

Sign Up From Home!

ADULT

ON-LINE REGISTRATION FOR ADULT CONTINUING ED CLASSES



You can register for Adult Continuing Ed classes using our convenient On-Line **Web Trac** registration system. Access to the system requires the establishment of a **Household Account** and a unique **Username** and **Password**.

IMPORTANT!

**This must be done through our office.
Give us a call and we'll be happy to get you started!**



Once your account is established you may register for classes.


PLEASE FOLLOW THE INSTRUCTIONS OUTLINED BELOW

NOTE: Those families who have previously registered for a YOUTH activity via **Web Trac** can log in and skip to step #9.

- 1) Go to the Oceanside School District Web Site at www.oceansideschools.org.
- 2) Look under the **DISTRICT LINKS** sidebar and choose **Department of Community Activities (DOCA)**.
- 3) On the DOCA web page, click on **Click here to access the Web Trac Homepage**. This will bring you to the **Web Trac Household Login** page.
- 4) Using your unique **Username** and **Password**, fill in the required fields and click **Login**.
- 5) If your e-mail is not on file, a window will pop up requesting your e-mail address. Please fill out and submit. **A valid e-mail address is a requirement in order to continue and will allow you to receive confirmation receipts at the end of your registration transactions.**
- 6) If you choose to, you may now change your **Username** and **Password**.
- 7) Please provide answers to the two security questions and click **Submit**. It is recommended that you keep a record of your username, password and answers to your security questions for future reference!
- 8) Click **OK** and begin browsing **Activities**.
- 9) Select **ADULT** under **Category**. Leave **GRADE** as **Unspecified**. This will bring up the list of courses that are available. You may then choose from the **TYPE** category to narrow the list to your particular areas of interest. Course listings will look something like this:

220004 - Technology for Seniors

Activity	Description	Dates	Time	Days	Location	Ages	Fees
 220004-00	Technology Sr-Basics	09/28/15 - 10/16/15	11:00A - 12:00P	M, W, F	School #6	18 years and Up	\$84 

- 10) You may click on the  icon for more detailed information on sections.
- 11) Make your selections and continue, following the prompts to register using your credit card.
- 12) After completing your transaction, a confirmation/receipt will be e-mailed to you.

Any questions regarding Registration? Call the DOCA Office at 594-2336.