Detailed Directions for Student Registration/Enrollment in LIR Classes

1.   Type https://lirpalmdesert.com/ on the top URL address line of your browser. It will take you to the LIR website with the big picture of students on the front page.

IMPORTANT NOTE: Devices should be using the most current operating system. if you only have a phone or small tablet to use, it is advised that you use that device in "Landscape" mode (that is holding them in the horizontal/length wise position).

2.   Click on the green **"Register"** button on the picture. That will take you to the **LOGIN/CREATE ACCOUNT** page.

a.   **All first-time users of this website** will need to click on **CREATE ACCOUNT.** If you logged into take classes last term, clickon the **LOGIN** button & enter your email and password you used last time.

b.   Complete all fields carefully. Errors will invalidate your registration. Make a note of your simple password.

Note: After creating an account, next time you visit the site, you will simply use the LOGIN feature with the same email address and password you created.

3.   Click **"LOGIN"** and fill in your email address and password.

Note: If you **forget your password**, you can click the green **forgot password** link below. Fill in your email and **click "Forgot Password" button**
You should receive an email with a link to click on. This will take you to the change password page.

4.   After you click LOGIN, you will be directed to **the "MY PROFILE"** page.

5.   On the left side of the page, below My Profile click **"UPCOMING SESSION".**

Note: this will only show when registration is open.

6.   You are then directed to the page with the list of available classes.

a.   Scroll through the classes and **CLICK to add on the desired classes you plan to ATTEND**. You are allowed to **enroll in up to 5 classes**. Be sure to check if they are offered as Zoom or In Classrooms.

b.   As you select your desired classes, they will appear on the left side of the page.

IMPORTANT NOTE: **When using a smaller device (phone/tablet)** **you may have to scroll up to the top of the page to see the list and "Pay Now" button.**

Also, if you reach the maximum of 5 classes, all other classes will be greyed out. You can, at this point, click DROP (top of page or on the left depending on device) if you would like to switch one class for another.

7. When you are satisfied with your class selections, click the **"PAY NOW"** button under your class selections on the left side (or top of page depending on your device)

8. You will be directed to the payment page**. If** you have a PayPal account and want to use it, click the PayPal button. **Or to pay by credit card**. Scroll down the page to enter your credit card information.

9. To complete the enrollment process YOU MUST click the "FINISH" button at the bottom of the payment page. The next screen will be the Thank You page showing the classes you are now enrolled in. A conformation email with the same information will be sent as well.

10. If you have anyone else to register, go back to the profile page and click LOGOUT. Completely close your browser and start these same instructions from #1 using a different email address.

If you decide to add/drop classes after your register, and registration is still open:

1. go back to: https://lirpalmdesert.com/

2. Click on Login.

3. Enter your email address and password. You will be directed to the profile page.

4. Click UPCOMING SESSION. Your classes will appear, and you may drop and/or add classes there.

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Need Help—email your questions (please be as detailed as you can) to our help desk at:

LIRPalmDesert@gmail.com