



Students under the age of 18 are required to have a parent complete this process.

**If you are eligible to register** click the words “I Agree” near the bottom of the screen. A pop-up login screen will open.

Clicking “I Agree” indicates that you understand you will be responsible for paying for the classes for which you have registered.

Please Note: Online registration will only be open from mid-May until mid-September. After that, students may still register by [paper application](#).

**Login Info:** Enter your ECMS Student ID Number (8 digit number found at the top right of your bill) into the top box and enter your 4 digit PIN into the bottom box.

If you have not been assigned a PIN, call the ECMS office at 585-274-1400.

CLICK Enter (it will turn green when the mouse is hovering over it)

Note: Hitting return or enter on the keyboard **will not work**.

**Once you have logged in, you will be in the Main Menu,**

**Please verify your address information using the update address link listed under your account.**

Update Address: Use this to update your contact information. Please review your address and contact information, especially if there are any recent changes.

PLEASE NOTE: You are unable to change your billing address using this process. In order to change your billing address, please contact the ECMS office directly at (585) 274-1400.

From the Main Menu, click “Course Registration”.

### **Step One:**

You will see a list on the left of the screen labeled “Start Here to Look up Courses.”

Click on the appropriate heading for your desired course. This will open a second menu below the first. Refer to the [Course Finder](#) to determine where the specific course is listed.

#### **In the Course Finder:**

The first column is the title of the course.

The second column refers to the title in the first subject area menu (in step one).

The third column refers to the title in the second menu. (see below under Step Two)

Please note: Not all private lessons are straightforward and easy to find in the menus. Refer to the [Course Finder](#) for details on where to find the lesson length and teacher you desire. Also, signing up for lessons online will register you for 17 weeks of instruction per semester. Please refer to the FAQ or welcome page for instructions regarding registering for a partial semester.

## Step Two:

Click the appropriate heading in the second menu and another menu will appear on the right of the screen. (Refer to the Course Finder if not readily apparent.)

## Step Three:

From the list on the right of the screen: find the appropriate section or teacher and click the yellow button “Add Now”.

**Permission Code** In some cases, an instructor permission code is required at this point. A note will appear at the bottom of the screen. If you have already obtained the code from the instructor, enter it when prompted and click “Submit Permission Code”. If you do not have a permission code, click “Remove from Cart” and contact the instructor directly for a permission code. You can continue with your other classes, or logout and return when you have obtained the permission code.

Your course should now appear at the bottom in “Your Current Shopping Cart”. Continue to add courses following the first three steps.

**To remove a course (at this point in the process)** from the shopping cart, click the box (on the left of the screen) of the appropriate course and then click the yellow button “Remove Selected”.

## Step Four:

Once all the desired courses appear in the “shopping cart” click the yellow button “Submit Shopping Cart”. A pop-up screen will either notify you that you have successfully added the course(s) OR will notify you of an error (see below). Click ‘OK’ and your registration is complete.

**Errors:** After clicking “Submit Shopping Cart” you may see one of several ‘errors’.

If you have registered for two classes with conflicting times, only one will be registered. If you have permission from the respective teachers, an add/drop form will be required for the second class.

If you have registered for two similar classes (e.g. two Jazz Performance Workshops, two technology classes, etc.) only one will be registered. Fill out an add/drop form for the second class.

**Changes:** You may login/logout any number of times to add, drop or review your courses while the registration window is open, from mid-May until mid-September.

## Main Menu Options

### Under “Your Account”

Update Address: Use this to update your contact information. Please review your address and contact information, especially if there are any recent changes.

PLEASE NOTE: You are unable to change your billing address using this process. In order to change your billing address, please contact the ECMS office directly at (585) 274-1400.

Personal Information: Use this to view your status as a student

View Holds: Click this to see holds which prevent you from registering online.

### Under “Registration”

Course Registration: Click here to register for courses.

View Your Schedule: Use this to see what you are registered for, class schedules and locations.

Drop Courses: Use this to drop a course you registered for. Please note, this option will be unavailable after mid-September. In order to drop a class after classes have begun, follow the normal process of notifying the office via email or in writing.

Tabs at the top of the page will also direct you to these options.

## To Drop a Course once you have “Submitted Cart”

*Please Note: This option will be unavailable after mid-September. In order to drop a class after classes have begun, follow the normal process of notifying the office via email or in writing.*

Navigate to the Main Menu (click tab at the top of the screen if you are in registration).

Click “Drop Courses”.

At the bottom of the screen, click the box next to the course(s) you wish to drop.

Click the yellow button “Drop Selected Courses”.

This will open a pop-up window with a statement about loss of financial aid and refund policy. Just click ‘OK’. Within the online registration period, the only charges for dropped courses would be for any private lessons that have already been taught. For more information, see the ECMS refund policy under Registration and Policies from the ECMS home page.

A pop-up window opens telling you the course was successfully dropped. Click ‘OK’.

## To see which courses you have registered for

From the Main Menu, click “View Courses”.

You will see a list of the courses you are registered for, and have the options to: print the screen; email the schedule to yourself; look at a weekly schedule with the chosen courses highlighted.

You may login/logout any number of times to add, drop or review your courses while the registration window is open, from mid-May until mid-September.