

# 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 bulleted list of Online Services, select **Program Registration**.

Figure 1

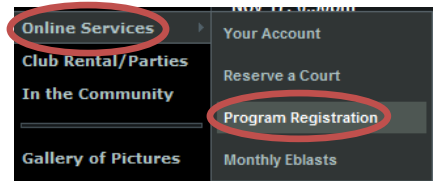
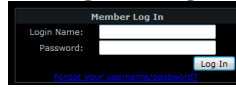


Figure 2



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.
6. Click on **Program Registration-Sign up for a program** at the top of the page. *Figure 3*

Figure 2

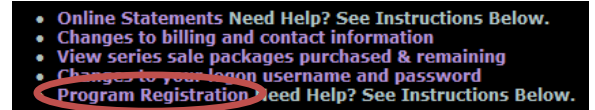
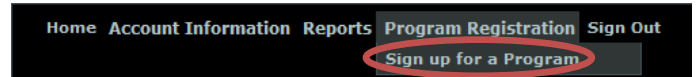


Figure 3



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 4

8. Scroll down to view the program and course information. You may **View Details** which lists dates, times, and other details. Select **Add to Cart** if you would like to register for the program.



Figure 5

9. Select yourself or the family member participating in the program.
10. After adding a program to your cart, you will be taken to your shopping cart and able to view your class. You may **Remove the Program** or you may choose to **Checkout**. Click **Checkout** after you have finished registering for the desired program(s). *Figure 5*

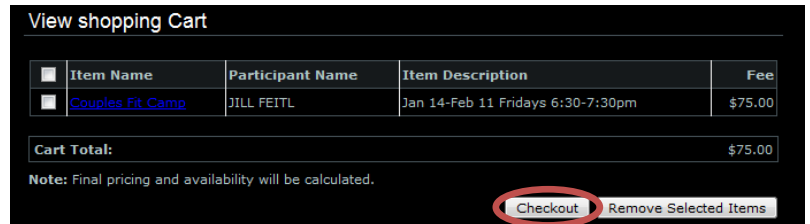
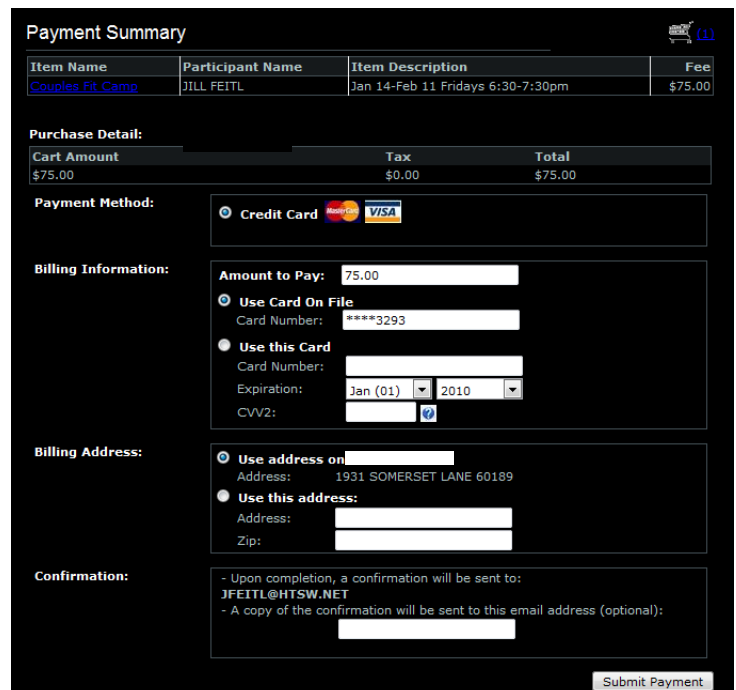


Figure 6

11. A waiver will be provided to you and your signature will be required on the 1<sup>st</sup> day of class.
12. 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 and 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 6



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