Registering for New Frontiers Classes, Events, or for Volunteering

<u>Please Note</u>: New Frontiers registration is relatively simple but there are pitfalls if you don't carefully follow the instructions.   One common problem is not completing all of the steps. Another is not remembering your password when you are ready to register. Also there can be errors in your account that won't allow you to register until they are corrected.

Unless you are absolutely sure, practice registering for one or more of the test classes in the current semester class list. Verify that signing up works for you before the first day of class registration. If you are successful, you will get an email saying that you are registered. If you do not get the email and cannot figure out what was wrong, email neva.hansen@mesacc.edu, or patricia.anne.esparza@mesacc.edu, or call (480) 461-7497 before the deadline. Someone will get back to you with help. (Remember, we are a volunteer organization, so the response may not be immediate.) There are more test classes/events in the "Test/Practice System". You may also practice with these.

Registration instructions:
- Go to ***newfrontiers.mesacc.edu.*** Scroll down to "Classes/Volunteering/Events Registration" on the Home Page and click on it.
- Use the Username and Password you created to login to your account. The blue **LOGIN** box is located at the top right of your screen. If you don't remember your UserID or password, click on "Forgot password?" and enter your email address. The system will return your UserID and ask you to reset your password. Your password should contain 8 characters and include a capital letter, a number, and a non-alphanumeric character, such as \$, @, &.
- Select your classes (or "NF Help Wanted", "Event", etc.):

    1. In the "Semester" box, select the current semester. To limit your search and save time, select the Instructor.
    2. Click on "Search".
    3. Click on "Register" for the class you have selected.
    4. Click on the Box in front of your name.
    5. Click on "Register" below your name.
    6. Repeat for as many classes as you want.
        Tip: There is a 30-minute time window to complete your registration from the time you login, so it's a good idea to organize your classes before you start. If you have some high priority classes in your list, you may want to complete your registration for them first, select **Logout**, and then sign in again to register for the additional classes you want.
    7. Click "**Checkout**".
    8. Click "**Continue**" to complete your registration. **Don't overlook this step.**

9. **NOTE:** The first time you register, you may see a disclaimer box before "Continue", which needs to be checked before you finalize your registration.
10. You will see a "Successful Items" list of the classes or events that you have just registered for and will get an email titled "**New Frontiers Lifelong Learning — MCC Registration/Purchase Receipt**". *If you do not get these, you are not registered! Try again!*

- To verify your schedule, select the *My Account* tab at the top of the screen, and scroll down to "Account Registrations" at the bottom of the page. Click on this tab to see a list of your registered classes plus those where you are wait-listed. If you have signed up for more than 10 classes, there will be a "1 2" in the lower right below the class list. Clicking on the "2" will show the rest of your classes.

Don't forget to Logout by selecting the **Logout** tab. You may login and add more classes at any time.

If you need to drop a class, contact the facilitator. There may be other members waiting for a spot to open up.