Independent Study in Idaho
COURSE REGISTRATION PROCESS

FIRST STEP — ADD TO CART

Browse **ISI Course Catalog**: https://keeplearning.uidaho.edu/isi-courses.htm

To purchase a course click **ADD TO CART**
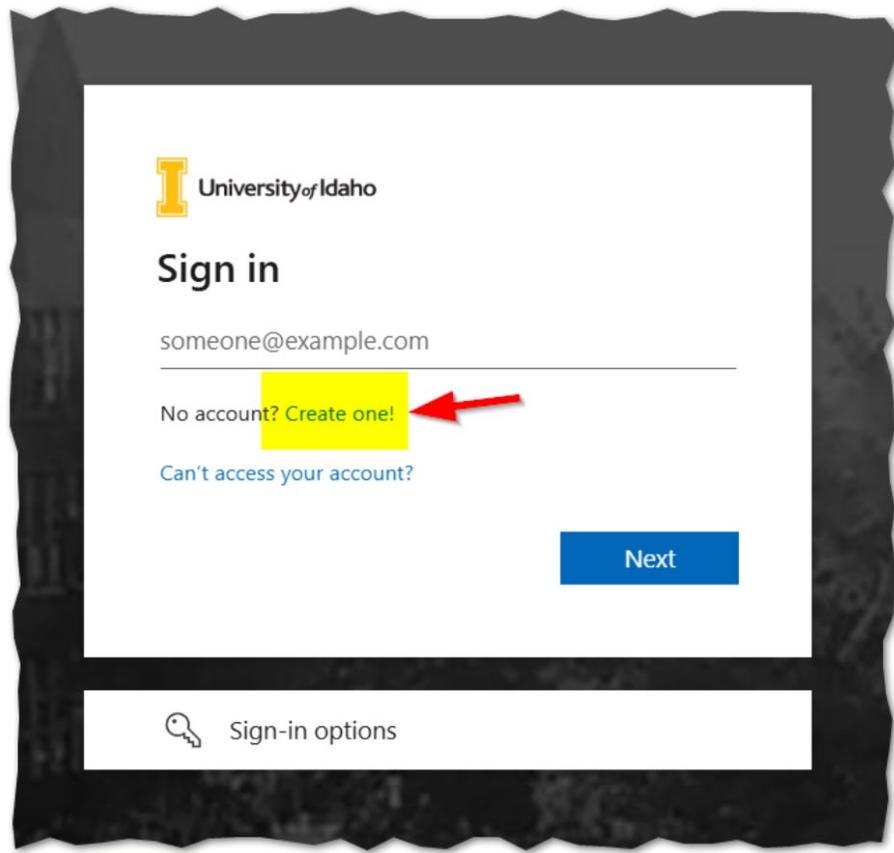

Click **CHECKOUT**

The first thing Keep Learning Idaho course registration requires after pressing Checkout is to sign in with an account. You can create one on that screen if you don't have an account. Continue to the next step...

NEXT STEP — SIGN IN

If this is the first time you have registered for a course on [Keep Learning Idaho](#), you can login with your UIdaho account. Or, if you don't have an account, click **Create One!** to sign in with your **personal email address** (e.g., Gmail, Microsoft, etc.)

A **CODE** will be sent to your email to allow you to sign in and continue the course registration process. *Note: University of Idaho and Microsoft accounts still use your password instead of a code.*

The next step will depend on if the course requires a pre-requisite check or not…

NEXT STEP — PRE-REQ CHECK

If your selected course DOES NOT have a PRE-REQ, skip to the Next Step

If your selected course DOES have a PRE-REQ... Within the "Attention" alert, click the **"here"** link to upload your **Prerequisite Proof.**

Click the **START** button.

Click **Yes** to confirm you meet the pre-req requirements.

Press **Choose File** to upload your evidence file (e.g., a course transcript)

Press **Submit**

Press **Continue Checkout**

The next step will collect information required to enroll you as a student on the University of Idaho Keep Learning Idaho platform...

NEXT STEP — STUDENT INFORMATION

Click **Checkout**

Fill in the required **Personal Information** fields.

Social Security Number is requested to provide you with a 1098T Tax form.

Click **Continue Checkout**

The next step will collect information specific to the Independent Study in Idaho courses...

NEXT STEP — SUBMIT "ISI Registration Application"

Press **START** on the ISI Registration Application.

Press **START** again on the main Application Page

Fill in the **requested application information.**

Press **Submit Application**

Campus 360
University of Idaho

Continuing Adult
Professional Education
KEEP LEARNING

Checkout

My Profile / Applications / Payment / Receipt

Applications

Pages: To Do

1. Independent Study in Idaho Registration Information -Incomplete

Please complete the following application. When you've completed all required fields, click on **Submit Application** to continue with the Checkout Process.

Independent Study in Idaho Registration Information

Student Information

Legal First Name *

Legal Middle Name *

Legal Last Name *

Maiden Name

Other names you may be listed under

Will you be receiving Veterans Benefits to pay for this course(s)?*

○ Yes
○ No

Academic Status

Are you currently working on a degree, certificate, or microcredential at a community college, college, or university (public or private)?*

○ Yes
○ No

Are you a high school student taking an ISI course for dual or concurrent enrollment?*

○ Yes
○ No

Goals

What is your purpose in enrolling in an ISI course? *

How long do you expect to take to complete this course? *

What is the most important consideration for you in registering for this course? (for example: having a year to work on the class, self-paced coursework, affordability, online option, can start the class whenever I wanted to) *

How did you hear about the ISI program? *

Initial to acknowledge the following — "Many Independent Study in Idaho courses require a proctor for course exams. A proctor is a person who supervises you when you take a test, much like an instructor would if you were taking the test in a traditional classroom setting. If your course requires a proctor, you will receive an email with detailed instructions for setting up a proctor. If your course requires a proctor, you are responsible for finding an acceptable proctor during the first week of the course." *
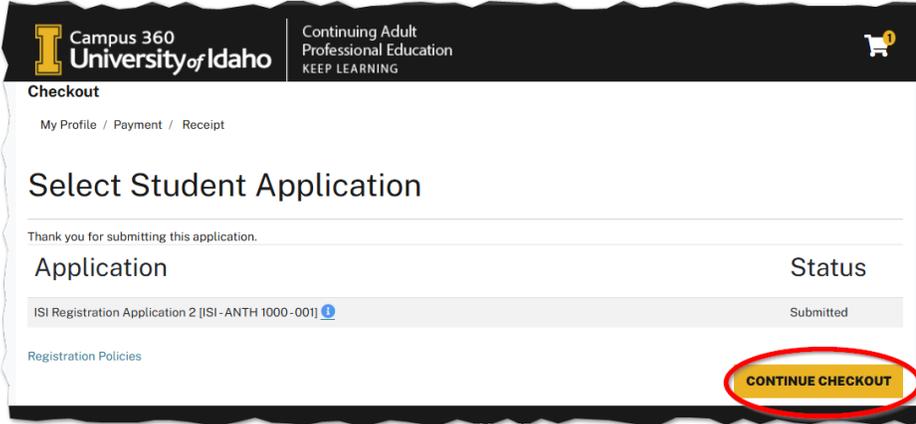
SAVE THIS PAGE

SAVE AND FINISH LATER

SUBMIT APPLICATION

Press **Continue Checkout** once again.

If the course has a **PRE-REQ** the students' registration process **pauses** here. ISI must review and approve the application and pre-req before students can continue the purchase. Students will receive email instruction once their application has been processed and approved.
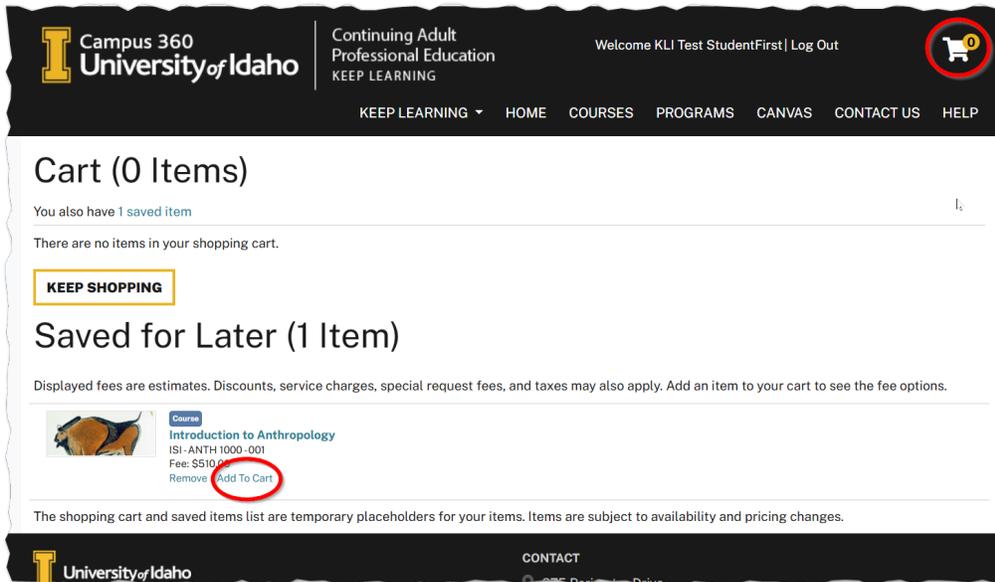

The next step will depend on if the course requires a pre-requisite or not...
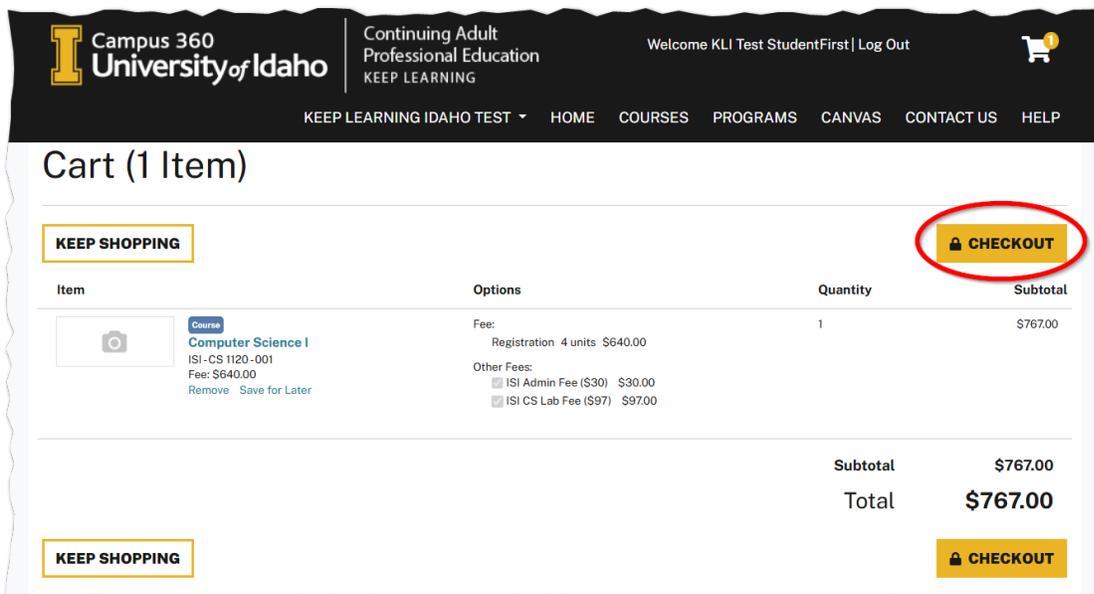
NEXT STEP — FOR COURSES WITH PRE-REQS

If the course DOES NOT have a Pre-Req, skip to the next step.

If the course DOES have a PRE-REQ and the student has been approved...

1. The student will receive an email notification with instruction on how to continue the course purchase.

2. The student will need to login to their Keep Learning Idaho CART

3. Under *Saved for Later*, click **Add to Cart** to move the "saved" course back into your cart.
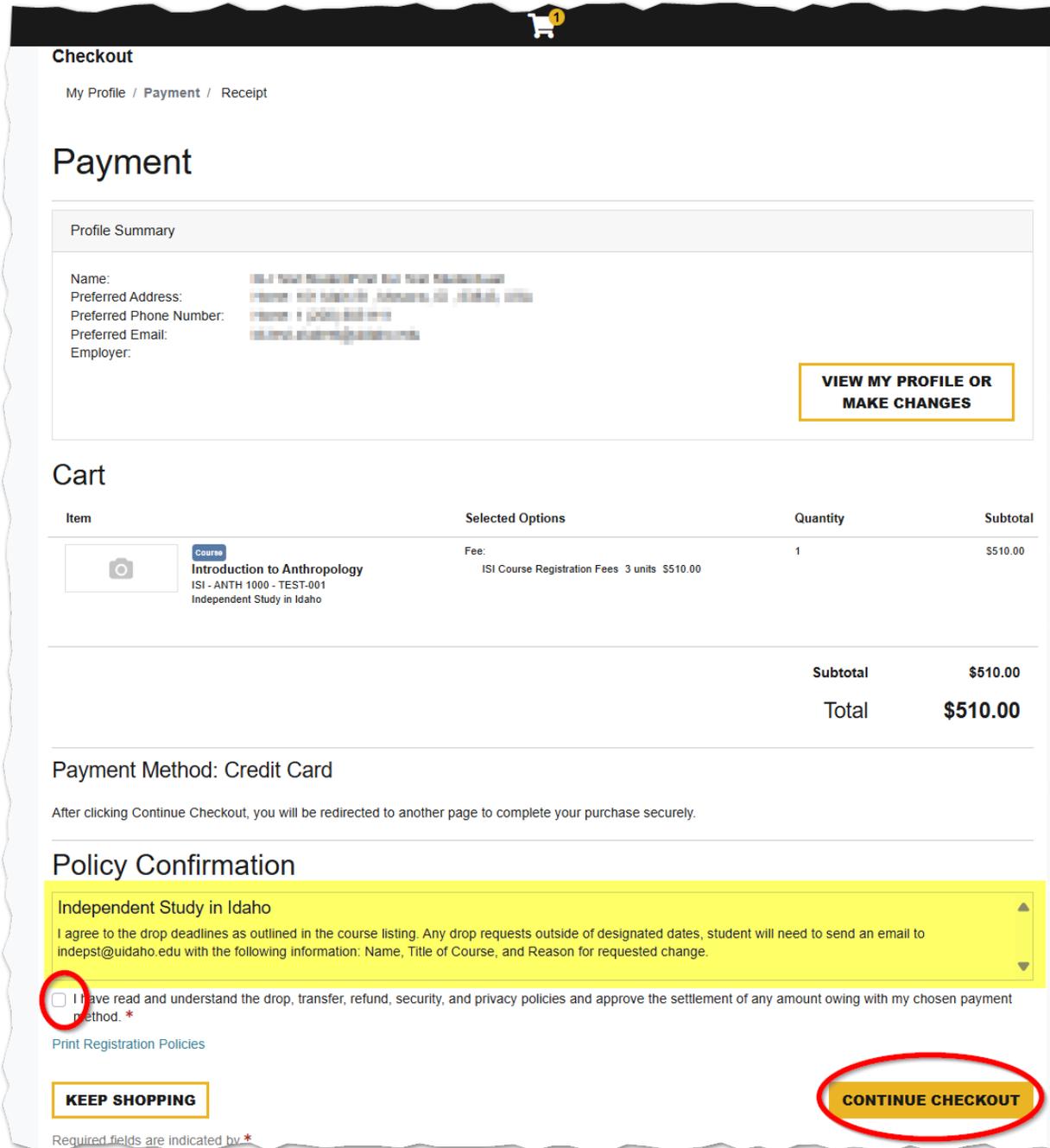

4. Click **CHECKOUT** once again.

The next step confirms the information you entered, and requests that you read and confirm the course drop policy...

NEXT STEP — POLICY CONFIRMATION

Read the **Policy Confirmation**

Check the box that indicates you read the confirmation.

Press **Continue Checkout**.

The next step collects your payment information. Visa and Master Card are the only available options...

NEXT STEP — PAYMENT

The student will be automatically redirected to TouchNet to complete the purchase with a Credit Card.

Visa and **Master Card** are the only payment types accepted on the Keep Learning Idaho platform.

Student fills in **Credit card number, expiration date, Security Code, Name on Card, Billing Address, and Email**.

Press **Continue**

The next and final step will provide you a receipt of purchase. You will also receive this via email.

LAST STEP — RECEIPT

Once the TouchNet purchase is complete, the student will be redirected back to the Keep Learning Idaho Receipt screen.

They will also receive two emails immediately:

1. Course Confirmation email

2. Course Receipt email

3. Once they're pushed into CANVAS (sometime in the next 6 hours), they will also receive the LMS enrollment email with links to CANVAS.