

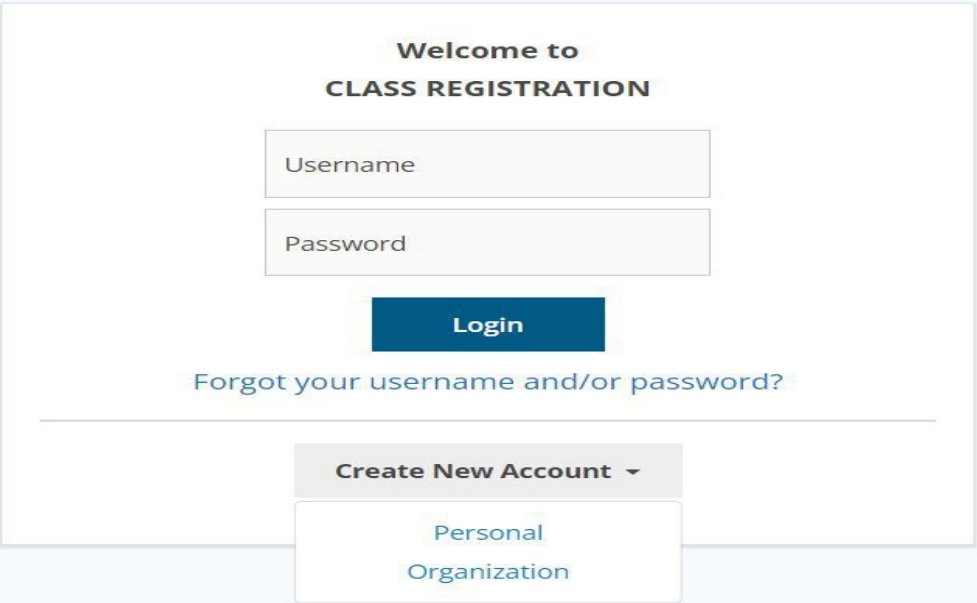
rSchoolToday Online Registration Instructions for Organizations

Go to: <https://mnscu.rschooldtoday.com/authentication/credential/login/family/1> **Please ensure that you have enabled pop-ups.

*If your organization already has an account created, please do not create a duplicate account. If you are unsure if you have an organization account, please contact LeAnn.Snidarich@minnstate.edu or Amie.dwyer@minneapolis.edu for verification.

If you already have an organization account, log in utilizing your account credentials.

If you do not have an organization account, choose "create new account," click on **Organization**.



Welcome to
CLASS REGISTRATION

Username

Password

Login

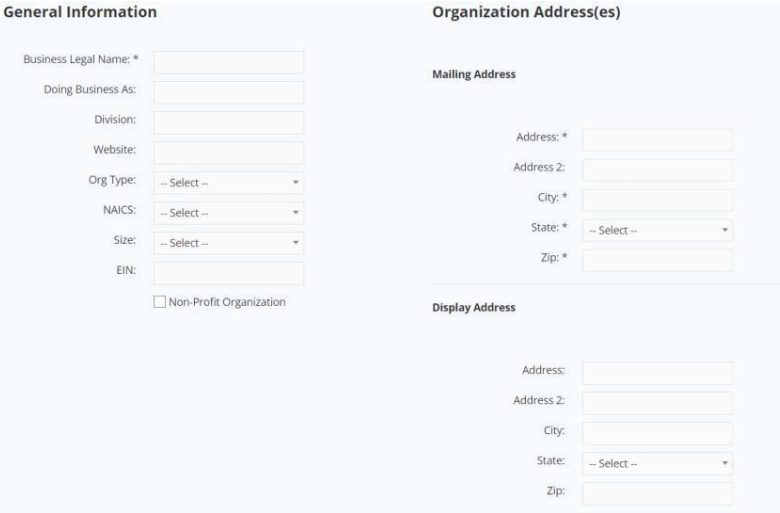
[Forgot your username and/or password?](#)

Create New Account ▾

Personal
Organization

Step 1 of 3: Organization Profile

- Enter organization information



General Information

Business Legal Name: *

Doing Business As:

Division:

Website:

Org Type: -- Select --

NAICS: -- Select --

Size: -- Select --

EIN:

Non-Profit Organization

Organization Address(es)

Mailing Address

Address: *

Address 2:

City: *

State: * -- Select --

Zip: *

Display Address

Address:

Address 2:

City:

State: -- Select --

Zip:

Step 2 of 3: Organization Contact

- Enter the organizations contact information for the person who will be registering and paying for the curriculum.

Contact Details	Contact Information
Contact ID: <input type="text"/>	<input checked="" type="checkbox"/> Mailing Address same as organization.
Prefix: <input type="text" value="-- Select --"/>	Address: <input type="text" value="Test"/>
First Name: * <input type="text"/>	Address 2: <input type="text"/>
Last Name: * <input type="text"/>	City: <input type="text" value="Test"/>
Suffix: <input type="text"/>	State: <input type="text" value="Minnesota"/>
Title: <input type="text"/>	Zip: <input type="text" value="56560"/>
Department: <input type="text"/>	Day Phone: * <input type="text"/> <input type="text"/>
Email: <input type="text"/>	Night Phone: <input type="text"/> <input type="text"/> Same as Day
Organizational Role(s)	Home Phone: <input type="text"/> Same as Day Night
	Cell Phone: <input type="text"/> Same as Day Night

Permission: * <input type="text" value="Administrator"/>	Marketing Preference: <input checked="" type="checkbox"/> Please send news and updates
Account Owner: <input checked="" type="checkbox"/> Account Owner	
Primary Contact: <input checked="" type="checkbox"/> Primary Contact	
Primary Billing Contact: <input checked="" type="checkbox"/> Primary Billing Contact	
Billing Contact: <input type="checkbox"/> Billing Contact	
Username: * <input type="text"/>	
Password: * <input type="text"/>	
<input type="button" value="◀ Back"/> <input type="button" value="Save & Continue"/>	

Step 3 of 3: Participant Profile

- The participant profile will be for the training program administrator you will be registering for the curriculum. Enter their information below. You can add additional participants at any time by clicking "add another." Participants can register for any classes offered through Minnesota State.

Participant Information (1)

Participant ID:	<input type="text"/>	Birth Date:	<input type="text" value="e.g.:9/30/2005"/>
Prefix:	<input type="text" value="-- Select --"/>	Social Security Number (Optional):	<input type="text"/>
First Name: *	<input type="text"/>	Company:	<input type="text"/>
Middle Name:	<input type="text"/>	Certification ID:	<input type="text"/>
Last Name: *	<input type="text"/>	County:	<input type="text"/>
Suffix:	<input type="text"/>	Post Number:	<input type="text"/>
Title:	<input type="text"/>	Dietary Restrictions and Food Allergies:	<input type="text"/>
Employee #:	<input type="text"/>	MnDot Tech ID:	<input type="text"/>
<input checked="" type="checkbox"/> Mailing address same as organization.		Fire Department:	<input type="text"/>
Address: *	<input type="text" value="Test"/>		
Address 2:	<input type="text"/>		
City: *	<input type="text" value="Test"/>		
State: *	<input type="text" value="Minnesota"/>		
Zip: *	<input type="text" value="56560"/>		
Email:	<input type="text"/>		
Day Phone: *	<input type="text" value="(555) 555-5555"/>		
Night Phone:	<input type="text"/>	Same as Day	
Home Phone: *	<input type="text"/>	Same as Day Night	
Work Phone:	<input type="text"/>		
Cell Phone:	<input type="text"/>	Same as Day Night	
Driver License:	<input type="text"/>		
Private Comments:	<input type="checkbox"/> Special Needs		
	Describe Special Needs (Disability, Allergies, and Other Notes)		
	<input type="text"/>		
Shipping Address:	<input type="text"/>		

Add Another

If existing organization account, start here:

Home Continuing Education View Cart My Account

MINNESOTA STATE

Workforce Solutions

Search... Advanced Search





Explore the many classes offered at the campuses of Minnesota State.

Click on the interest areas below to discover the professional and workforce development classes available.

Click on the "magnifying glass" on the right side just under the Minnesota State Banner above to search.

Scroll down to choose one of our campuses to find classes that result in professional certificates of completion or occupational credentials.

Visit our Workforce Solutions page and complete the inquiry form at the bottom. We are happy to connect you to a customized training representative in your area.

 Business Management	 Health and Human Services	 Public Safety
 Transportation and Motorcycle	 Manufacturing and Trades	 Computers and Technology

Home Continuing Education View Cart My Account

MINNESOTA STATE

Workforce Solutions

Welcome to
CLASS REGISTRATION

Login

[Forgot your username and/or password?](#)

[Create New Account](#)

Account Overview: (logged in)

Home Continuing Education View Cart My Account Log Out

MINNESOTA STATE
Workforce Solutions

Reservation History Payment History Make a Payment **Profile & Contacts** Participants Welcome test test

Reservation History

Viewing Period: All View

Or From: 4/1/2023 To: 7/31/2023 View

Show Registrations Pending Approval Wait List

Open Balance: \$300.00

The list shows the last 3 months with transactions by default.

REGISTRATIONS							
Reg. Date	Item	Days	Start Date	Time	Participant	Amount	Options
6/2/2023	WOC - Continence Course - Fall 2023 2000004 - CECE 2502 - 18	M, F	9/11/2023	Cancelled by Admin	LeAnn Test	\$10.00	
7/18/2023	Minnesota State Medication Aide Training - Hybrid-Rochester - July 31 Start AH - 9178 - 073123	Su, M, Tu, W, Th, F, Sa	7/31/2023	Cancelled by Admin	John Test	\$0.00	

- Click on “Profile & Contacts” tab to ensure that the account administrator and billing contact information is accurate. Edit as needed.
- Click on “Participants” tab to ensure that the Nursing Aide Training Program Administrator is listed as a participant. If not, add to the participants list. If listed, verify accuracy of contact information. Edit as needed.
- Click on “Home” at top of page to search for Minnesota State Nurse Aide Curriculum – 2024 Edition class.

Home Continuing Education View Cart My Account Log Out

MINNESOTA STATE
Workforce Solutions

Minnesota State Nurse Aide Curriculum Advanced Search

Explore the many classes offered at the campuses of Minnesota State.

Click on the interest areas below to discover the professional and workforce development classes available.

Click on the “magnifying glass” on the right side just under the Minnesota State Banner above to search.

Scroll down to choose one of our campuses to find classes that result in professional certificates of completion or occupational credentials.

Visit our Workforce Solutions page and complete the inquiry form at the bottom. We are happy to connect you to a customized training representative in your area.

 Business Management	 Health and Human Services	 Public Safety
 Transportation and Motorcycle	 Manufacturing and Trades	 Computers and Technology

When selected you will see the following:

Home Continuing Education View Cart My Account Log Out

MINNESOTA STATE
Workforce Solutions

Search... Advanced Search

You are here: Home / Search Result Welcome test test

Search result for: Minnesota State Nurse Aide Curriculum

Sort by: Class Name Start Date Institution

Details	Institution	Cost	Select
Minnesota State Nurse Aide Curriculum 2024 Edition - #: 282475 ID: MCTC Start Date: 1/1/2024 Days: Su, M, Tu, W, Th, F, Sa Time: 12:00 AM to 11:59 PM View More	Minneapolis College	View Option	<input checked="" type="button" value="Add to Cart"/>

Back < PREV 1 NEXT >

- Click on “Add to Cart”. Then, select participant and select option.

Home Continuing Education View Cart 1 My Account Log Out

MINNESOTA STATE
Workforce Solutions

Search... Advanced Search

You are here: Home / Shopping Cart Welcome test test

Assign Participants to each Activity Selected

Qty	Item (# - ID - Section)	Participant	Schedule	Item Cost	Due	Pay Amount	Del
1	Minnesota State Nurse Aide Curriculum 2024 Edition (282475-MCTC)	Select Participant	Begins: 01/01/2024 Days: Su, M, Tu, W, Th, F, Sa Sessions: 182 Start Time: 12:00 AM	Select Option	\$0.00	\$0.00	<input type="checkbox"/>
Total Pay Amount:						\$0	

Back to Catalog Clear Cart Update Cart Check Out

- When you click the “Check Out” box, payment by credit card is required. Unless you contact Minneapolis College at continuing.education@minneapolis.edu to request payment by purchase order.
- To verify that your transaction is complete:
- View the “Reservation History” tab. This will show you the registrations that have been added to the account.
- View the “Payment History” tab. This will show you the payments and receipts for all registrations on the account.