



Webtrac Registration Instructions

Registration:

1. On the class registration page click "Create an Account".
Exercise Classes: [mhealthy.umich.edu /programs/activity/classes/reg_info.html](http://mhealthy.umich.edu/programs/activity/classes/reg_info.html)
Cooking Classes: mhealthy.umich.edu/programs/nutrition/cooking/registration.html
Weight Management: mhealthy.umich.edu/programs/weight/healthy_life/registration.html
2. Enter your information in the "Primary Member" field and click "submit." You can enter one additional household member to share your account. (Primary member and secondary member.) **NOTE: When entering birthdates please use this format, mm/dd/yyyy (07/07/1980)**
3. Once you've established your account, using your User Name and your Password, click "Sign In."
4. To register for an activity, enter the six-digit Activity Number and the 1-2 digit section letters of the desired activity / program.
5. If you don't know the activity number, you may click on "Search by Activity Type" or "Search by Activity Number" links to get a list of programs. You may also click on "Search" to search for a program by other criteria. "Advanced Search" allows you to search by all criteria types, including location.
6. Click on the Activity Number of the program you wish to enroll in.
7. Please tell us how you found out about the class for which you are enrolling by selecting from the "How did you find out about this class?" box.
8. Click on the "Add to Cart" icon.
9. Answer any questions that may come up and click "submit." If no options come up, proceed to number ten.
10. Click on "Continue Shopping", "View Shopping Cart," or "Proceed to Checkout."

Checkout:

11. When you have finished adding to your shopping cart and have clicked on "Proceed to Checkout," choose your form of payment on the "Summary of Charges" page and click "Continue".
12. Review your billing information and click on the "Continue" button to begin the payment authorization process.
13. If using a credit/debit card, enter your 16-digit credit card number (Mastercard, Visa, or Discover only) with no spaces or dashes, and then enter your four-digit expiration date (e.g., 0506 for May, 2006).



14. If using payroll deduction click "continue" to get your receipt. In order for payment to be complete the payroll deduction form must be submitted via fax or in person to the MHealthy office.
15. Click "Summarize Order".
16. Next review the "Amount to be charged" and billing information, click the "Submit Order" button, you must wait until your receipt appears before trying to navigate in your browser.
17. Click "View Confirmation Receipt".
18. Your receipt should appear in your browser and you can print (printer icon) and/or save (disk icon) your receipt for your records.
19. Once you have closed your receipt, your transaction is complete and you can select from three options: "Return to home page," "Continue Shopping," or "Exit."
20. If you experience difficulties, please call our main office at 734-975-3024.

Definitions:



Shopping Cart



Class Details



Class Costs



Class Enrollment Numbers



Class Facility Details



Map to Class Location