



Step 1: Logging In/Creating Your FCAAE Online Account

- Go to www.fcaae.org
- Click the Account button
 - Computer users: Account tab is found in the upper right corner of your screen.
 - Mobile users: Account is found under Menu.
- Login – You are not required to Login before Adding Classes to Your Cart but it’s easier.
 - New to FCAAE or haven’t taken a class in the last 2 years?
 - Use the *First Time Users* box
 - Create an Account
 - Students who registered by mail in 2019 or 2020:
 - You have an online account - FCAAE created one for your use.
 - Use the *Login to Your Account* box
 - Enter the email address you provided on your registration form.
 - First time using your online account?
 - Look for the “I created an online account for you” email from FCAAE.
 - Enter the “initial login password” contained in this email.
 - Can’t find the password? Email director@fcaae.org or call 412-696-1410
 - Returning students
 - Use the *Login to Your Account* box
 - Enter your email and password.
- Account Information page opens.
 - Edit Your Account if your information has changed.
 - Add Student if you are purchasing seats for yourself and others this time.
 - Begin shopping if you don’t have any changes.

Search Account Logout Cart

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- Art
- Cards and Games
- Career and Finance
- Cooking, Wine & Spirits
- Fitness and Health
- Foreign Language
- History
- One-Night Classes
- Photography
- Gift Certificates

Account Information

Utilize this page to EDIT YOUR ACCOUNT and personal information, view your ORDER HISTORY, or ADD STUDENTS to your account. Utilize the Add Students feature when you are registering individuals in addition to, or other than, yourself.

Your Account

Name

Sue Goodwin

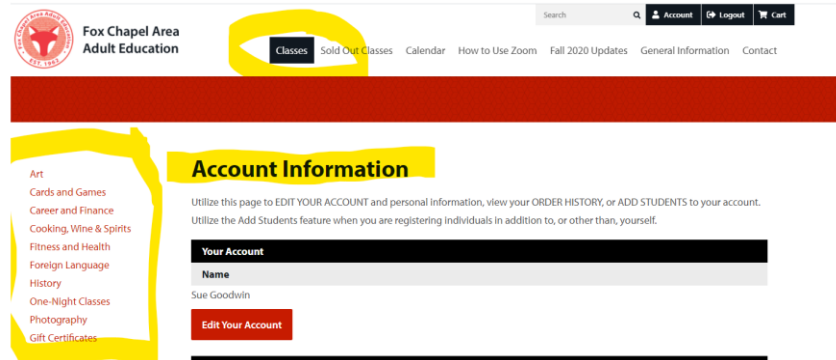
Edit Your Account



Step 2: Adding Classes to Your Cart

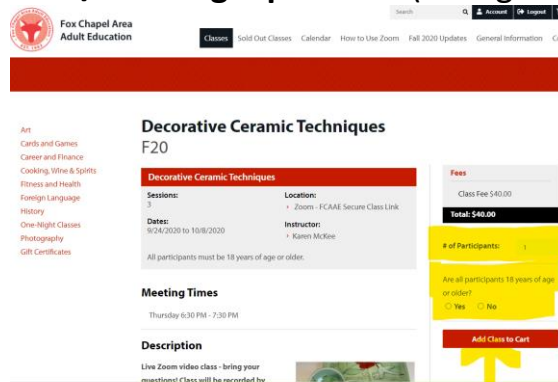
➤ **Begin shopping from the Account Information page.**

- Click a **Category** (in red) on the left side of the page to see all classes within a Category.
- Click the **Classes** tab (in black) above the solid red bar to see Categories in larger format.



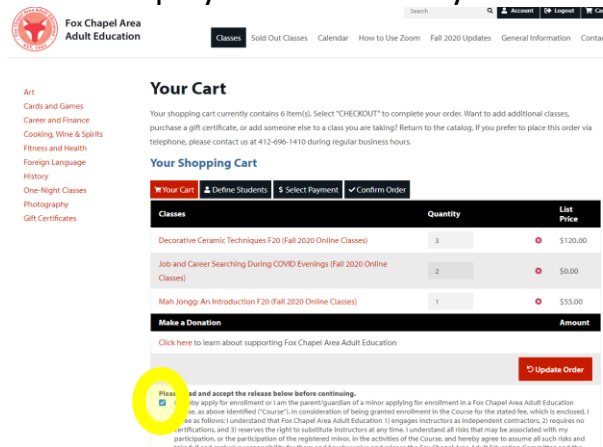
➤ **Click on a specific class**

- Enter # of Participants. Yes/No to age question. (On right side of computer screen.)



- Add class to your cart.

➤ **Your Cart** screen opens and displays the classes in your cart.



- Check the box – shown in blue above – after you read the release.

➤ **Scroll to the bottom of Your Cart**

- Click **Add Classes** if you wish to purchase another class and repeat steps above.
- Click **Checkout** when you are ready to pay.

Step 3: Assigning Students to the Class



- **Define Students:** After clicking Checkout and before entering Payment Information, you must Define the Students you are registering for each class in Your Cart.
 - This picture shows an order for 3 different classes with a different # of students/class.

Define Students

Utilize this feature to define the students that you are registering for the class(es) below. If you are the only student and are already associated to the class, please click "NEXT". To define additional students, click "SELECT STUDENT" to provide us with general enrollment information for the student.

Your Classes

- **Decorative Ceramic Techniques F20 (Fall 2020 Online Classes)**
Student #1: [Select Student](#)
Student #2: [Select Student](#)
Student #3: [Select Student](#)
- **Job and Career Searching During COVID Evenings (Fall 2020 Online Classes)**
Student #1: [Select Student](#)
Student #2: [Select Student](#)
- **Mah Jongg: An Introduction F20 (Fall 2020 Online Classes)**
Student #1: [Select Student](#)

[Back](#) [Next](#)

- Red dots visually highlight each class – the dots will not appear on your screen.
 - Under each Class Name is a list of Student #s representing the number of participants.
 - To the right of the Student # is the **Select Student** command.
- **Click **Select Student**.** A dropdown list of students associated with your account appears.
 - If you are the only Student associated with your account, select your name.
 - If you are buying multiple seats in a class, click **Select Student** and attach a name to Student #1, then click **Select Student** and select a different name for Student #2 etc.
 - If you purchased seats for these other students in the past, their names will appear in your **Select Student** list.
 - If you are buying the class for someone new, click **Select Student** and choose **Create a New Student/Add New Student**. Type the new person's contact information and then select them as the student for that seat.

Define Students

Utilize this feature to define the students that you are registering for the class(es) below. If you are the only student and are already associated to the class, please click "NEXT". To define additional students, click "SELECT STUDENT" to provide us with general enrollment information for the student.

Your Classes

- **Job and Career Searching During COVID Daytime (Fall 2020 Online Classes)**
Student #1: [See Goodies](#)
[Add New Student](#)
[Select a Different Student](#)
- **Student #2:** [Select Student](#)

[Back](#) [Next](#)

- **Select Student until every Student # on your order has a student name showing in black** (see above).
- **Click Next** to pay for your order.



Step 4: Paying for your FCAAE Classes

After you Select your class(es), Add Classes to Your Cart and Define the student(s) in each class(es), you are ready to Pay. FCAAE accepts Visa, MasterCard, Discover, FCAAE Credit Vouchers and FCAAE Gift Certificates.

➤ *Select Payment* screen opens.

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Select Payment

Please enter your preferred payment method below. This site is secure and credit card payments are processed in real time. If we need to cancel a course, your credit card will be refunded directly.

[Click here](#) to redeem a gift certificate or credit voucher.

Your Cart Define Students **Select Payment** Confirm Order

Payment Information

Billing Address

Address: _____ City: _____

- **Scroll halfway down the page**
 - Paying with Visa, MasterCard, Discover?
 - **Enter** your card information.
 - **Click Next.**
 - Confirm Order Screen opens.
 - Review and **Click Complete.**
 - Enjoy!

- **Paying with an FCAAE Credit Voucher or Gift Certificate?**
 - See next page.

Step 4a: Paying with an FCAAE Credit Voucher or Gift Certificate



After you Select your class(es), Add Classes to Your Cart and Define the student(s) in each class(es), you are ready to Pay.

➤ *Select Payment* screen opens.

A screenshot of the "Select Payment" screen on the Fox Chapel Area Adult Education website. The page has a red header with the logo and navigation links. A sidebar on the left lists various classes. The main content area has a title "Select Payment" and a sub-header "Payment Information". A yellow box highlights a link that says "Click here to redeem a gift certificate or credit voucher." Below this are buttons for "Your Cart", "Define Students", "Select Payment", and "Confirm Order".

- Instead of scrolling down and entering your credit card information, notice the yellow highlighted area above: *Click here to redeem a gift certificate or credit voucher.*

➤ **Click here.** A second Select Payment screen opens.

➤ *Select Payment: Gifts Cards and Credit Vouchers* page opens.

A screenshot of the "Select Payment: Gifts Cards and Credit Vouchers" page on the Fox Chapel Area Adult Education website. The page has a red header with the logo and navigation links. A sidebar on the left lists various classes. The main content area has a title "Select Payment" and a sub-header "Gift Cards and Credit Vouchers". There are input fields for "Gift Certificate:" and "Credit Voucher:", each with an "Apply" button. A yellow arrow points to the "Apply" button for the "Credit Voucher:" field. Below this are buttons for "Your Cart", "Define Students", "Select Payment", and "Confirm Order".

➤ **Enter your FCAAE** gift certificate and/or credit voucher number.

- Can't find your number? Email director@fcaae.org and it will be resent.

➤ **Click Apply.**

Step 4b: Paying with an FCAAE Credit Voucher or Gift Certificate



➤ A third *Select Payment* screen opens.

The screenshot shows the 'Select Payment' screen on the Fox Chapel Area Adult Education website. The page has a red header bar and a navigation menu with options like 'Classes', 'Sold Out Classes', 'Calendar', etc. A sidebar on the left lists various course categories. The main content area is titled 'Select Payment' and includes a navigation bar with 'Your Cart', 'Define Students', 'Select Payment', and 'Confirm Order'. Below this, there's a section for 'Gift Cards and Credit Vouchers' with a table showing a 'Credit Voucher' with a balance of \$5.00 and a used amount of \$5.00. There are 'Apply' buttons for both the credit voucher and a 'Gift Certificate' field. At the bottom, there's a 'Payment Information' section with fields for 'Billing Address' and 'City'.

- This screen reflects your balance and how much will be used on the order.

➤ **Scroll to the Bottom of the Select Payment Screen**

- **Click Next** if your gift certificate/credit voucher covers the full cost of your class fee(s).
 - If you still have money left over after paying for your classes, the balance will be held on the same form of FCAAE payment and is available to spend on any future class.
- If your credit voucher only pays a portion of your class fees:
 - **Enter information** for a second form of payment
 - **Click Next**
 - Your Credit Voucher/Gift Certificate balance will be applied first.
 - Your second form of payment will be used after the FCAAE payment is depleted.
 - *Confirm Order Screen* opens.
 - Review and **Click Complete**.
 - Enjoy!