

**LEARN**

to



**TAS Student  
Self-Help Guide**

Register for Torrance Adult School Classes: ONLINE REGISTRATION Step-By-Step INSTURCTION GUIDE

The website address for Torrance Adult School Registration is: [www.tastusd.org](http://www.tastusd.org)

1. Turn on the computer and monitor

2. Click on the :  to open the Internet Explorer browser - this gets you Online

3. This webpage will appear: To go to the ONLINE REGISTRATION Section, click the

[www.tastusd.org](http://www.tastusd.org)



Online Registration	November 29
Mai-in Registration	December 6
Fax-in Registration	December 6
Walk-in Registration	December 13
Classes Begin	January 9

4. Now you will see this page:  
*Click on the department that the class you are interested in should appear.*

*If you are not sure click on any of the categories to see the next list, which shows the class titles.*

Course Heading

- Arts & Crafts
- Bookkeeping & Accounting
- Computer Classes
- Dance Classes
- Digital Camera
- Esthetics
- Fiber Design & Finery, Trims
- Foreign Language
- Medical and Allied Health Occupations
- Music
- Other Adult Classes
- Parent Education
- Recall and Maintenance
- Special Interests
- Texas
- Web Design

5. For example: If I click on Older Adult Classes, another list appears on the right:

Select a course heading, then click on the desired course.

Course Heading
<a href="#">Arts &amp; Crafts</a>
<a href="#">Bookkeeping &amp; Accounting</a>
<a href="#">Computer Classes</a>
<a href="#">Dance Classes</a>
<a href="#">Digital Camera</a>
<a href="#">Exercise</a>
<a href="#">Floral Design &amp; Floristry Training</a>
<a href="#">Foreign Language</a>
<a href="#">Medical and Allied Health Occupation</a>
<a href="#">Music</a>
<a href="#">Older Adult Classes</a>
<a href="#">Parent Education</a>
<a href="#">Repair and Maintenance</a>
<a href="#">Special Interests</a>
<a href="#">Tours</a>
<a href="#">Web Design</a>

**Courses in Older Adult Classes**

Courses
<a href="#">OA: Fine &amp; Applied Arts: Music - Solo Singing I</a>
<a href="#">OA: Fine &amp; Applied Arts: Music - Solo Singing II</a>
<a href="#">OA: Physical Fit - Muscle Strengthening</a>
<a href="#">OA: Physical Fitness - Chair Yoga</a>
<a href="#">OA: Physical Fitness - Difference For Seniors</a>
<a href="#">OA: Physical Fitness - Yoga Beg/Intermediate</a>
<a href="#">OA: Physical Fitness/Senior Exercise</a>
<a href="#">OA: Chair Exercise</a>
<a href="#">OA: Low Impact Aerobics</a>
<a href="#">OA: Low Impact Aerobics Through Dance</a>
<a href="#">OA: Oral &amp; Written Communications: Writing Memoirs</a>
<a href="#">OA: Physical Fitness: Tai Chi - Qi Gong - Level I</a>
<a href="#">OA: Physical Fitness: Tai Chi - Qi Gong - Level II</a>
<a href="#">OA: Physical Fitness: Yoga/ Beginning</a>
<a href="#">OA: Caregiver's Training</a>

6. Now, I click on OA: Physical Fitness – Chair Yoga

There is more than one OA: Chair Yoga, so when I click on this choice on this second list, I will see another webpage with the OA: Chair Yoga classes that I can choose from:

**Classes**

Click on 'ADD' to add the Class to your Shopping Cart.

**OA: Physical Fitness - Chair Yoga**

Click Add to select the section you want to enroll in.

OR

Click on the section# (a series of numbers) to see a little more information about the class

Add	Section	Teacher	Title	Start	End	Days	Start Time	End Time	Location	Total Fees	Notes
<a href="#">Add</a>	<a href="#">082110</a>	Grace	OA: Physical Fitness - Chair Yoga	9/13/2011	12/13/2011	T	1:15 PM	2:45 PM	Levy Multi	\$29.00	
<a href="#">Add</a>	<a href="#">082111</a>	Eichel	OA: Physical Fitness - Chair Yoga	9/12/2011	12/12/2011	M	3:30 PM	5:00 PM	TORMMC	\$29.00	
<a href="#">Add</a>	<a href="#">082112</a>	Eichel	OA: Physical Fitness - Chair Yoga	9/15/2011	12/15/2011	Th	9:00 AM	10:30 AM	TORMMC	\$29.00	

[Return to Titles](#)
[Return to Course List](#)
[View Shopping Cart](#)

**Return to Titles:** You will see the first screen that you saw after you clicked the

**Return to Course List:** You will see the second listing, where you chose the class title

**View Shopping Cart:** will show all the classes that you have click on the Add button – those you want to register in.



7. The **Shopping Cart** shows all the classes that you have selected to register in.

These are the classes in your shopping cart. To remove a class, click on 'Remove'. You may return to the course list to select additional classes, if desired.

Course	Section	Start	End	Days	Start Time	End Time	Location	Total Fees	Remove
OA: Physical Fitness - Chair Yoga	<a href="#">082111</a>	9/12/2011	12/12/2011	M	3:30 PM	5:00 PM	TORMMC	\$29.00	<a href="#">Remove</a>
OA: Low Impact Aerobics	<a href="#">0872003</a>	9/13/2011	12/15/2011	TTh	8:05 AM	9:35 AM	BRTLTT	\$35.00	<a href="#">Remove</a>

Please remember to avoid registering for overlapping classes.

[Return to Titles](#)
[Return to Course List](#)
[Return to Classes](#)
[Enroll in these Classes](#)

In the example (above): I have selected two Older Adult Classes to enroll in: OA Physical Fitness – Chair Yoga and OA: Low Impact Aerobics

- If I have made a mistake or I have changed my mind, I can click on the Remove to remove that section from my Shopping Cart. **You must click on Remove so that you do not get charged for the class.**
- When your **Shopping Cart** shows the classes you want and there are none listed that you do not want; **CLICK: Enroll in these Classes** (the button is a pink color).
- You will now see the **Student Login** screen:

If you have never registered ONLINE at Torrance Adult School

OR

If you do not remember your username or password

MARK the BUTTON that says **I am a new student**

If you have registered Online at Torrance Adult School and you know your Username and password, then mark the button that says **I am a returning student**

### Student Login

If you are a new student, please create a username and password to enroll in classes. Otherwise, if you are a returning student, please login.

Each student or family member **MUST** have their own user name and password

I am a new student
 I am a returning student

Username/Email	<input type="text"/>
Password	<input type="password"/>
Re-enter password	<input type="password"/>
<input type="button" value="Submit"/>	

[Return to Titles](#)
[Return to Course List](#)
[Return to Classes](#)

Type in Your **USERNAME** (This can be your email address OR anything else you would like to use as a *Username*).

Type in a **PASSWORD** (it will not show what you typed – it will look like a series of dots: ●●●● This is for your privacy.

Type the same **PASSWORD** again (for verification), then click Submit

11. You will now see a REGISTRATION FORM that you will need to complete

Step 1: Enter your personal information. All items are required unless otherwise noted.

**Required Field**

First Name: \*  MI:  Last Name: \*

Address: \*

City: \*  State: \* California [CA] Zip: \*

Home Phone: (  )  -

Work Phone: (  )  -  Extension:

Email: \*

BirthDate: \* January 1

Gender: \*

Ethnicity: \*  
Hold down the CTRL key and click to select multiple Ethnicities.

- White
- Hispanic
- Black
- Asian
- Filipino
- Pacific Islander
- American Indian
- Alaskan
- Other
- Unspecified

Native Language: \*

Highest level completed: \*

Have you attended this school before?:

Adult Student: \*

Were you educated outside the US?:

Are you Hispanic or Latino?: \*

Labor Force Status: \*

maiden Name:

Mobile Phone: (  )  -

Fax: (  )  -

Emergency Contacts:

Contact First Name:

Contact MI:

Contact Last Name:

Contact Phone:

12. When the **Student Information** is completed, click the **Continue**

13. You will now be asked to type in your Credit card number

Your Credit Card Expiration date

The code you are asked for is the 3 or 4 digit number on the back of the credit card near the *signature line*.

You will always have the choice to click on one of these buttons:



Allowing you to go back to an earlier screen and remove or add classes before completing the "Check out" process.

**ADDITIONAL INFORMATION:**

A. If the class you select says: **Full or Closed** – it is not available for you to register in.



Add	Section	Teacher	Title	Start	End	Days	Start Time	End Time	Location	Total Fees	Notes
Full	<a href="#">087710</a>	Valentine	OA: Physical Fit - Muscle Strengthening	9/13/2011	12/15/2011	TTh	8:00 AM	9:30 AM	ELRET	\$35.00	



Add	Section	Teacher	Title	Start	End	Days	Start Time	End Time	Location	Total Fees	Notes
Closed	<a href="#">0850121</a>	Fleischer	OA: Fine & Applied Arts: Music - Solo Singing I	9/15/2011	12/15/2011	Th	1:00 PM	3:00 PM	Levy 17	\$29.00	

Full means that all the spaces have been filled

Closed means that at the cutoff date there were not enough people registered into the class

OR

The teacher was not able to offer the class due to some unforeseen illness or emergency

OR

Torrance Adult School was not able to use the site for the class due to unforeseen circumstances.

**Each person registering must have a unique UserName and Password.**

You cannot use the same **UserName** and/or **Password** to register more than one person in the same section