

# How Do I Register Online for a Program at HealthTrack?

1. Go to <http://www.htsw.net>
2. Click on Online Services → Program Registration. *Figure 1*
3. In the bullet list of Online Services, select **Program Registration**.

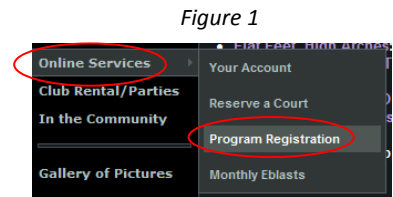


Figure 1

4. Log in with your user name & password.
5. After log in, you are taken to the Account Summary Web page; please review for accuracy.

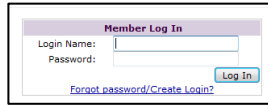


Figure 2

6. Click on **Program Registration-Sign up for a program**. *Figure 3*
7. You will be taken to a page entitled "Browse Programs." Select your **Session**. Select your **Category & Course**. *Tip: Click on the + & - to expand & retract the menus.* Select the program of your choice and click on it. *Figure 4*

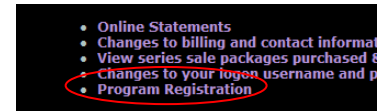


Figure 3

8. Scroll down to view the program information. There are 3 options available for each program. You may **View Details** which lists dates, times, and other details. You also have the option of **Tell a Friend** which allows you to email the class information to a friend. Lastly, you may **Add to Cart** if you would like to register for the program.

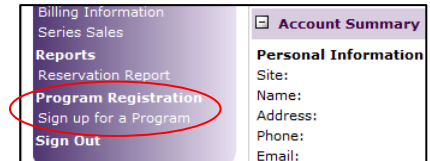


Figure 4

9. After adding a program to your cart, you will be taken to your shopping cart and able to view your class. You will be given 3 options. You may **Continue Shopping** or you may **Remove the Program** or you may choose to **Checkout**. Click **Checkout** after you have finished registering for the desired program(s). *Figure 6*



Figure 5

10. A waiver will be provided to you and your signature will be required on the 1<sup>st</sup> day of class. Check **Accept**. Click **Continue**.

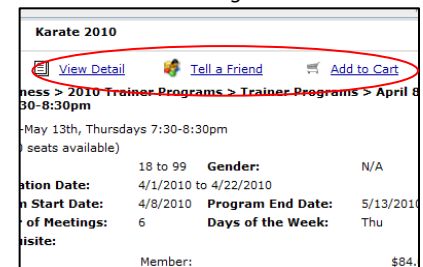
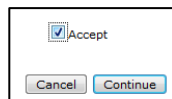


Figure 6

11. The last step requires you to enter your payment information. If you have a credit card on file, you may use this option. If not, please enter your credit card information. At this time, MasterCard, Visa, American Express & Discover are accepted. *Tip: CVV2 is the number on the back of your credit card.* Please select billing address and enter a confirmation email address. Review all information and click **Submit Payment**. *Figure 7*

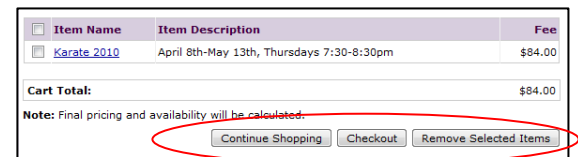


Figure 7

12. A confirmation email will be sent to your email address.
13. Congratulations: you have successfully enrolled in a program at HealthTrack!

