

How to Register for Classes and Pay Online

- I. Go to the SCG Computer Club's Web site: www.grandcomputers.org.
- II. In the button bar on the left of the screen, click on the Member Login button.
- III. Login
 - A. Member ID: CAM number, with or without the dash (1234-000).
 - B. Password: First name and first numbers of CAM number (First1234). Notice that the first name has an upper case first letter, lower case all other letters; no dash or space between the first name and CAM number. Click the Log In button.
 - C. Notice that you can click on Show password checkbox to be sure you have entered the password correctly.
- IV. Members Only page with your name displayed.
 - A. Update your membership record. Click on this link to confirm or change your personal information. If a change is made, click on Update; if no change, click on Done in the button bar to the left when finished.
 - B. Change your password. This is not advised; if forgotten, the membership director would need to be contacted to reset your password.
 - C. Register for classes. The Help window in the button bar is very helpful, both assisting you in each step and answering some frequently asked questions.
 1. Click on the course desired under Courses Available; it appears under the second table on this page.
 2. Determine the date of the class you would like to take. Click on the number in the column under Regular for a desktop computer, or under Laptop if interest in bringing your own computer to class. Notice the class you selected appears under the enrolled area at the top of the page.
 3. If after clicking on the course to enroll in it, you may click on the enrolled class to withdraw.
NOTICE: Once you have paid for the class, you must contact the education director to withdraw.
 4. When finished, click on the button to the left Your Class Invoice. On this screen you can confirm the classes in which you are enrolled and the total balance due.
 5. Pay for classes.
 - a. Bring a check or cash into the club, placing it in a green envelope and leave it with the monitor. Be sure to provide your Invoice #, CAM number, and name.
 - b. Pay using PayPal by clicking on the button at the bottom of the invoice. In PayPal, 1) enter the required information and submit or 2) enter your ID and password, if you have a PayPal account, and proceed as a member. When finished with making payment, close the window. You will momentarily receive a paid statement from PayPal. Keep this for your records. Click Done or go back to the Members Only page.
 - D. View your class schedule. This will give you a confirmation of the classes in which you are enrolled. Click Done when finished with this page. Notice that there is a note if you are a laptop student.
 - E. View your class invoices. The last invoice or the last three may be displayed for your online records.
 - F. When finished, click on the Log Out button in the left button bar to leave the Members Only pages.