MyOasis
How To Register
# MyOasis: How To Register

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Welcome to the new Oasis website! We are thrilled to announce the release of new website. With a fresh design and easier navigation we are sure you will enjoy your experience as you visit the site and explore all of the opportunities Oasis has to offer.

Sign In

To get the most out of the website, you should Sign In to your MyOasis account. Having a MyOasis account will allow you access to register and pay for classes, as well as give you access to your profile information.

If you already have a MyOasis account, simply click on the Sign In link in the upper right corner of the page.

The login box will popup on your screen. Enter your Username and Password and click Login.

If you do not have a MyOasis account, click the Create Account link on the right, side of the login popup screen.

To create a new account, simply fill out the form and click Signup Now.
MyOasis Dashboard

The **MyOasis Dashboard** is where you can locate your personal information. To get to your **MyOasis Dashboard**, click the **MyOasis** link at the top of the page.

The dashboard has been divided into four categories: **About Me**, **Public Profile**, **My Classes** and **Communication Preferences**. You may edit or update this information at any time.

**About Me**: This section includes your name and contact information.

**Public Profile**: This section allows you to upload a user photo and list any social media contact you may have.

**MyClasses**: This is a list of the current classes you are enrolled in, any classes that you might be wait listed for or any class that you have added to your wish list.

**Communication Preferences**: This is where you set your preferences for receiving electronic communication from Oasis.
Class Search and Registration

In order to search and register for classes, you first need to **Login** and navigate to your local **Oasis Education Center**. Please note that you will only be able to register for classes that are being offered by the center you belong to.

The easiest way to get to your local **Oasis Education Center** is to hover your mouse over the **Cities** link in the main menu bar. When you do, the megamenu of City locations will popup. Click on the name of your **Oasis Education Center** from the list.

Clicking on the **Cities** link instead of hovering your mouse over it will open the full Cities location page. You also may choose your local **Oasis Education Center** from this list.
Clicking the name of your local **Oasis Education Center** will open the local homepage for that location.

To search for classes, click the **Classes** link in the left column menu.
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Class search screen

Clicking the Classes menu link will open the Class search screen.

You may search for classes in your local Oasis Education Center in a variety of ways, including by Class Number, Class Type, Instructor and Class Location. Click the name of the search by topic you would like to use to search for your class. When you click it, a text field will drop down to allow you to input your entry.

In this example, the Class Number filter was chosen. To use this filter, enter the Class Number of the course and click the Go button.
Clicking Go on the search filter will return a list of matching classes.

In this example a search was performed by using the Instructor filter. After clicking Go, the classes being taught by that specific instructor were returned.

In addition to using the search filter on the left menu, you also can search keywords and phrases using the Search bar at the top of the class listings. In this example, the keyword computer was entered in the search field.

Clicking Go returned a list of computer classes being offered.
If you are getting unexpected results from your search, try clearing the filters and searching again.

To clear the **Class Number**, **Class Type**, **Instructor** and **Class Location** filters, click the “fishhook” icon next to each specific search field that you wish to clear. Clicking the “fishhook” will clear the filter for that specific criteria.

Clicking the green **Clear Search** button at the top of the menu will clear all of the search criteria for that page, including the left menu search filters, as well as, the keyword and phrase search bar.

When you find a class that you are interested in, you can click the **More** link to expand the view and see the full description.
The Shopping cart

If you would like to register for a class, you can click the Add to Cart button. Or you may click the Add to Wish list button to save this class to your wish list. You may go back and view your wish list at any time.

When you choose to add a class to your cart, you are automatically sent to your Shopping Cart. Here you can see the class you have chosen, along with the class cost and the processing fee.

If you try to register for a class that is full, you will be added to the Wait list for that class. If a spot becomes available you will be contacted in the order of the wait list for that class.

Classes on your Wait list, as well as, your Wish list also can be viewed from the shopping Cart.
If you are finished registering for classes, you can click the Proceed to checkout button to complete your registration. You are not registered for a class until you pay for it.

If you would like to continue looking for classes you can click the green Return to class search button or the green Add another class button. Either button will return you to the Class search screen.

Clicking the state name at the top, left of the screen also will return to you to the local Oasis Education Center homepage.
**Proceed to checkout**

Click the **Proceed to checkout** button to complete your registration. You are not registered for a class until you pay for it.

Once you click the button, you will be taken to the **Waiver of Liability** page. You must click the **Accept and continue** button to continue with your registration.

**Checkout**

Once you accept the Waiver of Liability, you will automatically be transferred to the **checkout page** to complete the financial portion of the registration.
**Class credits**

If you have a credit balance on your MyOasis account from a previous refund or cancellation you may apply the credit during the checkout process.

The credit will be visible from your shopping cart.

If you are ready to check out, click the **Proceed to checkout** button and accept the Waiver of Liability.

Upon accepting the Waiver of Liability, you will be asked if you want to use your credits towards your purchase. You may choose **No** and keep the credits on your account for future use. If you click **Yes**, the credits will be applied to your current balance due.

After you make your choice, click **Continue Checkout**.

If you choose **Yes**, the popup screen that follows with show your credit being applied.

To continue with your payment, scroll further down the popup window and click the **Apply Credit & Checkout** button.