

Mankato Area Lifelong Learners

Online registration instructions:

For Programs

From www.mnsu.edu/mall click on Program Schedule
Click Register now!

For Special Events


From www.mnsu.edu/mall click on Special Events
Under the Special Event you wish to register for
Click Register now!

This will take you to a Mankato Area Lifelong Learners Event Registration site (both for Programs and for Special Events)

Click on [Register here](#) for the event you would like to register for (each event is a separate registration process).

CREATE an ACCOUNT (for FIRST TIME users)

If you are a new participant, you will need to click on [Create an Account](#) (Only 1 account per e-mail address. If you and a spouse use the same e-mail address, you can enter each of your names separately on the actual registration form, so don't worry about that here).


New Participants: will need to [Create an Account](#) prior to registering or ordering tickets for an event.
Returning Participants: should login with their email address and password.
If you have trouble registering or need assistance please contact [Mankato Area Lifelong Learners](#)

Email:	<input type="text"/>
Password:	<input type="password"/> (I forgot my password)
	<input type="button" value="Login"/>

When you click on this, you will see:

Creating an account allows you to access this site, register or order tickets for an event and view previous account activity.

* denotes required fields.

*First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
*Last Name:	<input type="text"/>
MSU Tech ID:	<input type="text"/> (If currently enrolled at MSU.)
*Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
*City:	<input type="text"/>
*State/Province:	<input type="text" value="Select State"/>
*Zip/Postal Code:	<input type="text"/>
Country:	<input type="text" value="United States of America"/>
Home Phone:	<input type="text"/>
Work Phone:	<input type="text"/>
*Email:	<input type="text"/>
*Re-enter Email:	<input type="text"/>
*Password:	<input type="password"/> (Password needs to be 8 or more characters.)
*Re-enter Password:	<input type="password"/>

All information with a * is required. Enter the information and click

Remember your e-mail address and password for future reference. (Passwords are Case Sensitive)

IF YOU ALREADY HAVE AN ACCOUNT (Have registered online in the past):

Enter your e-mail address and password and click :

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Email:	<input type="text"/>
Password:	<input type="password"/> (I forgot my password)
<input type="button" value="Login"/>	

REGISTRATION:

You will then be taken to the Event Registration page for your event.

For the **Programs:**

You will need to click on yes or no for EVERY course program

Enter the participant name (your name or your spouse name—FIRST and LAST)

Click on the rides questions (not required)

Click on continue and verify your choices (if you need to make corrections, click on Edit)

Click continue to go to the payment page

For the **Special Events:**

Enter the participant name (your name or your spouse name)

Answer any other questions based on Special Event

Click on continue and verify your choices (if you need to make corrections, click on Edit)

Click continue to go to the payment page

PAYMENT:

Choose what registration fee you are paying (the fee or the fee plus your membership) See the sample below:

Items

Select	Item		Amount
<input checked="" type="radio"/>	Registration Fee	\$25.00	\$25.00
<input type="radio"/>	Registration Fee and Membership	\$35.00	
	Total Charges Calculate		\$25.00

If you will be **sending a check**, click on the box stating so:

Check here if your employer, another agency or you will be sending payment.

The following will appear—fill in all areas (information with a * is required):

Payment Provider Information

Please provide the following information on your employer or organization that will be making the payment.

*Payment Provider's Name:	<input type="text"/>
*Contact Name:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State/Province:	<input type="text" value="Select State"/> Zip/Postal Code: <input type="text"/>
Country:	<input type="text" value="United States of America"/>
*Phone:	<input type="text"/>
Email:	<input type="text"/>
Comment:	<input type="text"/>

Click

If you will be paying by **credit card**:

Credit Card Information

*First Name on Card:	<input type="text"/>
*Last Name on Card:	<input type="text"/>
*Street:	<input type="text"/>
*City:	<input type="text"/>
*State/Province:	<input type="text" value="Select State"/> *Zip/Postal Code: <input type="text"/>
*Country:	<input type="text" value="United States of America"/>

Visa and Mastercard cards are accepted. Please enter numbers only. Do not use spaces or any other special characters.

*Credit Card Number:	<input type="text"/>
*Credit Card Expiration: Month:	<input type="text" value="Select Month"/> Year: <input type="text" value="Select Year"/>

Click

For both CHECK and CREDIT CARD:

Verify all your information and hit

PRINT this page (your e-mail confirmation page will not list your choices).

A confirmation will be sent to your e-mail address.

TROUBLE SHOOTING

If you try to create an account and already have one, you will see the following error:

A user with this email address already exists.


If you see this, hit on the bottom of the page, and then enter your e-mail address and password and click :

New Participants: will need to [Create an Account](#) prior to registering or ordering tickets for an event.

Returning Participants: should login with their email address and password.

If you have trouble registering or need assistance please contact [Mankato Area Lifelong Learners](#)

Email:	<input type="text"/>
Password:	<input type="password"/> (I forgot my password)
	<input type="button" value="Login"/>

If you forgot your password, click here  a new screen will come up for you to enter your e-mail address and click and a password will be sent to your e-mail address.

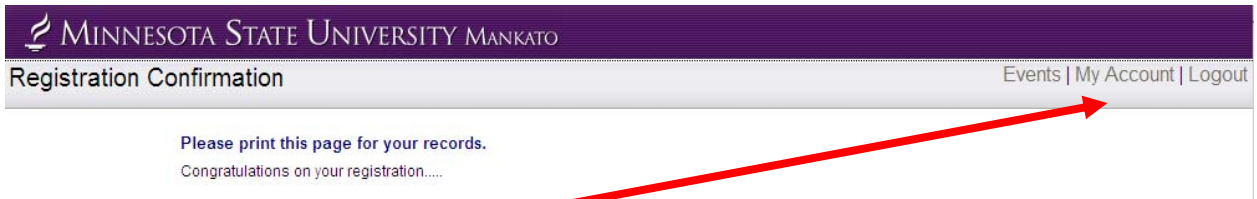
Enter the email address you used to created your account. If the email address exists in our records, you will receive an email with further instructions.

Email:

A new password will be generated and sent to your e-mail address.

To reset your password:

After you hit SUBMIT to finalize your registration. You will see the following on the top of the screen:



Click on My Account

Click on [Change Password](#) on the right hand side of the screen inside the box with your name verification, etc.

Enter the current password that was just sent to your e-mail account, enter the new password you would like.

Change Password

*Current password:

*New password:

*Re-enter new password:

Click Change Password

You will then see the following screen:

Your password has been successfully changed.

Click Close and it will take you back to Your Account. This page lists your information as well as all the courses you have registered for in the past.