

Continuing Education / Alternate Programs

The purpose of this module is for employees, students, and general public to be able to search/view, and register for non-grad (non-traditional school programs) courses and programs that the district may offer.

PublicConnect | Version - 04.18.2018 Help | My Account

Take Two: Demo Division Powered by CIMS
CIMS - Integrated Education Software **Continuing Education**

All Courses

[Email: Continuing Ed Coordinator Deb Grabweski](#)
[Take Two Website Url for the contact information](#)

Continuing Ed at Take Two

Learning is a life-long process and the provision of appropriate learning opportunities enhances the quality of community life.

Our branch focuses on loads of great things.

We offer a wide range of courses year round.

Seasonal catalogues are available.

Namaste
Take Two

Sign In **Create Account**

Some actions in this product use popups. If you are experiencing problems, click here to find out how to allow popups for your browser.

You can also register for courses as a guest.

Limit to User Type: Public
Limit to Event Type: All event types
Limit to Category: All Categories
Limit to Location: All Locations
Limit to Schedule: All Schedules

Courses Starting After Date: 05/01/2018
- OR -
 Limit to the single date above

Search for Word: **Search** **Reset**

All Courses

Details	Type	Title	Status	Start Date	Time	Location	End Date
View/Register	Continuing Education	Test Course for Donna	Register	Saturday, September 1, 2018 Wednesdays 4 sessions	07:00 pm to 09:00 pm No Break	Wachovia Secondary School GVM Some classes may be outside	Saturday, September 1, 2018
View/Register	Continuing Education	Upgrading Course 2	Cancelled	Monday, September 10, 2018 Two day Course	04:00 pm to 08:00 pm	Wachovia Secondary School SEMINAR ROOM	Tuesday, September 11, 2018

Limits: use the limits or search to research your course searching to specific event types, categories, etc. (summer programs, continuing Education, just arts related). You can also use the calendar and check off “Limit to Single Date” to limit the course search to a specific date. By default today’s date is selected meaning show all course offerings starting today or later.

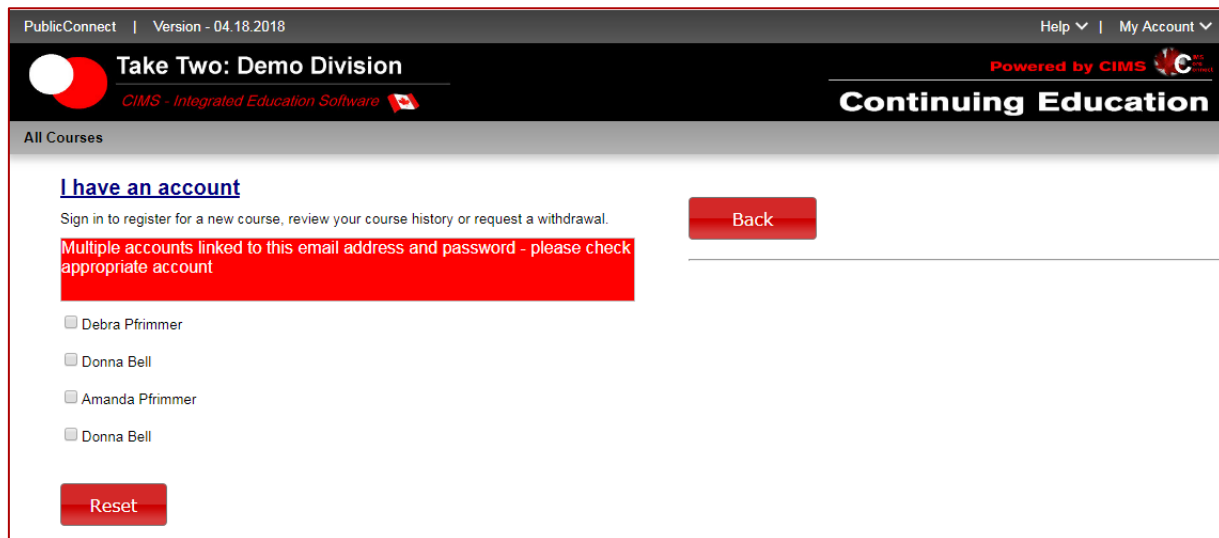
View: to see more information on the class, click view on the appropriate line. If there is a document attached to the class, it can be viewed inside the actual view option.

If you input an email address that already exists, you will be prompted to use forgot my password to have your password on-file emailed to you.

Signing In

Creating an account is optional; if you would like to be able to manage the course (see your courses, print receipts, withdraw from a course online, etc.) you must create one. If you have never setup an account, select sign in and then “I am New/Create a User Profile”

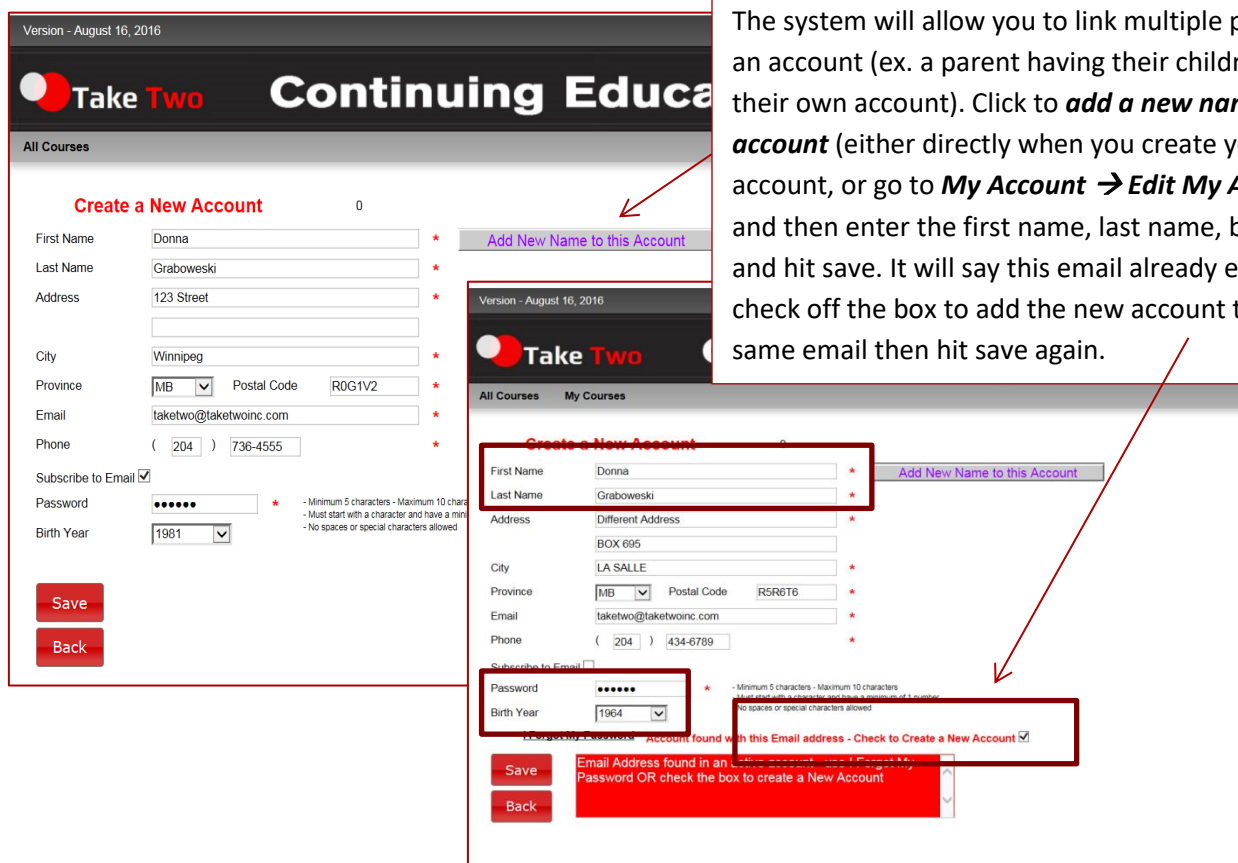
Once you have signed in, you can see what courses are available to you, what courses you have taken in the past (as well as print a receipt), and what courses you are currently enrolled in.



Note: if you have forgotten your password, enter your email address and hit ‘forgot my password’. Your password will be emailed to you.

Creating an Account

All lines with a * beside them are required - to be filled out.



Continue as a Guest

At some districts, you are not required to create an account. To continue without creating any account, use this option. **Note** – this means you cannot see your course online, withdraw from the course online, print a receipt yourself after the initial sign-up, etc.

Registering for a Course

To register for a course, select the view/register button beside the appropriate course.

You will be able to register one of two ways:

- 1) As a Guest – you will not need to give any email or password.
- 2) Create/Access your Account – After providing/creating an email and password account, you will be asked to register and pay for the course.

Note: make sure to select the appropriate course fee amount and pay amount.

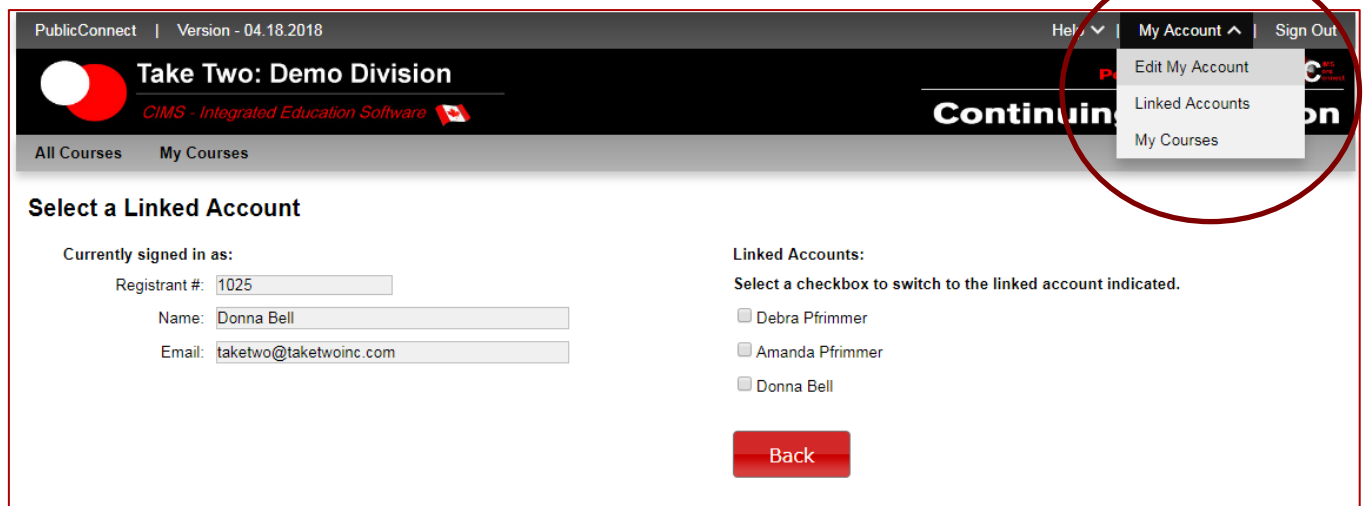
Note: if you register as a guest, you will not be able to withdraw or manage your course selection after you register.

Once all the information is filled out and you select **Pay & Register**, you will be taken to a third party screen to make your payment. Upon successful payment, you will be taken back to the registration screen where you will be able to print a receipt.

Update Your Profile, Link/Unlink Accounts, View Your Courses

Edit My Account: to make changes to your profile, go to My Account → Edit My Account; be sure to save any changes you make.

Linked Accounts: to switch to a different linked account (without having to sign out and sign back in, use My Account → Linked Accounts to switch to a different account.



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My Account | Sign Out

Edit My Account
Linked Accounts
My Courses

All Courses | My Courses

Select a Linked Account

Currently signed in as:

Registrant #: 1025

Name: Donna Bell

Email: taketwo@taketwoinc.com

Linked Accounts:

Select a checkbox to switch to the linked account indicated.

Debra Pfrimmer

Amanda Pfrimmer

Donna Bell

Back

My Courses: to see a list of the courses you are currently enrolled in, select to see your courses. Use the **View** button to see more details on the course(s) you have registered for. You can also print a receipt for the course if applicable.

The screenshot shows the 'Take Two Continuing Education' website interface. At the top, there is a navigation bar with 'All Courses' and 'My Courses' tabs. A red banner at the top of the course page reads: **** You are already registered for this course ****. Below this, the course details for 'Cooking and Cleaning' (Event Code: 13-0001) are displayed. The page includes a 'Back' button, a course description, a link to 'Go see a movie beforehand YAY!', and a sample message box. Course details are organized into several sections: Location (WACHOVIA SECONDARY SCHOOL SEMINAR ROOM), Date (Friday, September 15, 2017 - Saturday, September 16, 2017), Time (Start: 09:00am - End: 4:00 pm), Instructor (PETE SMITH FROM KPMG), Alerts (Course restricted to ages 10-14), Fees (\$1.00), and Contact Office for Coupons. On the right side, there are three summary boxes: 'Detail Date List' (Monday, February 15, 2016; Tuesday, February 16, 2016), 'Registration Details' (Open - Sunday, November 1, 2015; Closed - Wednesday, August 30, 2017; Withdraw Deadline - Sunday, September 10, 2017), and 'Enrollment Details' (Minimum: 5; Maximum: 50; Enrolled: 6). At the bottom right, there is an 'Alternate Fee Details' box listing fees for New Syrian Refugees (Free), over 14 (\$20.00), and a 3bx option (\$45.00). A red circle highlights the 'Print a Receipt' button at the bottom left of the page.