

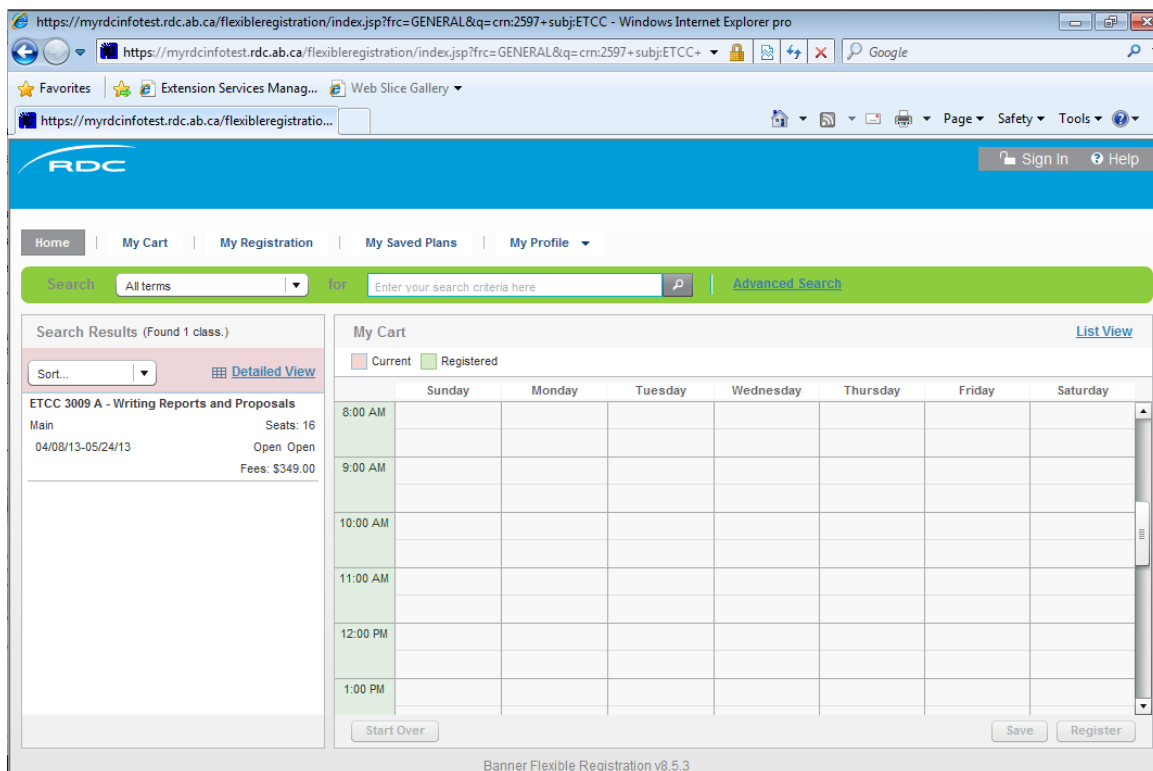
How to Register Online

To use our online Registration and Payment system you will need:

- Your RDC Student ID (000123456) and Password.
If you do not *have* an RDC Student ID you can create a New Account.
If you do not *know* your Student ID or Password, please contact the Registrar's Office at 403.357.3663 or 1.888.732.4630
- **Adobe Flash Player.** Click [here](#) to download the latest version.
- Recommended Web Browser: Microsoft Internet Explorer with Pop-up windows enabled.
- Alternatively, you can call 403.357.3663 or 1.888.732.4630 to register. Please have your Course Number(s) ready.

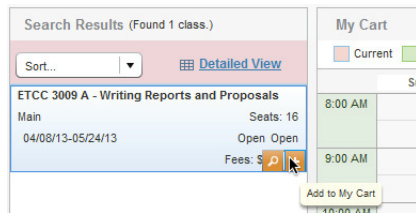
1. Find your course at www.rdc.ab.ca/continuing_education by choosing your **Area of Interest** in the left navigation bar, **A – Z Course listing**, or **Search** function.
2. Once you have selected your course on the Continuing Education web site, click the **Register for this course** link.

You are now in the **Online Registration System** and your screen will look like this:



The screenshot shows a web browser window displaying the RDC Online Registration System. The page has a blue header with the RDC logo and navigation links like 'Home', 'My Cart', 'My Registration', 'My Saved Plans', and 'My Profile'. A search bar is visible with the text 'Search Results (Found 1 class.)'. Below this, there is a 'My Cart' section with a table showing a grid of registration options. The table has columns for days of the week (Sunday through Saturday) and rows for time slots (8:00 AM, 9:00 AM, 10:00 AM, 11:00 AM, 12:00 PM, 1:00 PM). The grid is currently empty, indicating no registrations are present. There are 'Start Over', 'Save', and 'Register' buttons at the bottom of the grid. The footer of the page reads 'Banner Flexible Registration v8.5.3'.

Move your mouse over the course area until the **magnifying glass** and **plus (+)** icons appear.



Click on the **magnifying glass** to see course details, or the **+** sign to add to shopping cart.

Click the **Register** button.

Follow the instructions on screen.

Need help?

Contact the Registrar's Office at 403.357.3663, 1.888.732.4630, during regular office hours Monday - Friday 8:30 a.m. to 4:30 p.m. (except statutory holidays) or [email](#) us.

