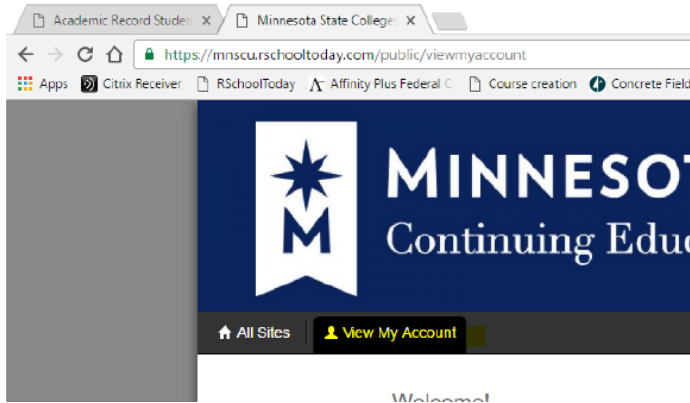


Registration Instructions

Go to <https://mnscu.schooltoday.com/public/home/>

1. Click on “View my Account” in the upper left had corner.



2. Under New Users click **Create New Account** (unless you already have one, as you may have registered for other MNSCU camps – if you have skip to #6)

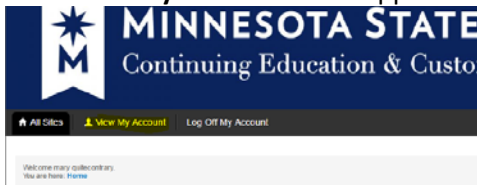


3. Enter information in **Participants Info** completely, then click “Save and Continue”.

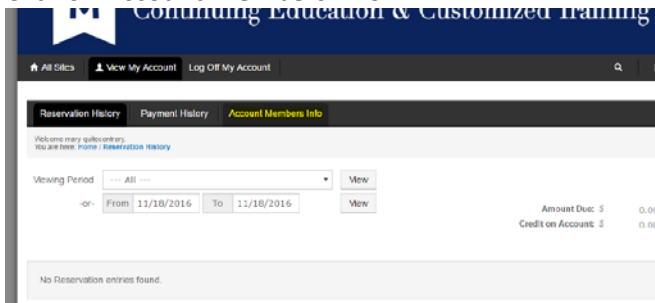
A screenshot of the 'Step 1 of 2. Add Student/Participant Information' form. The form is titled 'Step 1 of 2. Add Student/Participant Information' and includes a search bar and a calendar widget for November 2016. The form fields are organized into two columns. The left column contains fields for 'Participant ID', 'First Name', 'Middle Name', 'Last Name', 'Address', 'City', 'State', 'Zip', 'Email', 'Day Phone', 'Night Phone', and 'Home Phone'. The right column contains fields for 'Gender', 'Certification ID', 'Are you an American', 'Prof. Member', 'Dietary Restrictions and Food Allergies', 'Will you be using', 'Marketing Preferences', and 'Company Address'. There is also a 'Special Needs' section at the bottom.

4. The next screen is **Payer Information**. Even though the camp is free, you still need to fill it out, then click continue.

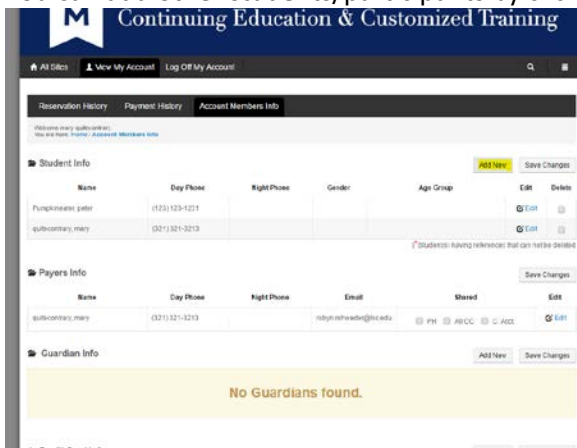
5. Click **View My Account** in the upper left corner.



6. Click on **Account Members Info.**



7. You can add other students/participants by clicking **Add New.**



8. Fill in information for each student who will be applying for the camp.

A screenshot of a web form for entering student information. The form includes fields for Participant ID, First Name, Middle Name, Last Name, Address, Address 2, City, State (Minnesota), Zip (55810), Email, Day Phone, Night Phone, Home Phone, Gender (Not Specified, Female, Male), Certification ID, Are you an American Indian? (Yes, No), Post Number, Dietary Restrictions and Food Allergies, Will you be using Veteran's Benefits? (No, Yes), Marketing Preference (Yes, No), Company Address, and Company Contact. There is also a section for Special Needs with a text area.

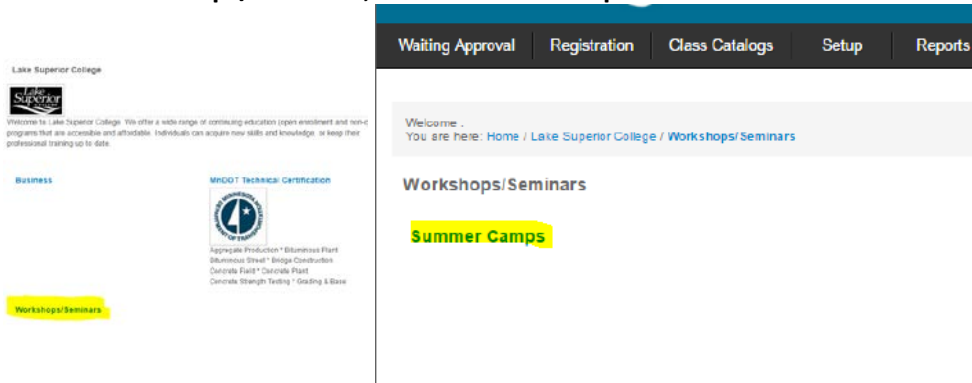
9. Once the student information has been entered click **All Sites**.

A screenshot of the Minnesota State Continuing Education & Customized Training website. The header includes the Minnesota State logo and navigation links for All Sites, View My Account, and Log Off My Account. Below the header, there are tabs for Reservation History, Payment History, and Account Members Info. The main content area shows a table for Student Info with columns for Name, Day Phone, Night Phone, Gender, and Age Group. There are also sections for Payers Info and Guardian Info.

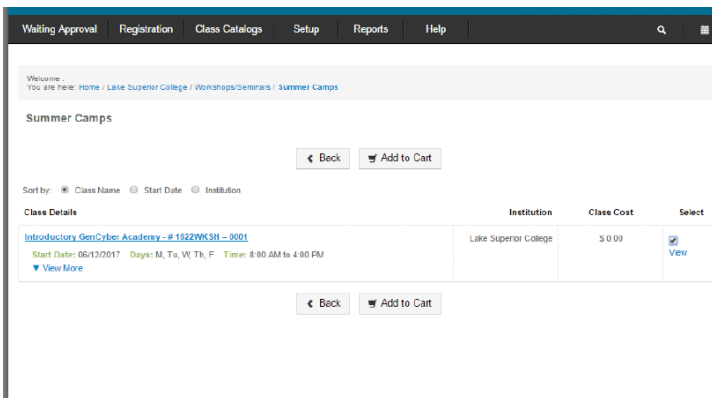
10. Scroll down until you see **Lake Superior College** and click on it.

A screenshot of the Minnesota Training Connection website. It features three college options, each with a logo and a 'View details' button. The first option is Inver Hills Community College. The second option is Lake Superior College, which is highlighted in yellow. The third option is also Inver Hills Community College.

11. Click on **Workshops/Seminars**, than **Summer Camps**



12. Click the class to get more details if you would like. When you find the class you would like, click the box under the Select column for that class and click **Add to Cart**.



13. Next click **Assign A Person**. If you have multiple people enrolling, you must assign them individually.

Please supply this additional information:

Class Name(s): Introductory GenCyber Academy

Assigned Participant: Duane Johnson

Birth Date:
e.g. 09/09/1978

Grade:

Shirt Size:

Work Phone:

[Back](#) [Continue](#)

Fill out the additional information needed for the camp.

14. When it's complete you can click **Back To Catalog** or **Check Out**. Even though it has a column for payment, GenCyber Camps are free!

15. You will be notified by early May if you are accepted and receive some additional information via email at that time.

Then click on "View My Account" in the upper left had corner.

Click on "Account members Info"

Here is where you will add other students/participants.
Click on "Add New"

Fill in all info for each student.
Repeat for each additional student.

Once all students are entered into your account, you would then click on “All Sites” in the upper left hand corner.

Scroll about half way down and you will find Lake Superior College.
Click on it.

Next click on “workshops/seminars”

Then click on "Summer Camps"

Here you may click on the class to see more details about the time and place it is offered.
Once you find the class you would like to register for, click the box in the select column for that class.

Then click “add to cart”.

Here you will click on “assign a person. If you have multiple participants for the same class, you must add them individually.

Here you will also fill out additional information needed to apply for the camp. Once complete you can either click on “Back to Catalog” to continue adding classes, or “check out” to complete your registration and make payment (if there is one).