

# Summer School Registration Instructions

Click on this Summer School Link: <https://reg133.imperisoft.com/kaukauna/search/registration.aspx>

## 1. Enter in your Username and Password and click on "Login".



[Forgot password](#) | [New User? Start Here](#)

[Home](#)   [Help](#)



If you need to create an account, please click on "Start Here" in the upper right corner. If you would like to search for courses, please select Summer School 2018 for the Program. For a detailed search, you may also select a grade and category type.

### SEARCH OPTIONS

Select Program  
(required)

### SEARCH RESULTS

### SEARCH HELP

- To search for classes, go under **Search Options** and select a program.
- After selecting your search options, click the **Search button**. sections under the program you selected should show up on the **Search Results**.
- To view the category's detail page, you may click the category Title link.

2. For **“View Sections for”** select your child you would like to register.
3. For **“Select Program”** select **“Summer School 2018”**
4. For **“Next Year Grade”** select the grade your child will be going into for the Fall of 2018
5. For **Category Type**: you may narrow your search by using this optional field
6. Click on **“Search”**

#### SEARCH OPTIONS

**View Sections for**

ChildFirstName1 ChildLastNarr

**Select Program (required)**

--Select Program--

**Next Year Grade**

Any

**Category Type**

Any

**Show**

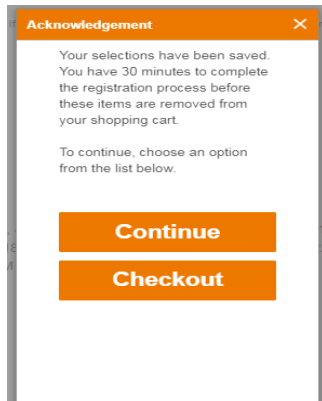
Sections  Bundles

**Search**

7. Find the course you would like to enroll your child in and click on “**Register.**” If the course is full it will state “**Unavailable**” and the “Register” button will disappear.

<p><b>TEST A</b> Enrichment   <b>Available</b> Grade: 1, 10, 11, 12, 2, 3, 4, 5, 6, 7, 8, 9, K   Level: Grade(s) Entering 5K - 12 Date: 6/12/2018-6/29/2018   Location: Kaukauna High School   Room: F122 Time: 10:40 AM-11:55 AM CDT on Mon Tue Wed Th Fri</p> <p><b>Register</b></p> <p><b>TEST B</b> Enrichment   <b>Available</b> Grade: 1, 10, 11, 12, 2, 3, 4, 5, 6, 7, 8, 9, K   Level: Grade(s) Entering 5K - 12 Date: 6/12/2018-6/29/2018   Location: Kaukauna High School   Room: F122 Time: 10:40 AM-11:55 AM CDT on Mon Tue Wed Th Fri</p> <p><b>Register</b></p> <p><b>TEST C</b> Enrichment   <b>Available</b> Grade: 1, 10, 11, 12, 2, 3, 4, 5, 6, 7, 8, 9, K   Level: Grade(s) Entering 5K - 12 Date: 6/12/2018-6/29/2018   Location: Kaukauna High School   Room: F122 Time: 8:00 AM-9:15 AM CDT on Mon Tue Wed Th Fri</p>	<p><b>TEST A</b> Enrichment   <b>Unavailable</b> Grade: 1, 10, 11, 12, 2, 3, 4, 5, 6, 7, 8, 9, K   Level: Grade(s) Entering 5K - 12 Date: 6/12/2018-6/29/2018   Location: Kaukauna High School   Room: F122 Time: 10:40 AM-11:55 AM CDT on Mon Tue Wed Th Fri</p> <p><b>TEST B</b> Enrichment   <b>Available</b> Grade: 1, 10, 11, 12, 2, 3, 4, 5, 6, 7, 8, 9, K   Level: Grade(s) Entering 5K - 12 Date: 6/12/2018-6/29/2018   Location: Kaukauna High School   Room: F122 Time: 10:40 AM-11:55 AM CDT on Mon Tue Wed Th Fri</p> <p><b>Register</b></p> <p><b>TEST C</b> Enrichment   <b>Available</b> Grade: 1, 10, 11, 12, 2, 3, 4, 5, 6, 7, 8, 9, K   Level: Grade(s) Entering 5K - 12 Date: 6/12/2018-6/29/2018   Location: Kaukauna High School   Room: F122 Time: 8:00 AM-9:15 AM CDT on Mon Tue Wed Th Fri</p> <p><b>Register</b></p>
---	---

8. If you would like to register for additional courses for any children, click on “Continue,” once you are completed selecting classes, click on “Checkout.”



9. If you choose 2 courses that conflict with each other (they both are offered during the same section), you will need to remove one course from your shopping cart before proceeding. Below is what the Error Message will look like. You will need to select one of the “X’s” next to a course to remove it.

Home Search Select Language  Hello, TestFirstName TestLastName [My Account](#) [Change Password](#) [Log Out](#)

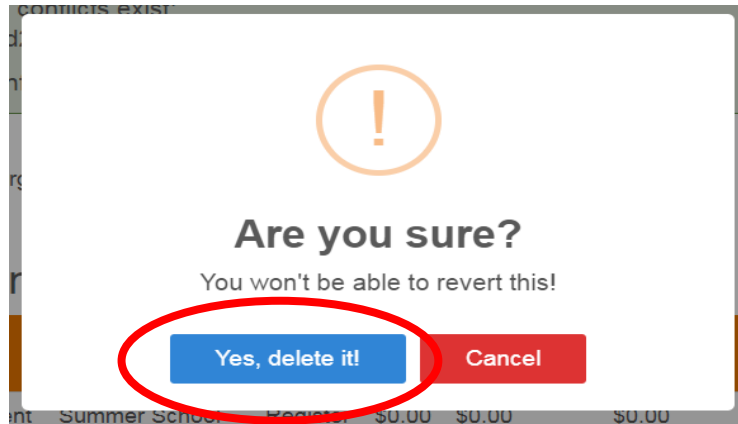
The following scheduling conflicts exist:  
TestChild2 TestChild2: TEST A conflicts with TEST B  
You must remove the conflicting items from your shopping cart before proceeding.

Please disregard the Allow recurring charges.

### Items in your shopping cart

Action	Student	Type	Description	Action	Fee	Additional Fees	Additional Items	Payment Options	Amount Due Today
	TestChild2, TestChild2	Enrichment	Summer School 2018 TEST A	Register	\$0.00	\$0.00	\$0.00		\$0.00
	TestChild2, TestChild2	Enrichment	Summer School 2018 TEST B	Register	\$0.00	\$0.00	\$0.00		\$0.00

10. Click **“Yes, delete it!”**



11. Click on **“Continue.”** Please disregard **“Coupon Code”**

Items in your shopping cart

Action	Student	Type	Description	Action	Fee	Additional Fees	Additional Items	Payment Options	Amount Due Today
	TestChild2, TestChild2	Enrichment	Summer School 2018 TEST B	Register	\$0.00	\$0.00	\$0.00		\$0.00

Total: \$0.00 Fee + Additional Fees + Additional Items

I Have A Coupon Code

**Total Due:** \$0.00

Amount Due Today: - \$0.00 Deposit + Registration Fee (if applicable)

You have no amount due today.

**Continue**

12. If you have a fee to pay, fill in your debit/credit card information and click “Submit”. Please remember, you will not be able to complete registration without fee payment. You will also receive an email confirmation from ProClass once registration is complete.

## Please select your credit card for payment

New Card

*Required fields are denoted by \**

**Terms of Use**

\* Credit Card Type

Nothing selected ▼

\* Credit Card Number

XXXX - XXXX - XXXX - XXXX (n)

\* Card Security Code

?

\* Expiration (month, year)

Nothing selected ▼

Nothing 🇺🇸

\* Name on card

\* Billing Address

101 test road Kaukauna, WI 54130 United

New Address

Email Address

*(if different than kapes827@gmail.com)*

**Submit**