



A&SW'S REGISTRATION PORTAL

A&SW's registration process for public classes is done online through A&SW's Registration Portal. Listed below are the steps to help you get started.

You will create an account for you, as the person in charge of Registration. Then, you'll add each student to your Account, one at a time. Each student will have a Portal (only you can access, not students). All historical data will be stored for each student (registration, payments, registration forms, email communication, etc.).

- **Create Account**, top right, enter YOUR information and save.
- Go to the Listing of Classes page and locate the class you want to register your student for by scrolling down the list. You can use the filters at the top, if you prefer. Once you find the class you want to register them for, click **Learn More** (this will take you to view all the details for that class, including dates, times, location and pricing for each class).
- Click the **Register Now** button on the Class Page.
- This will take you to view your Account, you will see your name in the table. (but, you're not registering for a class)
- Click on **Click Here to Add Another Registrant to Your Account** (this will be for your student).
- Enter the information for your student, this is the class registration form as well.
- Go through all the pages (Cart, Payment, Statement), including the payment screen, if you're paying later, choose CHECK payment method
- Once registered, you see the Invoice/Statement popup on your screen, you have the opportunity to email it to someone else in your company, Accounts Payable for example. When they get it, there'll be an option to **Pay Balance** on the Invoice/Statement.
- For each student you add to your account, you can view all email correspondence, all payments and registrations for that student.

We hope this helps! Once your students are entered, it'll be super easy to register them in the future. If you get hung up at all, let us know and we can walk you through the process.

As soon as you see the Invoice/Statement popup on your screen for each student, you and that student will receive a **Confirmation Email** with all the class info, two days prior to class they'll receive a **Reminder Email** (and Text if selected) and the day after class each student will receive an **After Class email** with their FDOT CTQP Affidavit that needs to be submitted to the CTQP Administrator.

**Let me know if you have any questions!
We're happy to have you in our classes!!**