How to modify course registration for CoLang 2014

1. Follow this link to the registration portal: http://tinyurl.com/Register4CoLang

2. Scroll down the home screen of the registration portal past the Details section to find the orange Registration link in the lower, right-hand corner of the page and, below that, the link asking Already Registered?. Click on the Already Registered? link.
3. To access your current registration, enter the email address to which your initial registration confirmation was sent in the first field and the confirmation number indicated in that email in the second field. Click the orange link at the bottom right labeled OK. If you have forgotten your confirmation number, click on the Confirmation Number link located below the two data fields. You will be asked to enter the email address you used during the initial registration process to which an automated email message will be sent containing your registration number.

4. Click on the orange Modify link at the top left of the Registration Confirmation page:
5. The next two screens walk you back through the Registration Information you entered upon initial registration. Unless some information has changed, simply pass through these screens by scrolling down and clicking on the orange Next link in the bottom, right-hand corner of the pages.

6. Once you have clicked Next through the Registration Information screens, you will land on the Item Selection screen shown in the screenshot below. To modify your course selection, find the period for which you wish to change your course selection and click on the small up-and-down-arrows icon on the right edge of the box containing the name of the original course you registered for but now wish to change.
7. A dropdown menu will open, displaying the other remaining courses available for the period you have selected.

8. Select a new course from the dropdown menu and confirm your selection by clicking on it. The new course will now be indicated in the box for that period with the note “Change to” indicated before the course’s title.

9. Once you have made all of your changes, click the orange Next button at the bottom right of the screen.
10. The next screen presents a new summary of your course registration with the course changes you have selected highlighted in yellow. Click the orange Next button at the bottom right.

11. The final screen will recalculate payment information and provide a summary of any changes that may have occurred with your payment for registration as a result of your new course selection(s). In general, if you have simply substituted different courses during periods for which you were previously registered for classes already, there should be no change to your payment and no new balance due. Click the orange Finish button at the bottom right of the screen to complete the course modification process. Do NOT click the back button or close the browser window while the modification is processing.
12. Once your change in course registration is processed, you be returned to the Registration Confirmation page. Your course modification is now complete.