

## REGISTERING FOR CLASSES USING INFONLINE

INFOnline is your source for *searching for, registering for, dropping of, and checking on your grade* for any professional development class you intend to take or are presently taking.

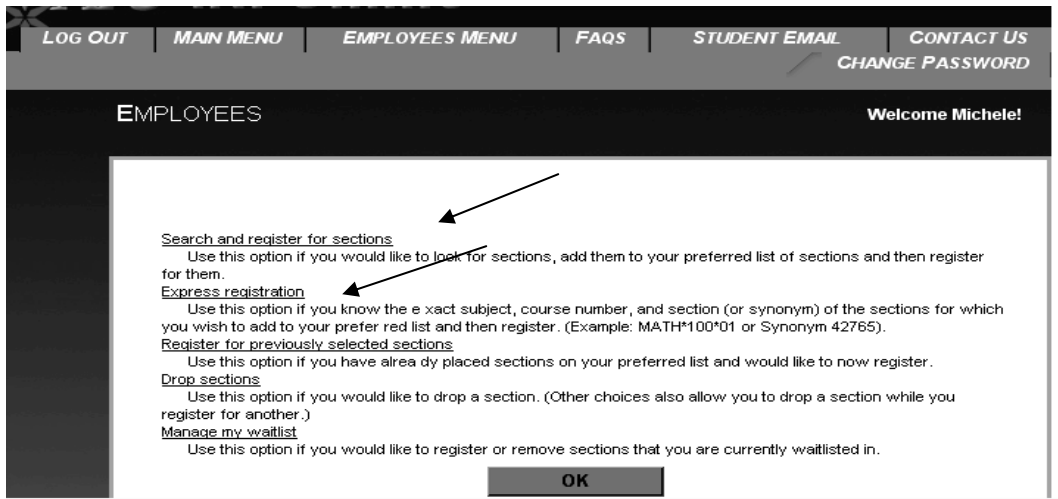
**LOG** into INFOnline and click on **“Employees”**.



Once the Employee’s Page opens, click on **“Register for Sections”**



A window will open with **five options**. **At this point, you will choose one of the first two options: “Search and register for sections” OR “Express registration”.**



## USING “SEARCH AND REGISTER FOR SECTIONS”

Unless you know the exact subject, course number, and section (or synonym) of the sections for which you wish to register, choose the “**Search and Register for sections**” option. The “**Search for Classes**” window will open. **You MUST first select the TERM** you are interested in.

### Search/Register for Classes

Search for class section information.

Once you have entered your criteria, click on SUBMIT at the bottom.

Course descriptions, instructors, prerequisites, times and locations are available in this search.

**Term or Starting On and Ending by Dates *plus* one other criteria are the only requirements for searching.**

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Term  Bilingual Classes Only  Online/College of the Air

Starting  Ending By Date

SP2008 - Spring 2008

Subject	Course Level	Course Number	Section
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Internet

Once the **TERM** is selected, scroll to the bottom of the screen until you reach “**ACADEMIC LEVEL**”. Click on the arrow and then click on “**PD – Professional Development.**”

Academic Level

Term  Bilingual Course Search  Online/COA

Starting On/After Date  Ending By Date

Subjects	Course Levels	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After  Sections Ending Before

Mon  Tue  Wed  Thu  Fri  Sat  Sun

Course Title Keyword(s)

Location  Academic Level

Instructor's Last Name

Click on **SUBMIT**.

Once you click on **SUBMIT**, INFOnline will conduct a search for all available sections for classes which meet your criteria and **show the results**.

Re-sort my results  TERM - TERM Term, Section Name

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Prerequisites
<input checked="" type="checkbox"/>	Summer 2008	Open	ZCERT-050-700 (67933) Curriculum/Course Construction	Milwaukee Campus	06/04/2008-07/23/2008 Staff Development Wednesday 05:00PM - 08:00PM, Main Building, Room M302  weeks 6/25,7/9 and 7/23 are online  Open to Employees Only	M. Sorensen	20 / 20 / 0	2.00	
<input type="checkbox"/>	Summer 2008	Open	ZCERT-051-700 (67941) Tech and Adult Ed in the WTCS	Milwaukee Campus	06/03/2008-07/22/2008 Staff Development Tuesday 05:00PM - 08:00PM, Main Building, Room M302  6/3 and 7/15 are face-to-face; remaining classes are online	M. Sorensen	20 / 20 / 0	2.00	

**NOTE the pertinent information under each column heading on this page.**

If you require **more information** about a particular class, simply click on the “**Section Name and Title**” of the course you are interested in.

A window will open with more explicit information about the class.

Move through the list until you **find the course/s you are interested in registering for** and then click in the box under “**SELECT**” which coincides with the course. You can select more than one course if you so desire. If you accidentally click in the wrong box or you change your mind, simply click on the box again to remove the checkmark.

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Prerequisites
<input type="checkbox"/>	Summer 2008	Open	<a href="#">ZCERT-050-700 (67933) Curriculum/Course Construction</a>	Milwaukee Campus	06/04/2008-07/23/2008 Staff Development Wednesday 05:00PM - 08:00PM, Main Building, Room M302  weeks 6/25,7/9 and 7/23 are online  Open to Employees Only	M. Sorensen	20 / 20 / 0	2.00	
<input checked="" type="checkbox"/>	Summer 2008	Open	<a href="#">ZCERT-051-700 (67941) Tech and Adult Ed in the WTCS</a>	Milwaukee Campus	06/03/2008-07/22/2008 Staff Development Tuesday 05:00PM - 08:00PM, Main Building, Room M302  6/3 and 7/15 are	M. Sorensen	20 / 20 / 0	2.00	

When complete, click on “**SUBMIT**”.

The “**REGISTER AND DROP SECTION**” page will open.

There are **several options** open to you on this page:

- If you wish to **REGISTER for all courses that you previously selected**, go to the “**Action for ALL Pref. Sections**” box, click on the arrow, and choose **RG - Register**

Action for ALL Pref. Sections (or choose below)	<input type="text" value=""/>
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- If you wish to register for each class you selected **separately**, click on the “**ACTION**” box next to **the course** and after clicking on the arrow, choose **RG – Register**

Action	Term	Section Name and Title
<input type="text" value="RG - RG Register"/>	Summer 2008	<a href="#">ZCERT-050-700 (67933) Curriculum/Course Construction</a>

- Near the bottom of the page, note the **“If one of my choices is not available”** box. If this box is set to **“ALL”**, and one of the courses you wish to register for is full or not available, you will be returned to the **“Registration and Drop”** page at which time you must make new selections of courses.

If you choose the **“PART”** option on this drop-down menu, **you will automatically be registered for the classes which are open after clicking on SUBMIT** and when the next page, **“Registration Results”** opens, any course registration which was unsuccessful will be displayed with appropriate errors and warning messages.

If one of my choices is not available

- After making all of your selections, click on **SUBMIT**.

The **“REGISTRATION RESULTS”** page will now open.

Scroll down this page to view the results of your registration process. You will see which requests have been processed and all the sections for which you are currently registered.

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Summer 2008	Dropped from this section		ZCERT-051-700 (67941) Tech and Adult Ed in the WTCS	Milwaukee Campus	06/03/2008-07/22/2008 Staff Development Tuesday 05:00PM - 08:00PM, Main Building, Room M302	M. Sorensen	2.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently registered for any sections.							

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently waitlisted in any courses.							

**NOTE:** There is a **“HELP”** button available to you on many of the pages involved in the registration process. You will find this button in the top menu of the INFOnline page opened at the time. By clicking on it, you will access valuable information about the page you are working on at that time.

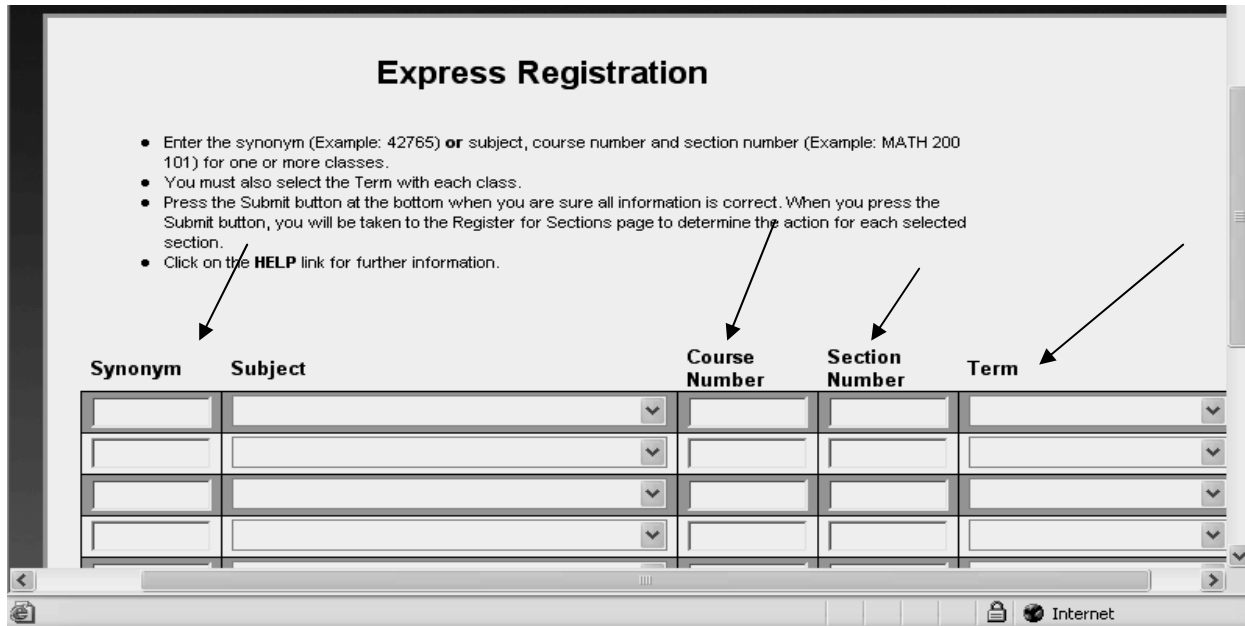
**That completes registration using the “Search and Register” link.**

**Click on OK to return to the INFOnline HomePage.**

## USING “EXPRESS REGISTRATION”

As mentioned earlier, the **second option on the “Register for Sections”** page is **“EXPRESS REGISTRATION”**.

If you know the **synonym OR subject, course number, and section number** of the course/s you wish to register for, you may use this option to register. Fill in the specified information **INCLUDING** the **TERM** you are interested in.



The screenshot shows a web browser window with the title "Express Registration". Below the title is a list of instructions:

- Enter the synonym (Example: 42765) **or** subject, course number and section number (Example: MATH 200 101) for one or more classes.
- You must also select the Term with each class.
- Press the Submit button at the bottom when you are sure all information is correct. When you press the Submit button, you will be taken to the Register for Sections page to determine the action for each selected section.
- Click on the **HELP** link for further information.

Below the instructions is a table with five columns: "Synonym", "Subject", "Course Number", "Section Number", and "Term". Each column has a corresponding input field. Arrows from the instructions point to these fields: "Synonym" points to the first field, "Subject" points to the second, "Course Number" points to the third, "Section Number" points to the fourth, and "Term" points to the fifth. The table has four rows of input fields. At the bottom of the browser window, there is a "Submit" button and a "HELP" link.

**When complete, click on SUBMIT.**

The **“REGISTRATION RESULTS”** page will now open.

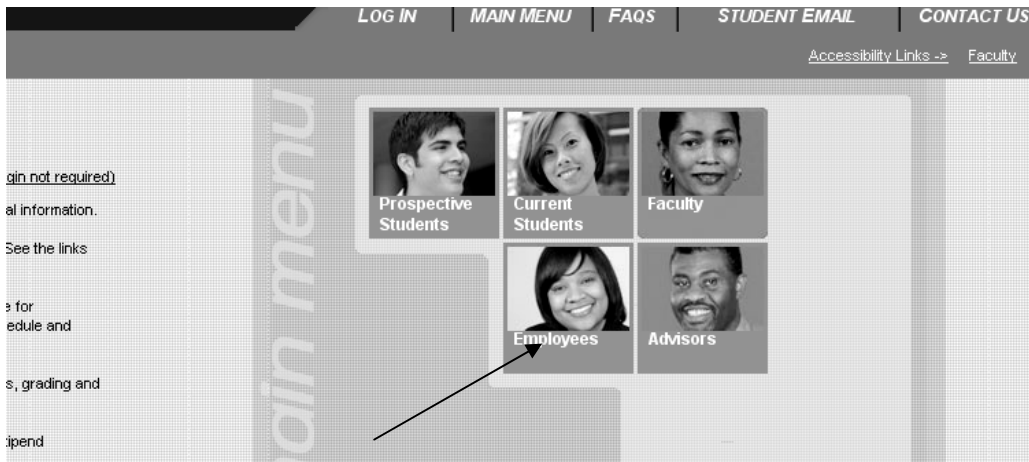
Scroll down this page to view the results of your registration process. You will see which requests have been processed and all the sections for which you are currently registered.

**That completes registration using the “Express Registration” link.**

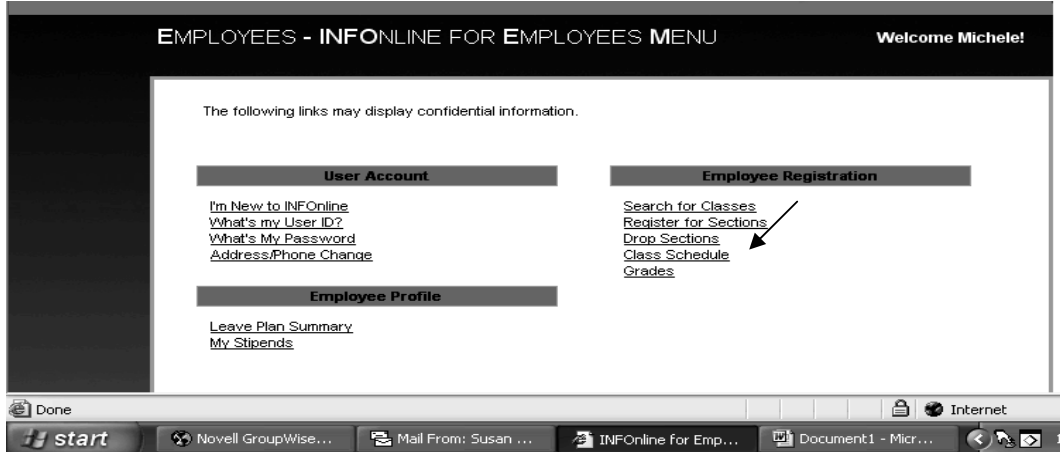
**Click on OK to return to the INFOnline HomePage.**

## PRINTING YOUR SCHEDULE

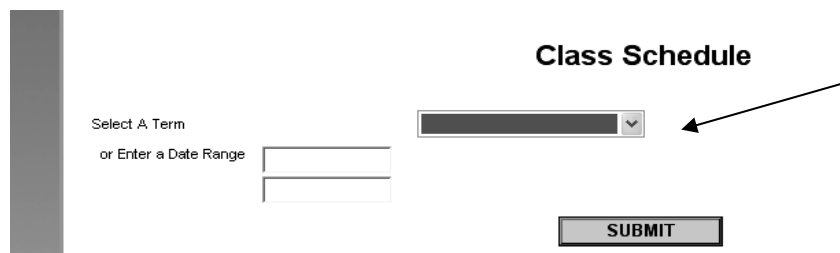
To get a HARDCOPY of the classes you are registered for, click on the “EMPLOYEE” picture on the HomePage. and then click on SUBMIT. Your schedule for the designated term will open. You can now print your schedule.



Then click on “Class Schedule”.

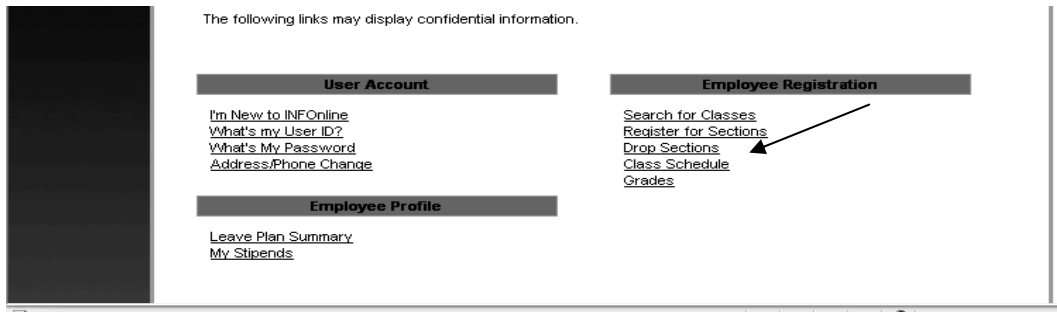


When the “CLASS SCHEDULE” page opens, select the TERM you are interested in and click on SUBMIT. Your schedule will appear and you can now print it.



## DROPPING A COURSE

If at any time you wish to **DROP** one of the courses you've registered for, click on the "**Drop Sections**" link found in the **Employee Menu**.



The **REGISTER AND DROP SECTIONS** page will open. Scroll down to the "**CURRENT REGISTRATIONS**" box and click in the **DROP** box next to the course you wish to drop.

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="button" value="v"/>		You do not have any preferred sections.					<input type="button" value="v"/>	

Current Registrations ←

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input checked="" type="checkbox"/>	Summer 2008		<a href="#">ZCERT-051-700 (67941) Tech and Adult Ed in the WTCS</a>	Milwaukee Campus	06/03/2008-07/22/2008 Staff Development Tuesday 05:00PM - 08:00PM, Main Building, Room M302	M. Sorensen	2.00	

If one of my choices is not available  ALL - ALL Allow me to adjust all

After clicking on **SUBMIT**, a **RESULTS** screen will open verifying that you dropped the designated course.



The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Summer 2008	Dropped from this section		<a href="#">ZCERT-051-700 (67941) Tech and Adult Ed in the WTCS</a>	Milwaukee Campus	06/03/2008-07/22/2008 Staff Development Tuesday 05:00PM - 08:00PM, Main Building, Room M302	M. Sorensen	2.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently registered for any sections.					

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

Click **OKAY** to return to the INFOnline HomePage and **LOG OUT**.