

HOW TO REGISTER NIC ELDERCOLLEGE MEMBERSHIP & COURSES - A STEP-BY-STEP GUIDE

For administrative purposes, **ElderCollege Membership** is considered a course. You may want to complete your membership as soon as possible as you will then receive all future online information. Registration for Fall and Winter **ElderCollege Courses** is available in September and January and the registration process is the same.

1. In a browser (e.g. Chrome, Microsoft Edge, Safari), enter www.nic.bc.ca/eldercollege
2. Select **ElderCollege Membership and Course Registration** (blue rectangle)
3. Select **Continuing Ed/ElderCollege** (gold strip)

*(If you are already a member, select **Log In** here at top. Provide the information requested and select **Submit**. You will be returned to this page. Select gold strip.)*

4. Select **Register and Pay** (very small blue letters, beneath 'Registration for CE/EC')
5. At the arrow drop down menu for **Course Type**, select **ElderCollege**
6. At the arrow drop down menu for **Location**, select the campus where you would like to attend courses (**CV Comox Valley Campus** or **CR Campbell River Campus** or **PA Port Alberni Campus**)

(N.B. Nothing is needed in 'Course Code Number' or 'Search for Keyword')

7. Select **Submit**. This will reach '**Select Classes.**'
8. Select **ElderCollege courses** by checking to the left of your chosen courses.
9. Select **Submit**.
10. **Provide** the information requested and pay online. This is a secure site. Payment can be made with MasterCard, Visa or American Express. Confirmation and a receipt will be emailed to you. The receipt will include your *permanent* seven-digit Student ID number. Be sure to record/retain this ID number for future registration.