How-To
Minnesota State Continuing Education & Customized Training Online Registration
rSchoolToday

Table of Contents

- New Users - Create New Account .........................1
- Returning Users - Log In ...................................4
- Add Someone to Your Account ------------------------7
- Delete Someone from Your Account ......................11
- Find a Class or Event by Institution .....................14
- Find a Class or Event by Keyword .........................18
- Registration - Assign a Person ............................21
- Registration - Multiple People .............................23
- Remove a Class from Your Cart ............................25
- Registration - Check Out ..................................26
New Users - Create New Account

Start here: https://mnsucu.rschooltoday.com/public/home

1. Click “View My Account.”
New Users - Create New Account

2. Click “Create New Account.”
New Users - Create New Account

3. Fill out Student/Participant Information.
4. Click “Save & Continue.”
5. Fill out Payer Information.
6. Click “Continue.”

rST distinguishes between a “student,” who is someone participating in a class or event, and a “payer,” who is the person paying for their registration.
If you’re registering yourself, you’re both the student and payer. In this case just click the box that says “Student/Participant is also the payer” when you get to the Payer Information screen.
If the person participating is not the person paying, enter the participant’s info and the payer’s info accordingly.
Returning Users - Log In

Start here: https://mnscc.rschooltoday.com/public/home

1. Click “View My Account.”
Returning Users - Log In

2. Click “Login to My Account.”

![Login to My Account](image-url)
Returning Users - Log In

3. Enter your username and password, then click “Login.”
Add Someone to Your Account

If you’re registering multiple people, it’s a lot easier to add someone to your account than to create multiple accounts.
Here are some examples of situations in which you might want to have one account for multiple people:
- Parents registering their kids for swimming lessons
- A company registering employees for a training class
- A group attending an event

Here’s how to do it:

1. Click “View My Account.”
Add Someone to Your Account

2. Click “Account Members Info.”
Add Someone to Your Account

3. Click “Add New.”
You can add a new student, payer, guardian, or credit card.
rST distinguishes between a “student,” who is someone participating in a class or event, and a “payer,” who is the person paying for their registration.
Add Someone to Your Account

4. Fill out the new person’s info, then click “Save & Exit.”
Delete Someone from Your Account

1. Click “View My Account.”
Delete Someone from Your Account

2. Click “Account Members Info.”
Delete Someone from Your Account

3. Check the “Delete” box, then click “Save Changes.”
Find a Class or Event by Institution

The Minnesota State system is home to many colleges and universities that offer continuing education, customized training, and events to non-students and the general public. Click on one of our institutions to find out what they’re offering.
Find a Class or Event by Institution

Each institution’s classes are divided into categories and subcategories. Click on a category or search for a specific class in the search bar.
Find a Class or Event by Institution

Clicking on a category brings you to a page of subcategories. Click on one of these to view the classes in that subcategory.
Finding a Class or Event by Institution

Now you’ll see a list of classes currently being offered in that subcategory at your selected institution. From here you can add a class to your cart by checking the “Select” box and then clicking “Add to Cart,” or you can click on the class name to find out more details.
Find a Class or Event by Keyword

If you are looking for something specific, you can type it into the search bar on the home page. This searches all institutions in the Minnesota State system.
Find a Class or Event by Keyword

To search by even more detail, use the Advanced Search screen. This searches all institutions in the Minnesota State system.
Find a Class or Event by Keyword

You’ll get a list of classes currently being offered at institutions throughout the system. From here you can add a class to your cart by checking the “Select” box and then clicking “Add to Cart,” or you can click on the class name to find out more details.
Registration - Assign a Person

1. Once you’ve got your class or event in the shopping cart, click “Assign a Person.”
   * You won’t see this option if you’re not logged in. In that case just click “Check Out” and you’ll be taken to a log-in screen.
Registration - Assign a Person

2. Assign a person, then click “Save and Exit.”
If the participant isn’t on the list you can add him or her to your account by clicking “Add New Person.”
Registration - Multiple People

1. In the “Qty” box enter the number of people you want to register, then click “Update Cart.”
2. Now click “Assign a Person” and choose a participant. Do this for each person you want to register. If someone isn’t on the list you can add them to your account by clicking “Add New Person.”
Remove a Class from Your Cart

Check the “Del” box next to the class you want to remove from your cart. Then click “Update Cart.”
Registration - Check Out

1. Click “Check Out.”
Registration - Check Out

2. Sometimes you’ll be asked for supplemental information. Just fill it out and continue on.
Registration - Check Out

3. Enter your payment info, then click “Submit Payment.”

Class Registration - Confirm that Information is Correct

<table>
<thead>
<tr>
<th>Class/Section #</th>
<th>Class Name</th>
<th>Participant</th>
<th>Begins</th>
<th>Days</th>
<th>Sessions</th>
<th>Start Time</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>327</td>
<td>Commercial Vehicle Inspector Re-Certification course</td>
<td>Rhinoceros Jones</td>
<td>10/14/2016</td>
<td>F</td>
<td>1</td>
<td>9:00 AM</td>
<td>$100.00</td>
<td>Add</td>
</tr>
</tbody>
</table>

Total Cost: $100.00
Total Due: $100.00

Payment Information:

Cardholder’s First Name:
Cardholder’s Last Name:
Card Type:
Card Number:
Expiration Date: January 2016
Card Security Code: [ ] What’s this?
Email Address:
Address:
City:
State:
Zip:

Refunds: Refunds for cancellations that are made prior to the class start date vary by class and institution. Please contact the institution you registered with for refunds and refund information.

Securely Store this Information for Future Payments
Registration Complete

Congratulations! You’re now officially registered.

You will receive an email with the details of this confirmation
You will also get an email from the credit card processor, your credit card will only be charged once.

If you do not receive an email confirmation within 24 hours, please contact us to confirm your registration.

From A Member of Minnesota State Colleges and Universities

Phone :

Would you like to view a receipt?

Yes  No