

Four Easy Ways to Register

Mail your registration form to:
Waseca Community Ed
501 E Elm Ave
Waseca, MN
56093

MAIL

Please make check payable to:
Waseca Community Ed

835-5626

PHONE

Credit card payment is required.
Visa or MasterCard accepted

Registration, payment, and any required forms can be done by visiting our website

ONLINE

<http://ce.waseca.k12.mn.us>
Community Education

Visit our newly remodeled office at:
501 E Elm Ave
Waseca

VISIT

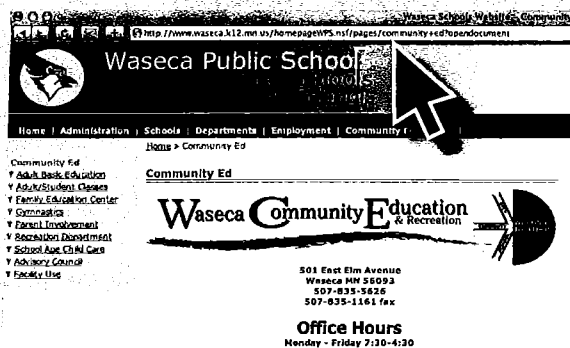
Located in the Central Intermediate School

Online Registration Available for Your Convenience!

HOW TO GET TO OUR ONLINE REGISTRATION SYSTEM

- 1) Go to the school website <http://ce.waseca.k12.mn.us>
- 2) Click on the Community Ed tab across the top of the page.
- 3) Scroll down the page to the link for the Catalog/Registration Website.
- 4) If you are:
 - brand new to our system – shop through the categories, select your classes, and proceed to check out.
 - already set up with an account and you know your username and password click on View My Account.
 - unsure whether you are in our system, read the "Assistance Navigating through the Online Registration System" to get further assistance.
- 5) Still unsure? Call our office at 835-5626.

- you will need to click on the link saying you have forgotten your Username and Password.
- when prompted for an email address, use the same one on file in our office.
- You will receive an email notification on the steps needed to set up your Username and Password.



ASSISTANCE NAVIGATING THROUGH THE ONLINE REGISTRATION SYSTEM

If you are trying to register online for the first time but HAVE done other registrations with us after September 1, 2008:

- ✓ Have you already registered an email address with the Community Education office? – If the answer is no or I am not sure, please call our office at 835-5626.
- ✓ If you have provided an email address follow these steps:
 - at our online registration site click on View My Account.

PLEASE REMEMBER

- ✓ To assign the correct student name participating in each class.
- ✓ Be sure the Parent/Guardian is listed in Payer information, NOT the student's name.