Roslyn/Herricks/East Williston Adult Education
Online Registration Guide

Visit the Adult Education Web Store to REGISTER ONLINE:
https://RoslynSchools.Revtrak.net/

1. Click the **Adult Education** button located on the Home Page.

2. Select a **category**, and then choose the **class** for which you wish to register.

3. Select **Click Here to Register** to proceed with the registration process.

4. If this is the first time you are using Revtrak, select **Create an Account**. If you already have an account, select **Returning Customer**, log in and skip to step 6.

5. **Answer all required** questions before continuing with the registration.

French

Class #: 750 French Beginner / Spring 2018

Date: 3/5/2018 - 5/14/2018

Days: Mo

Time: 10:00 AM - 12:00 PM

Location: Roslyn High School:Adult Ed Room 2

Instructor: Renee Wasserman

Price: $150.00

CLICK HERE to Register for this Class

6. Select the **exact person** you wish to register for the selected class. *NOTE: The selected participant MUST be the name of the person attending the class.*

7. Select **Continue** if the person you are registering is yourself. OR, if you registering someone else, select **A New Person** and fill out the requested information.

8. Select the **Continue To Shop** OR **Add To Shopping Cart** buttons at the bottom of the screen. *NOTE: If you press either button, your class will be added to the cart.*

VERIFY

Review & Submit

BILLING   EDIT

BILL TO:
Your Name
Your Address
Roslyn Heights, NY 11577

PAYMENT METHOD   EDIT

Please select a payment option.

ITEMS

FRENCH - STUDENT'S NAME $150.00

Quantity: 1
Name, Student 03/05/2018 - 05/14-2018
10 sessions starting March 5

PLACE ORDER

9. Once you are in the the **Checkout** screen, you can fill in your payment information and verify the billing address. (To continue to shop, click the "X" in the upper left corner of the window.)

10. Click **Place Order.** Your payment will be processed and a receipt will appear. Your receipt will also be emailed to the address in your account.