Registering for a Course

Mahalo for your interest in our program. We use a third-party online system to register participants. You will only need to register once using the system. If you decide to enroll in more courses, it’s just a simple e-mail request to aomakua@ksbe.edu indicating the course you’d like to take. Below are step-by-step instructions on how to register.

Registration

1. Access the Kamehameha Schools Distance Learning Web site http://ksdl.ksbe.edu/adult

2. If you are not familiar with the program, please read through Program Information and Requirements.

3. Click on Registration

4. Click on the Register Now link

RegOnline - Welcome Screen

1. Enter your Email Address

2. Choose registration type: Associate in Arts and Teaching (AAT) – LCC

3. Click Continue

Participant Information Screen

1. Enter all required information (indicated by red asterisk *).

2. Choose a Password for the system. This password is NOT for your courses. It is just used to access this online registration system.

3. Please make sure to type your name in all digital agreement fields.

4. Click Continue
**Select Course(s)**

1. Check the box next to your course selection(s)
2. Click **Continue**

**Payment and Verification**

1. Please verify the information and your course selection(s)
2. Review the payment policy and agree to the terms and conditions
3. Choose your payment method
   a. Credit Card: pay online using Visa, Master Card, Discover or American Express
   b. Check: mail check to the cashier’s office
4. Click **Continue**

**Confirmation**

1. Upon successful registration, you will receive a confirmation screen.
2. A confirmation e-mail will also be sent.

**What happens next?**

1. Two weeks prior to the course start date you will receive a reminder e-mail.
2. Three days prior to the course you will receive a welcome e-mail from your instructor that will contain the information to login to the course.

*If you do not receive these e-mails, please contact us via e-mail at aomakua@ksbe.edu or call 842-8877.

3. Once the course starts, you can login at anytime that it’s convenient for you.