNATIONAL PROGRAMS | ENGLISH

CALENDAR | CLASS SCHEDULE | APPLY | GIVE | CANVAS | etcLink

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Classes generally meet for two hours each week and are one to four weeks in duration. We offer over 40 classes per quarter and serve over 350 students.

[VIEW CLASSES](#) → **[REGISTER ONLINE](#)** → [ONLINE USER GUIDE](#) → [BROCHURE](#) →

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- Creative Retirement Institute
- About Us
- Contact Us
- Directions and Parking
- Donate
- FAQs
- Join Our Mailing List
- How to Register
- Register Online**
- Teach for Us
- Volunteer

From the Sign In page, click on “[Find My Username](#)”.

SIGN IN

YOU MUST SIGN-IN TO REGISTER

To sign in to your current account, enter your user name and password.
Don't have an account? Create one quickly by specifying a user name (no spaces), a password, and your e-mail address.

NOTE: Do NOT create an account under the parent's name/birthdate for Youth Camp students. The account must be created with the child's name and date of birth. Please put a parent's name in the "Comments" field when you check out.

Sign In to Existing Account

Username:

Password:

SIGN IN

[Find My Username](#)
[Reset My Password](#)

Create New Account

Username:

Password:

Retype password:

Email:

Retype email:

CREATE ACCOUNT

➤ Step 2

Type the email address you used when you created your account, and click “[Find My Username](#)”. An email will be sent to that address showing your username. **If you do not have an email, contact the CRI office and we can help you.**

USERNAME RECOVERY

If you are unable to log in or have forgotten your username, please follow the instructions below.

To recover your Username:

1. Enter the email address* associated with your student account.
2. Click on the 'Find my Username' button
3. An email will be sent to you that includes any username associated with your email address.

**Note: The email address must be the same as the one you entered when creating your profile.*

If you continue to have trouble, please email us at community.education@edmonds.edu.

Email:

FIND MY USERNAME

[Reset my Password](#)
[Return to Sign In](#)
[Contact Us](#)

Once you click on “[Find My Username](#)”, an email will be sent to that address showing your username. A message “**Email has been sent to the email address**” will also appear under the “[Find My Username](#)”, button. Click “[Return to Sign In](#). **Please check your spam or junk folder if you don't receive the username recovery email in your inbox.**

Note: If more than one person uses the same email address, all usernames associated with that email address will be included in the email.

RESET YOUR PASSWORD:

➤ Step 1

From the Sign In page, click on “[Reset My Password](#)”.

SIGN IN

YOU MUST SIGN-IN TO REGISTER

To sign in to your current account, enter your user name and password.
Don't have an account? Create one quickly by specifying a user name (no spaces), a password, and your e-mail address.

NOTE: Do NOT create an account under the parent's name/birthdate for Youth Camp students. The account must be created with the child's name and date of birth. Please put a parent's name in the "Comments" field when you check out.

Sign In to Existing Account

Username:

Password:

[SIGN IN](#)

[Find My Username](#)

[Reset My Password](#)

Create New Account

Username:

Password:

Retype password:

Email:

Retype email:

[CREATE ACCOUNT](#)

➤ Step 2

Type your username and email address, and click “[Reset My Password](#)”. An email will be sent to you with a link and steps to reset your password.

PASSWORD RESET

If you are unable to log in or have forgotten your password, please follow the instructions below.

To reset your Password:

1. Enter the unique username associated with your student account.
2. Enter the email address associated with your student account.
3. Click on the 'Reset my Password' button.

An email will be sent to you with a link and steps to reset your password. If you continue to have trouble, please email us at community.education@edmonds.edu.

Username:

Email:

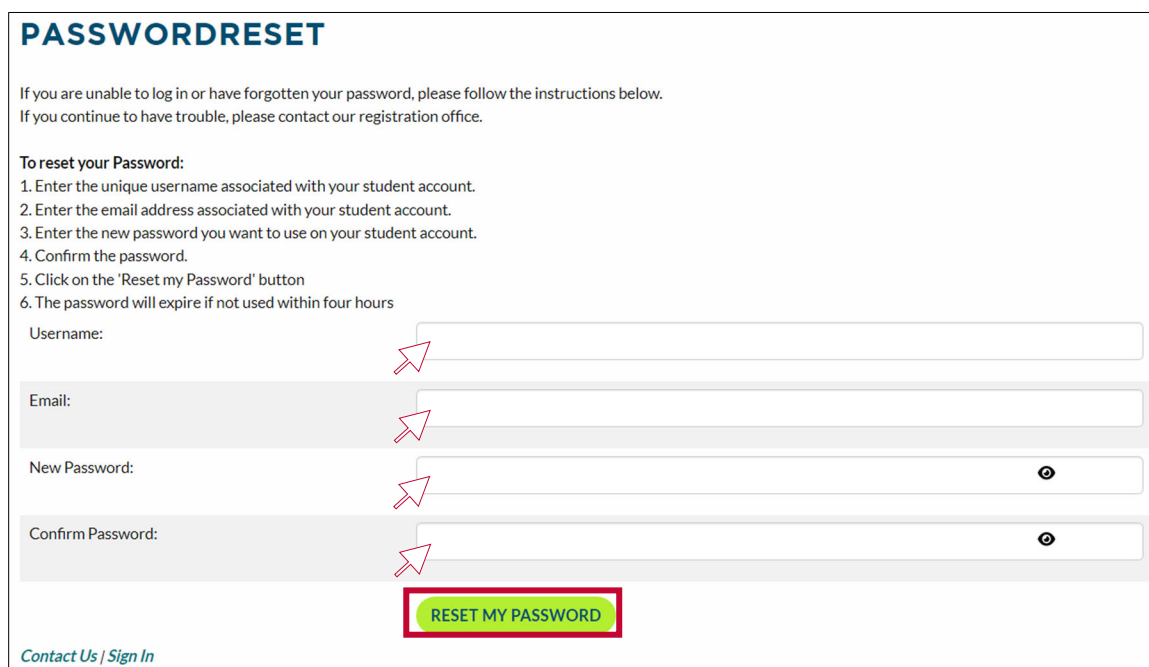
[RESET MY PASSWORD](#)

[Find my Username](#)
[Return to Sign In](#)
[Contact Us](#)

After you click “[Reset My Password](#)” button, the email with password reset instructions will be sent to you. A message “[Email has been sent to the email address](#)” will also appear under the “[Reset My Password](#)” button. Exit this screen and follow the steps in your email. **Please check your spam or junk folder if you don’t receive the password reset email in your inbox.**

➤ Step 3

Next, open your “Password Reset” email and click on the provided link. The following screen will appear. Type your username, email, new password, repeat your new password, and click “[Reset My Password](#)”.



PASSWORDRESET

If you are unable to log in or have forgotten your password, please follow the instructions below.
If you continue to have trouble, please contact our registration office.

To reset your Password:

1. Enter the unique username associated with your student account.
2. Enter the email address associated with your student account.
3. Enter the new password you want to use on your student account.
4. Confirm the password.
5. Click on the 'Reset my Password' button
6. The password will expire if not used within four hours

Username:

Email:

New Password:

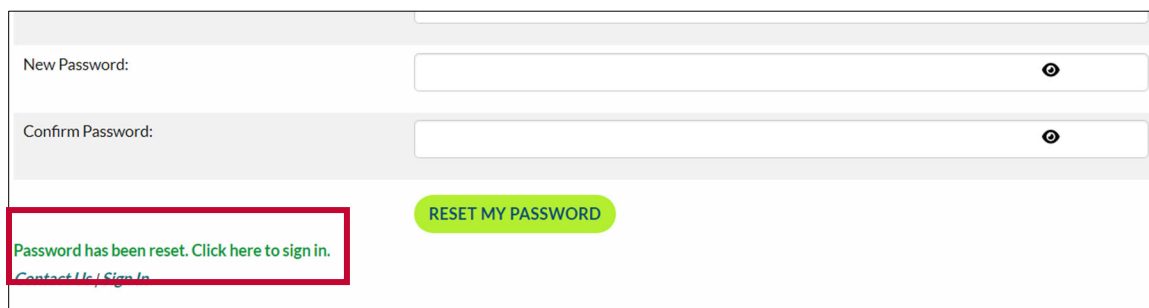
Confirm Password:

[RESET MY PASSWORD](#)

[Contact Us](#) | [Sign In](#)

After you click “[Reset My Password](#)” button, the information you entered will disappear and the message “[Password has been reset. Click here to log in](#)” will appear under the “[Reset My Password](#)” button confirming that your password has been reset successfully.

**** NOTE:** The new password will expire if not used within a few hours. Please make sure to log in to your account with the new password right away by clicking “[Click here to sign in](#)” or “[Sign In](#)” at the bottom of the screen.



New Password:

Confirm Password:

[RESET MY PASSWORD](#)

[Password has been reset. Click here to sign in.](#)

[Contact Us](#) | [Sign In](#)

Section 4 | OTHER HELPFUL FUNCTIONS

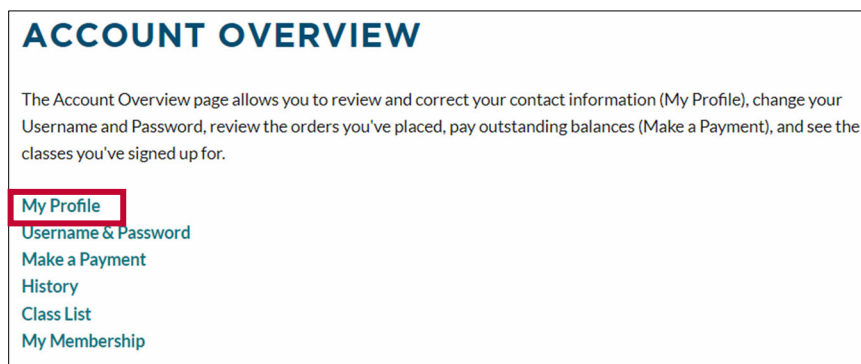
- Once you have signed in, there are several useful functions under “[Account](#)”.
- This section contains instructions to **Update Your Profile**, including your address, phone number, or email information; **Change Your Username or Password**; **View Your Registration History**; **Pay Outstanding Balances**; and **View Your Class Enrollment**.

UPDATE YOUR PROFILE

Click “[Account](#)” in the blue bar - you’ll be prompted to sing in if you haven’t done so already.



Then, click “[My Profile](#)”.



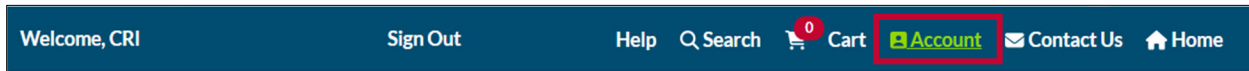
Update your information as needed in the following screen and click “[Save Changes](#)”.

A screenshot of the 'MY PROFILE' form. The title 'MY PROFILE' is in blue. Below it is a note: 'Required fields are indicated by an asterisk (*)'. The form contains several fields: 'Title' (a dropdown menu with 'None' selected), 'First name' (a text field with 'CRI'), 'Eve phone' (a field with three sub-fields: '425', '640', and '1830', followed by 'Ext.' and a text field), 'Date Of Birth' (a date picker showing '1/1/1901' and a format '(MM/DD/YYYY)'), 'E-mail' (a text field with 'cri@edmonds.edu'), 'How did you hear about us?' (a dropdown menu with '--Select One--'), 'Citizen' (a dropdown menu with 'Select One'), and 'Company' (a text field with '03-22-2019'). At the bottom right of the form is a green button with the text 'SAVE CHANGES', which is highlighted with a red box.

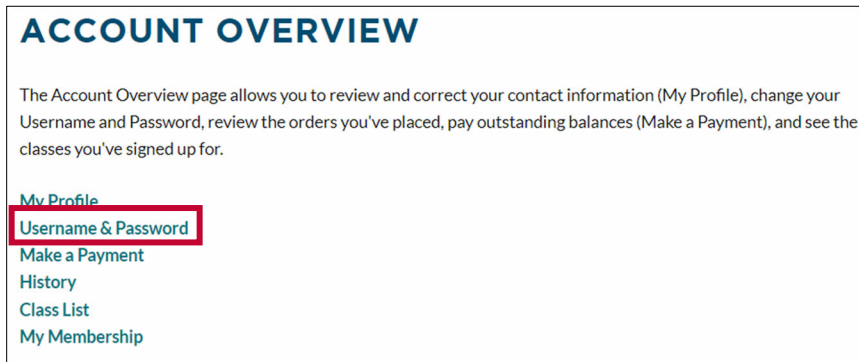
NOTE: if you need to update your name or date of birth, please contact CRI office for assistance.

CHANGE YOUR USERNAME OR PASSWORD

Click “[Account](#)” in the blue bar - you’ll be prompted to sing in if you haven’t done so already.



Then, click “[Username & Password](#)”.



Update your username and/or password on the following screen.

To change your username, type it in and click “[Change Username.](#)”

To update your password, type the new password and click “[Change Password.](#)”

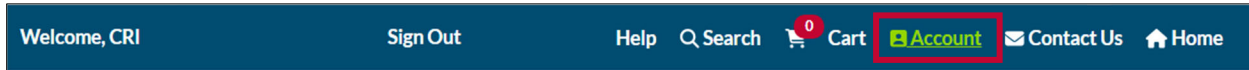
It is recommended that you do not try to change both your username and password at the same time.

A white page with two sections. The top section is titled 'CHANGE USERNAME' and shows 'Your current Username: CRI' and 'New Username:' followed by a text input field containing 'CRI' and a red arrow pointing to it. Below this is a green button labeled 'CHANGE USERNAME'. The bottom section is titled 'CHANGE PASSWORD' and shows 'Temporary/Old Password:' followed by a masked password input field. Below that are 'New Password:' and 'Retype Password:' fields, each with a red arrow pointing to it. At the bottom is a green button labeled 'CHANGE PASSWORD'.

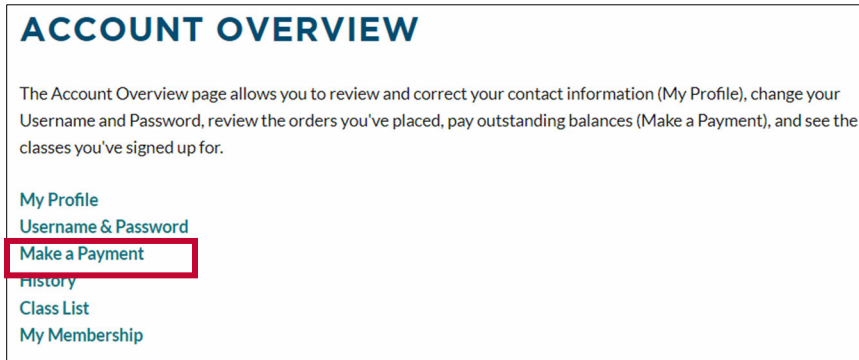
PAY OUTSTANDING BALLANCES

➤ Step 1

Click “**Account**” in the blue bar - you’ll be prompted to sing in if you haven’t done so already.



Then, click “**Make a Payment**”.



If you have any existing orders with a balance due, you will see them in the following screen:

MAKE A PAYMENT					
Order Number	Order Date	Order Total	Total Payments	Balance Due	
1021631	7/8/2022 10:30 PM	\$120.00	\$0.00	\$120.00	Pay
1006961	9/4/2024 8:00 AM	\$60.00	\$0.00	\$60.00	Pay

If there are no balance due on your account, the message will appear stating that there’s no outstanding balance due at this time.



➤ Step 2

To pay an outstanding balance, click “**Pay**” to the right of an order and follow the check out process to complete your payment. You can pay one order at a time.

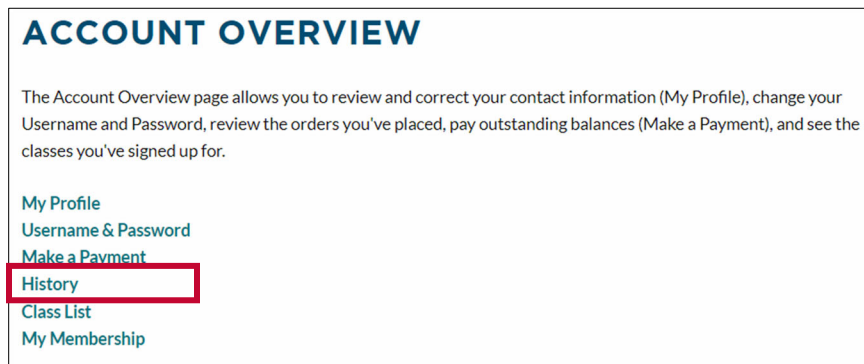
MAKE A PAYMENT					
Order Number	Order Date	Order Total	Total Payments	Balance Due	
1021631	7/8/2022 10:30 PM	\$120.00	\$0.00	\$120.00	Pay (highlighted with a red box)
1006961	9/4/2024 8:00 AM	\$60.00	\$0.00	\$60.00	Pay

VIEW YOUR REGISTRATION HISTORY

Click “[Account](#)” in the blue bar - you’ll be prompted to sign in if you haven’t done so already.



Then, click “[History](#)”.



The following screen will appear listing all your previous purchases that apply to your account in the system. Click on any order number to see the details and print your receipt.

HISTORY		
Your previous purchases...		
Click on the order number to view order details.		
ORDER NUMBER	ORDER DATE	TOTAL
127294	Thursday, June 1, 2023	\$0.00
126362	Thursday, December 29, 2022	\$0.00
126082	Monday, December 5, 2022	\$0.00
124926	Friday, December 17, 2021	\$0.00
123802	Sunday, December 5, 2021	\$0.00

Click “[Print](#)” in the upper left to print your receipt.

Order Receipt
August 28, 2024

Mailing Address
Edmonds College - CRI/ComEd
20000 68th Ave W
Lynnwood, WA 98036
Creative Retirement Institute (CRI): (425) 640-1830
Community Education: (425) 640-1243
community.education@edmonds.edu

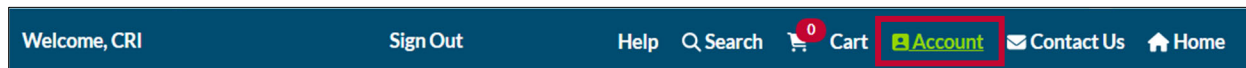
CRI TEST
20000 68th Ave W
Lynnwood, WA 98036

Order number: 123802
Order date: 12/5/2021 4:56 PM
StudentID: CE0020691
Last Modify: 2/22/2022 10:06:23 AM
Modified By: Kathy
Emailed: No

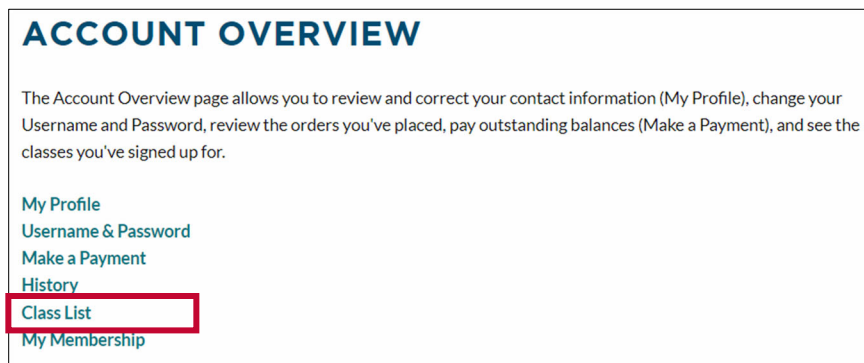
Status	Item	Price	Qty	Students	Total
Not Registered	Title: Pursuit Lab: 16-21 Sessions: 38 Term: 2221 Item: 32998 Time: 10:00 AM-11:30 AM Dates: 1/10/2022-3/17/2022 (M Tu W Th) Location: ONLINE via Zoom, Room (link emailed two days prior to class) Instructor: Jessica Argraves	\$0.00	1	CRI TEST	\$0.00
SubTotal:					\$0.00
Total:					\$0.00
Paid:					\$0.00
Balance Due:					\$0.00

VIEW YOUR CLASS ENROLLMENT

Click “[Account](#)” in the blue bar - you’ll be prompted to sing in if you haven’t done so already.



Then, click “[Class list](#)”.



A list of all the classes you have registered for since Fall of 2015 will appear. The screen comes up sorted by SKU (Class Number). Click on “[All](#)” under “[Sort by:](#)” then, select “[Class Dates](#)” and your latest class enrollment and your registration status of those classes will appear at the top of the list.

A screenshot of the 'CLASS LIST' page. The title 'CLASS LIST' is in bold blue text. Below it is the text 'Your class enrollments...'. Below that is the instruction 'Click on the title to view course details.' Below this is a filter section with three dropdown menus: 'Sort by:' (set to 'Class Dates'), 'Status:' (set to '--All--'), and 'Term:' (set to '--All--'). Below the filters is a green 'PRINT' button. Below the button is a table of class enrollments. The table has columns: 'SKU', 'TERM', 'TITLE', 'INSTRUCTOR', 'CLASSDATES', 'BUILDING', 'ROOM', 'TIME', and 'STATUS'. The first row is for '17043 2235 Youth Camp: Gaming' by 'Jordan Rotert, John Swannack' with dates '07/10/2023 - 07/14/2023' in 'Snohomish Hall 219' at '12:30 PM - 3:30 PM', status 'Registered'. The second row is for '25566 2231 Community Education Home: Gardening' by 'Marni Swart' with dates '02/23/2023 - 03/09/2023' 'ONLINE via Zoom' at '6:00 PM - 8:00 PM', status 'Dropped'. The third row is for '26187 2231 Community Education Languages: French' by 'Patricia Courtney' with dates '01/24/2023 - 02/14/2023' 'ONLINE via Zoom' at '6:00 PM - 8:00 PM', status 'Dropped'. The 'CLASSDATES' and 'STATUS' columns are highlighted with red rectangular boxes. There are also red arrows pointing to the 'Sort by:' dropdown and the 'Class Dates' option.