

## **Registration System**

We are excited to announce that Pioneer RESA has upgraded its registration system to a more simplified and streamlined version with features that will allow you to more easily register for courses, track your course progress, view your transcript, and pay for your courses online!

To ensure a seamless transition, we will keep the old registration system active for a short period of time as we introduce the new system.

Thank you for your patience as we make this upgrade.

Upgraded features include:

- Ability to create a password protected account in the registration system to self-manage the accuracy of account information.
- Improved online payment system (including the ability to accept online credit card payment).
- 24-7 access for registration of new courses and to review completed or current pending courses.
- Confirmation and reminder of all course registrations sent to the email address on file in user account.
- Course withdrawal available from registration system with confirmation sent to the email address on file in user account.
- If placed on a course wait list and an opening occurs, an email notification will be sent to the email address on file in user account.
- Advanced searching of course catalog (search options: by date, department, category, and job position).
- Centralized location to complete end of course evaluations.

## **Course Registration:**

- Go to <https://fcweb.pioneerresa.org:501/>
- Create a new account or login with current username and password.
- Use advanced search functionality to locate course.
- Select specific course to view more detailed information and to start registration process.
- To register for course:
  - Click on “Register” button at bottom of course information.
  - Confirm that you want to register for course and provide any ADA/special needs that you require for class.

- An email confirmation will be sent to the address on file in your account.
- Print confirmation and obtain appropriate authorization signature (if required); If required, mail signed authorization with payment to Pioneer RESA before first class.

After you have created an account in the new registration system, you can view your course history (previously completed courses), pending courses (courses registered for but have not yet taken), and complete any outstanding course evaluations. The Course Catalog provides multiple search criteria for locating courses. You can search by date, category (department), school system, class location, or by target audience. When a course is located, you can select that course to learn more and begin the registration process. Once you have completed the registration process, you will receive an initial email notification, and an email reminder before the course begins. Information is also available for all pending and completed courses. Links to end of course evaluations will be available from the registration system upon completion of the course.