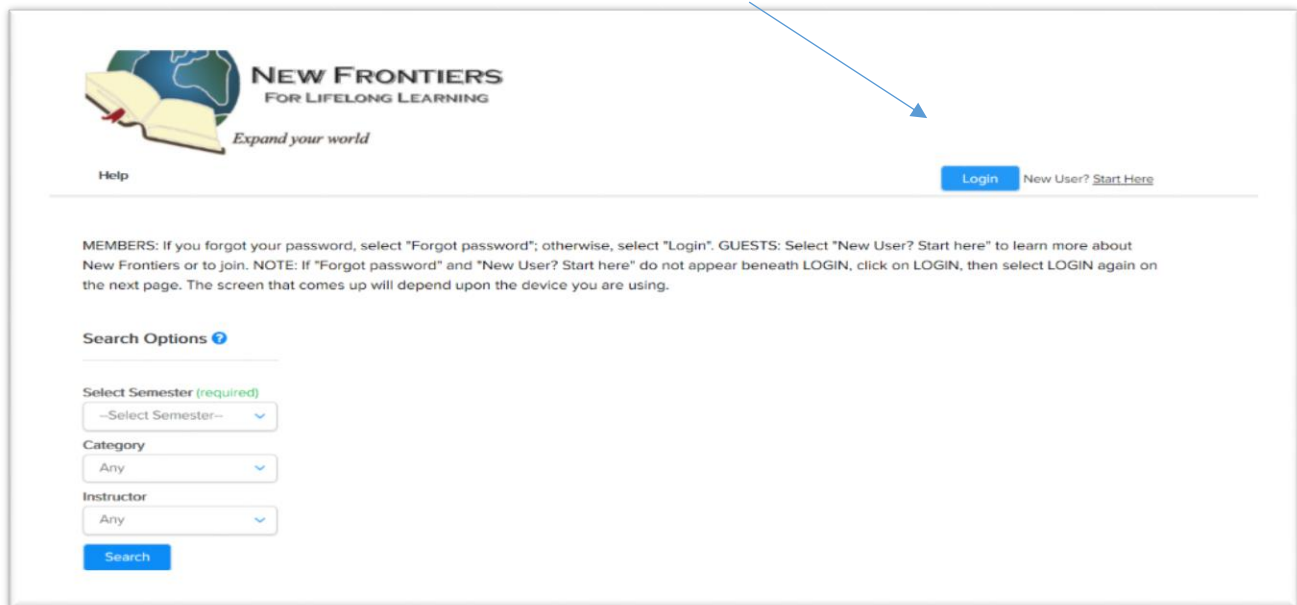


Revision date: 8/23/20

## HOW TO REGISTER FOR NF CLASSES:

1. Go to [Newfrontiers.mesacc.edu](http://Newfrontiers.mesacc.edu), select Member's Acct, Log in. (Username = first 3 letters of your name plus digits. Example, mine is ANN82948, different from my MEID. You create the Password.)



**NEW FRONTIERS**  
FOR LIFELONG LEARNING  
*Expand your world*

Help [Login](#) [New User? Start Here](#)

MEMBERS: If you forgot your password, select "Forgot password"; otherwise, select "Login". GUESTS: Select "New User? Start here" to learn more about New Frontiers or to join. NOTE: If "Forgot password" and "New User? Start here" do not appear beneath LOGIN, click on LOGIN, then select LOGIN again on the next page. The screen that comes up will depend upon the device you are using.

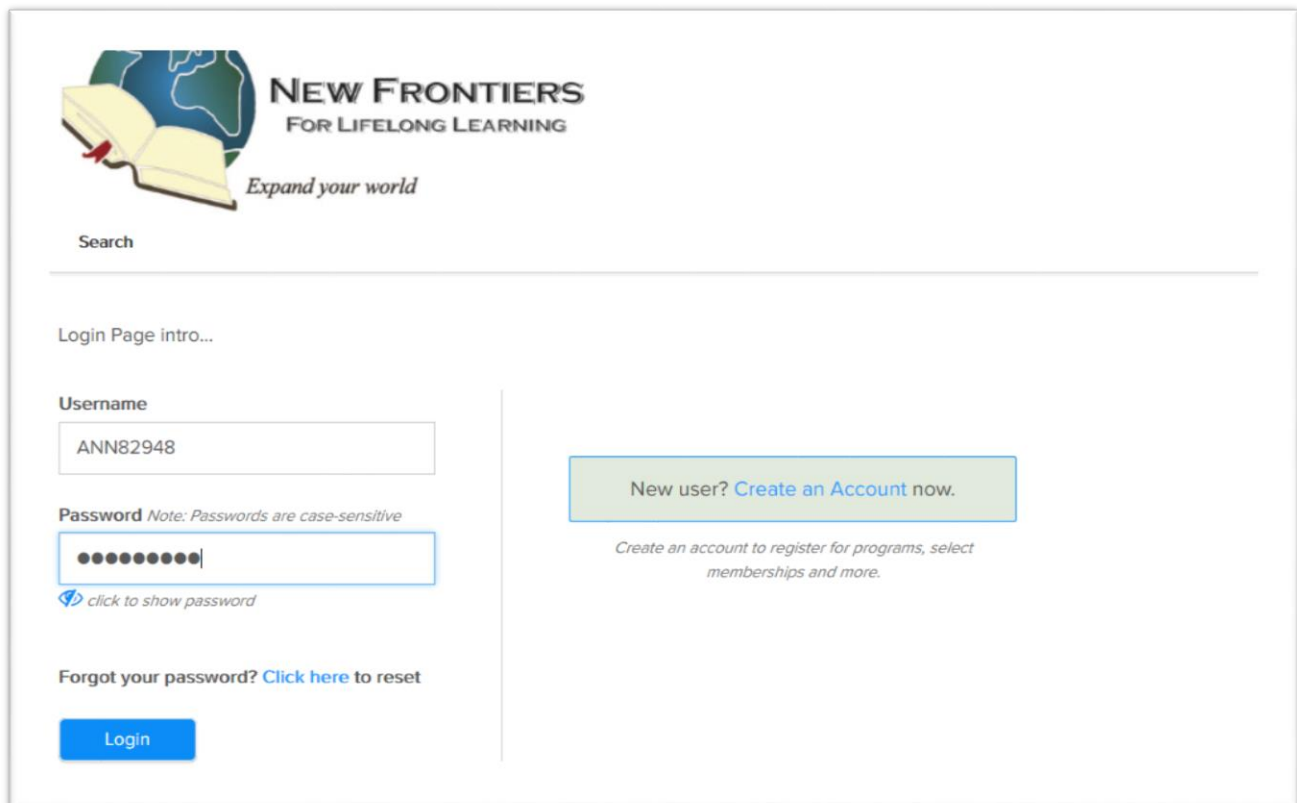
**Search Options**

Select Semester (required)  
--Select Semester--

Category  
Any

Instructor  
Any

[Search](#)



**NEW FRONTIERS**  
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Search

Login Page intro...

Username  
ANN82948

Password *Note: Passwords are case-sensitive*  
●●●●●●●●

[click to show password](#)

Forgot your password? [Click here](#) to reset

[Login](#)

New user? [Create an Account](#) now.

*Create an account to register for programs, select memberships and more.*

2. Scroll down and select the correct Semester (for example Spring 2020), then Search.

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Help Ann Bloxam

MEMBERS: If you forgot your password, select "Forgot password"; otherwise, select "Login". GUESTS: Select "New User? Start here" to learn more about New Frontiers or to join. NOTE: If "Forgot password" and "New User? Start here" do not appear beneath LOGIN, click on LOGIN, then select LOGIN again on the next page. The screen that comes up will depend upon the device you are using.

**Search Options** ?

View Programs for  
All Contacts

Select Semester (required)  
Zoom Test

Category  
Any

Instructor  
Any

Search

3. Find your class(es), then select Register. If class is full, the word "Register" is replaced by "Waitlist".

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Search Ann Bloxam

MEMBERS: If you forgot your password, select "Forgot password"; otherwise, select "Login". GUESTS: Select "New User? Start here" to learn more about New Frontiers or to join. NOTE: If "Forgot password" and "New User? Start here" do not appear beneath LOGIN, click on LOGIN, then select LOGIN again on the next page. The screen that comes up will depend upon the device you are using.

**Search Options** ?

View Programs for  
All Contacts

Select Semester (required)  
Zoom Test

Category  
Any

Instructor  
Any

Search

**Test Thurs Jun 11**  
Class | Available (Membership Required)

Date	Location	Room	Time
6/11/2020 (one day)	Varied Locations	Varied Locations	2:00 PM-3:00 PM on Th

Instructor(s)  
Brooks, Ruth

Register

1

4. A screen appears stating "Select the students..."

The screenshot shows the 'NEW FRONTIERS FOR LIFELONG LEARNING' logo with the tagline 'Expand your world'. Below the logo is a search bar and a user profile for 'Ann Bloxam'. The main heading is 'Test Thurs Jun 11' with a sub-heading 'Class | Available (Membership Required)'. A table lists details: Location (Varied Locations), Room (Varied Locations), Date (6/11/2020 (one day)), Time (2:00 PM-3:00 PM on Th), and Level (-). A 'Download iCalendar' link is also present. The 'Select Students' section shows a radio button next to 'Bloxam, Ann' and a 'Register' button. To the right are buttons for 'Add a new adult' and 'Search for more programs'.

5. Click circle before the name you want. Click Register. The following screen appears:

The screenshot shows the same logo and user profile. A green notification box contains the message: 'Your selections have been saved. You have 60 minutes to complete the registration process before these items are removed from your pending registrations. To continue, choose an option from the list below.' Below the notification are three buttons: 'Search for more programs', 'View Test Thurs Jun 11 details', and 'Checkout'. An arrow points from the 'Checkout' button to the 'Checkout' button in the previous screenshot.

6. Select “Search for more programs” if you wish to add another class. Select “View Details” to see the parameters of this class. Select “Checkout” when you are finished.
7. **IMPORTANT-** you must scroll down and click "I have read and agree with the policies and procedures set forth", then click Continue again to Save. You must finish all the Continue/Saves.

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FOR LIFELONG LEARNING  
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Search Ann Bloxam

Thank you for your registration. If you are unable to attend the class, please call or email the class facilitator, in the event there are members on the waitlist who wish to enroll.

Student	Type	Description	Additional Items	Payment Options	Subtotal
<span style="color: blue;">✕</span> Bloxam, Ann	Class	Zoom Test -- Test Thurs Jun 11			\$0.00 <span style="float: right;"><a href="#">More Details</a></span>
Subtotal:		\$0.00	Tuition		
Total:		\$0.00			
Amount Due Today:		\$0.00			

You have no amount due today.

I have read and agree with the policies and procedures set forth.

[Continue](#)

[Terms of Use](#)

8. You will see a listing of Successful Items.

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Search Ann Bloxam

Your registration/purchase is complete. Click [here](#) for a printable page for your records.

1 item(s) succeeded  
0 item(s) failed

**Successful Items:**

Student	Item	Type	Status	Instructor(s)	Start Date	Start Time
Bloxam, Ann	Test Thurs Jun 11	Class	Registered	Brooks, Ruth	6/11/2020	2:00 PM

Your credit card was not charged today.  
You have no balance due.

9. You will receive an email stating your successful registration.

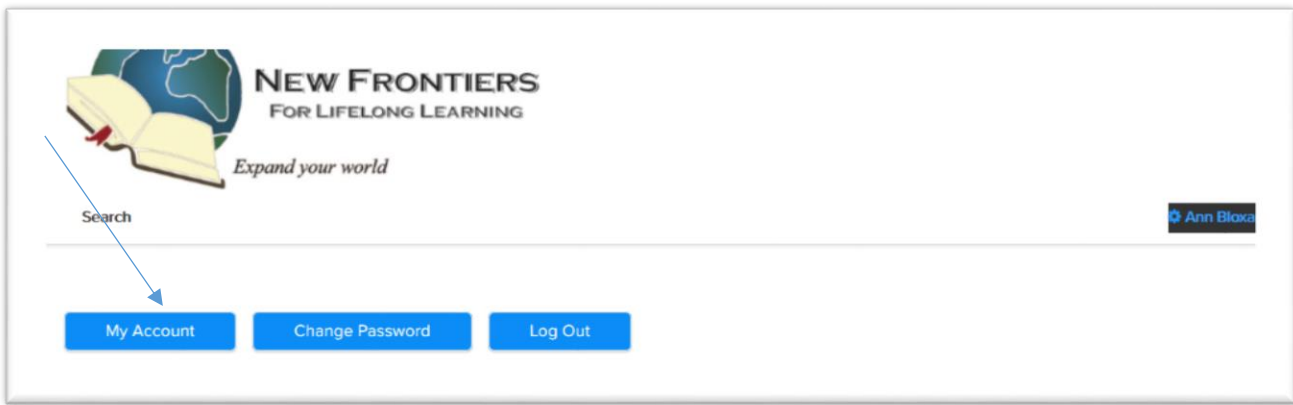
**TO SEE YOUR CONFIRMED REGISTRATIONS ONLINE:**

1. Go to [Newfrontiers.mesacc.edu](http://Newfrontiers.mesacc.edu), select Member's Acct, Log in. You must be logged in and on the Search/Login screen.
2. Select "My Account". You may have to search for this option. If you see a "wheel", similar to a Settings icon to the left of your name, click on that; or if "Account" appears after your name, at the top right, click that. Your screen may differ, depending on your computer device.

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Help Ann Bloxam

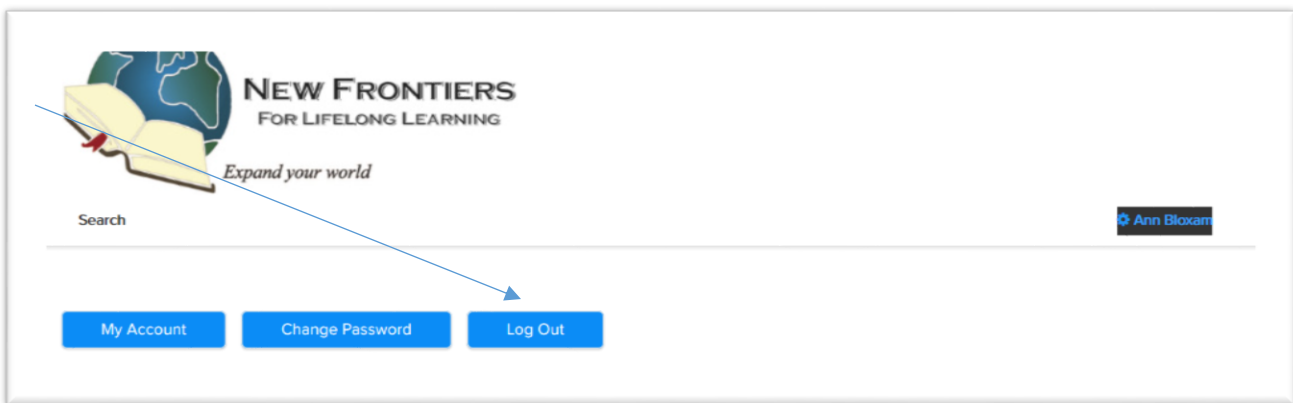
3. When you find "My Account", **scroll down** to the bottom of the page, where you should find "My Registrations" listed among other tabs/options.



Semester	Type	Program	Status	Start Date	Balance	Mark
Zoom Test	Class	Test Thurs Jun 11	Registered	6/11/2020 2:00 PM	\$0.00	<a href="#">Download PDF</a>
Zoom Test	Class	Zoom Test 5-5-20	Registered	5/5/2020 1:00 PM	\$0.00	<a href="#">Download PDF</a>

If you do not find your classes listed under “My Registrations”, you have missed a step and will need to repeat the registration process.

Be sure to **Log Out** to exit. Again, you may have to poke around on the Search/Login screen to find the Logoff button, depending on what computer device you are using. (Click “wheel” icon by your name in upper right). Log Out.



Once you are registered you should receive a confirmation email thanking for your purchase and listing the classes you have registered for.

If you have problems registering, you may call the office (480-461-7497) for help.