

RENESAN Account Creation and Class Enrollment

What you need: RENESAN website URL: www.renesan.org

Creating an Account (i.e., Register)

- Type www.renesan.org into your browser's address bar.
- On the top right corner of the RENESAN home page click 'Register.'
- Enter your contact information.
- Create a password that you can remember. Click 'Register' and you're all set!

Adding someone to your household. This allows you to enroll other people (your 'household') for classes under a single account.

- Sign in to your account (top right of RENESAN home page).
- Click 'Your Account,' then click 'My household.'
- Enter your household member's information, then click 'Submit.'
- Important: please do not enter the same email address for 1) different household members or 2) as you entered for yourself. This is because each email address is used as a unique customer identifier.

Enrolling for Classes

- Go to www.renesan.org and 'Sign In' to your account by entering your email address and password.
- If you have forgotten your password, click 'Forgot your password? Click here.'
- Click on the category of the class you want (i.e., music, history, etc.).
- Find the class you want and click 'Enroll Now.'
- If the class is full, decide if you want to be added to the waiting list. You will be charged later if a seat opens up.
- Select 'Continue Shopping' if you wish to buy more classes.
- When finished shopping, review your cart and click 'Proceed to Checkout.'
- Enter payment info and click 'Purchase.'
- Confirm your order.
- Select class participants for each class, trip or lecture from the drop down menu.
 - If you have bought more than one seat for a class, assign each purchase to an individual in your household.
- You're all done! You will receive an email confirming your enrollment.