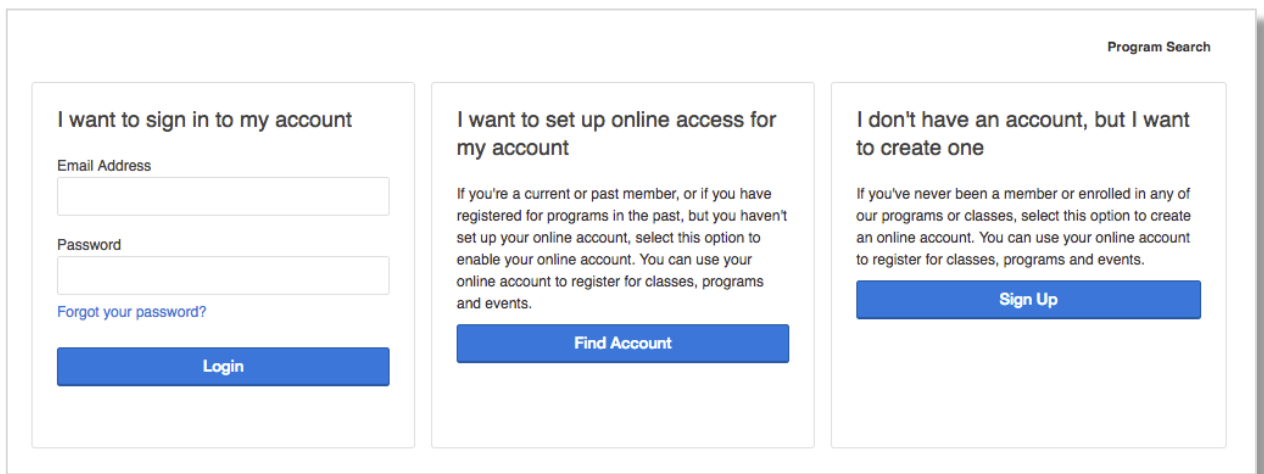


Members & NonMembers: Using online registration for program and classes.

Setting Up Online Access

Learn how to setup online access to your account in order to register for a program, child care program or camp program, check your balance, print child care/camp tax statements and manage your billing methods. When setting up online access, there are three options. Each of these details are listed below.



The screenshot shows a web interface for online registration. At the top right, there is a link for "Program Search". Below this, there are three distinct panels:

- Panel 1 (Left):** Titled "I want to sign in to my account". It contains two input fields for "Email Address" and "Password". Below the password field is a link "Forgot your password?". At the bottom is a blue "Login" button.
- Panel 2 (Middle):** Titled "I want to set up online access for my account". It contains a paragraph of text: "If you're a current or past member, or if you have registered for programs in the past, but you haven't set up your online account, select this option to enable your online account. You can use your online account to register for classes, programs and events." Below the text is a blue "Find Account" button.
- Panel 3 (Right):** Titled "I don't have an account, but I want to create one". It contains a paragraph of text: "If you've never been a member or enrolled in any of our programs or classes, select this option to create an online account. You can use your online account to register for classes, programs and events." Below the text is a blue "Sign Up" button.

Login

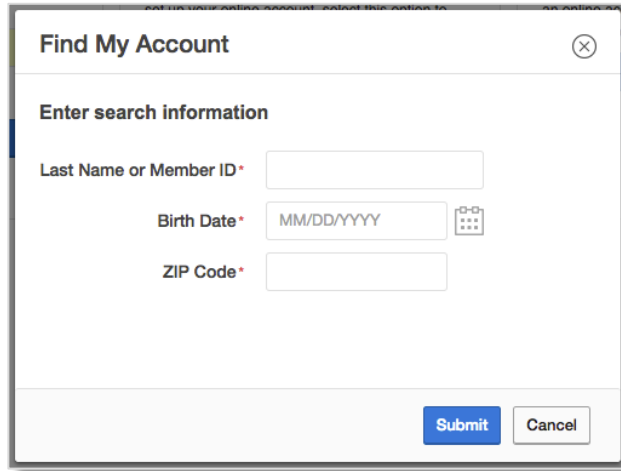
Use this box (far left) if you have setup access to your online account in the past. If you have forgotten your password, click "Forgot Password" and enter the email address associated with your account. A link to set a new password will be emailed to that email address.

Find Account

Use this box (middle) if you have registered for a program or membership at any point in the past (even if you did not register online). Click "Find Account" and you will be asked to enter your:

- Last Name or Member ID
- Birth Date
- ZIP Code


Daxko Operations: Setting Up Online Access



Find My Account ⓧ

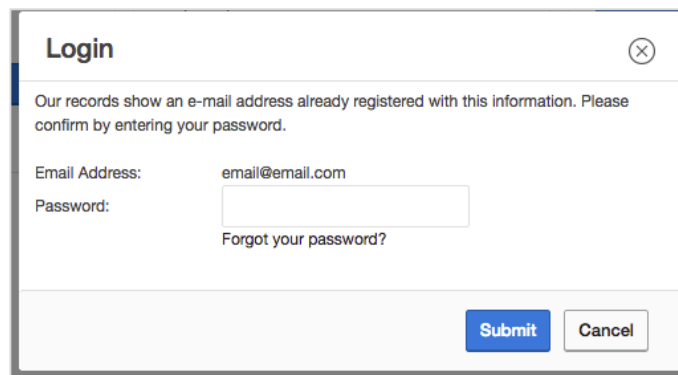
Enter search information

Last Name or Member ID*

Birth Date* 

ZIP Code*

If you have setup online access in the past, the system will present you with the following box:



Login ⓧ

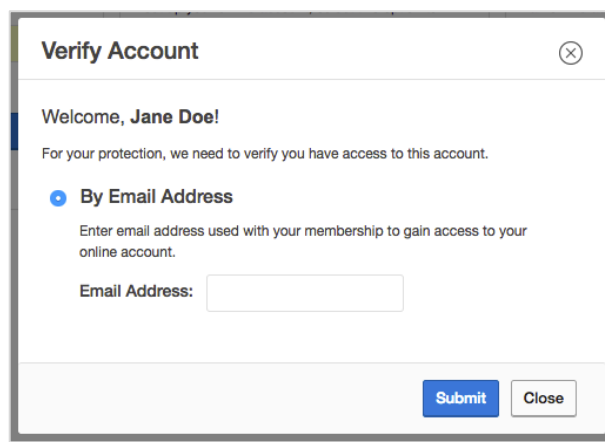
Our records show an e-mail address already registered with this information. Please confirm by entering your password.

Email Address:

Password:

[Forgot your password?](#)

If you have never setup online access in the past, the system will check if you have an email address on file. If you do, the system will present you with the following box:



Verify Account ⓧ

Welcome, **Jane Doe!**

For your protection, we need to verify you have access to this account.

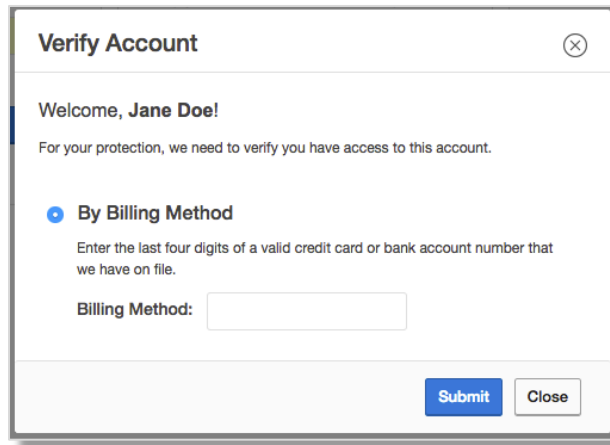
By Email Address

Enter email address used with your membership to gain access to your online account.

Email Address:



If you do not have an email address on file, the system will ask you to enter the billing information tied to your account.



Verify Account ⓧ

Welcome, **Jane Doe!**

For your protection, we need to verify you have access to this account.

By Billing Method

Enter the last four digits of a valid credit card or bank account number that we have on file.

Billing Method:

Submit **Close**

Enter your billing information. If you have neither an email address nor a billing method on file, the system will present you with your branch's contact information. The staff from that branch will be able to give you information on setting up online access for you over the phone.

Sign Up

Use this box (far right) if you have never attended anything at this organization before. You may sign up for a non-paying membership to simply register for a program, child care program or camp program or a full-paying membership complete with access to the facility and typically special program pricing.

Choose the location you wish to attend to get started.

