

Ohlone For Kids And Teens

Registration Tutorial (2017)

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Go to our website: <http://www.ohlone.edu/org/ohloneforkids/>

The screenshot shows the Ohlone College website's "Ohlone for Kids and Teens" page. At the top left is the Ohlone College 50th anniversary logo (1967-2017) with the tagline "A World of Cultures United in Learning". A search bar is located at the top right. Below the logo is a navigation menu with links: "How to Enroll", "Admissions", "Class Schedule", "Degrees", "Library", "Canvas", and "WebAdvisor". The main header features the "Ohlone FOR Kids AND TEENS" logo in large, colorful letters. Below the header is another navigation menu with links: "A-Z Index", "Quick Access", "Search", "Directory", "Catalog", and "Ohlone Home".

On the left side, there is a sidebar menu for "Ohlone for Kids and Teens (OFK)" with the following items:

- OFK Home
- OFK After School Programs
- **Register for After School Programs**
- How to Register for After School Programs
 - Online Tutorial for New Students (PDF)
 - Online Tutorial for Returning Students (PDF)
- OFK Summer Program
- **Register Site for Summer 2017**
- How to Register for Summer Program
 - Online Tutorial for New Students (PDF)
 - Online Tutorial for Returning Students (PDF)
- Contact OFK
- Drawing Contest
- Getting to Ohlone College (Maps and Directions)

At the bottom of the sidebar are social media icons for Facebook and Twitter, and a note: "Adobe Reader (free) or other browser plug-in/add-on for".

The main content area has a breadcrumb trail: "Home » Community Education » Ohlone for Kids" and the website URL "www.ohloneforkids.com". The title is "Ohlone for Kids and Teens".

The main content features a box with the following information:

Download the [2017 Ohlone for Kids Summer Program Catalog, updated April 4, 2017 \(PDF, 4.6 MB\)](#) * .

Registration begins April 3, 2017 at 9am.
Mark your calendar! Classes fill quickly, so **register early** to ensure your child's spot!

Summer 2017 Session Dates

- Session 1: June 19-22, June 26-29
- Session 2: July 3, July 5-7, July 10-13
- Session 3: July 17-20, July 24-27

Next to this text is a colorful graphic for the "Ohlone FOR Kids AND TEENS" Summer Program. The graphic includes the text: "Summer Program June 19 through July 27, 2017", "50th Anniversary 1967-2017", and "28th Anniversary of Ohlone College". It features various icons representing different activities and subjects.

Below the graphic is a link: "Download PDF 4.6 MB of Summer 2017 OFK class schedule."

At the bottom of the page, there is a paragraph: "Ohlone for Kids and Teens offers a unique blend of academic and special interest enrichment classes to students entering grades 4-11. Students gain new skills, develop confidence, and engage in hands-on learning." To the right of this paragraph is a yellow circular logo with a star and the text "Parents' Press".

Go to our website: <http://www.ohlone.edu/org/ohloneforkids/>

Ohlone for Kids and Teens (OFK)

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[A-Z Index](#) [Quick Access](#) [Search](#) [Directory](#) [Catalog](#) [Ohlone Home](#)

[Home](#) > [Community Education](#) > [Ohlone for Kids](#) www.ohloneforkids.com

Ohlone for Kids and Teens

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[Download PDF 4.6 MB of Summer 2017 OFK class schedule.](#)

Ohlone for Kids and Teens offers a unique blend of academic and special interest enrichment classes to students entering grades 4-11. Students gain new skills, develop confidence, and engage in hands-on learning.

Parents' Press

- Click on the red link on the left that reads “Register Site for summer 2017”

Site registration: <https://ohlone.augusoft.net/>

The screenshot shows the top navigation bar with 'CONTACT US' on the left and a search bar on the right containing 'search for a class...' and a 'GO >' button. Below the search bar is the Ohlone College logo with 'COMMUNITY EDUCATION' underneath. A secondary navigation bar includes 'You are not logged in. LOGIN/CREATE ACCOUNT' and 'VIEW CART (0)'. A third bar features 'BROWSE' and 'LAST VIEWED' with a circular arrow icon. The main content area has a yellow banner with the text 'WELCOME TO COMMUNITY EDUCATION & OHLONE FOR KIDS AND TEENS!'. Below this is a paragraph: 'We are proud to provide a wide assortment of classes all year long to our life-long learners through Community Education and to students in the tri-city area and beyond!'. A blue banner for 'Ohlone FOR Kids AND TEENS' follows. Below the banner is a notice: '***ATTENTION: Click below to download the electronic version of the most updated catalog. There are some changes to some classes, which may cause inconsistencies with physical catalogs distributed.' A red link 'Please review the list of changes below.' is provided. At the bottom, a link for 'OEK Summer 2017 Updated Catalog' is visible, and a browser zoom level of 100% is shown in the bottom right corner.

- ▶ Check out our announcements on the home page for any important updates that you may need to know.
- ▶ On the top left, login/create account

As such, please register at least 7 days before the class start date to ensure that we have an accurate account of registrations.

Classes that do not meet minimum enrollments will be cancelled and students will be notified at least 3 days before the course start dates via email.

IF YOU ALREADY HAVE AN ACCOUNT BUT DON'T REMEMBER YOUR LOGIN INFO, **PLEASE DO NOT CREATE** AN ADDITIONAL NEW ACCOUNT. PLEASE CONTACT OUR OFFICE AT 510-979-7590 OR COMM_EDUC@OHLONE.EDU.

[REGISTRATION TUTORIAL](#)

Sign In

Use your username and password to sign in here. Please note that the password is case sensitive.

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

New Students

Click Create New Profile to create your own username, password and profile.

Log in

- Are you a new guest to our program?
 - If no, Go ahead and sign into your account.
 - If you forgot your log in information, please **do not** create a new profile. Please give us a call and we can help you. (510-979-7597)
 - If Yes, create a new profile.
 - It will take you to a new page

Profile Creation

Choose what kind of profile you want to create. **Household profile creation is encouraged for the use of families with youth registration needs.**

Select Profile type

- Student Profile (single user) Household Profile

Submit **Cancel**

New Profile

- PLEASE CREATE A HOUSEHOLD PROFILE. A HOUSEHOLD PROFILE ALLOWS YOU TO HAVE MULTIPLE USERS IN YOUR ACCOUNT, WHEREAS A STUDENT PROFILE ONLY ALLOWS YOU TO HAVE ONE.
- IF YOU ALREADY HAVE A LOG IN, YOU CAN SKIP TO SLIDE 13.

Step-1 Step-2 Step-3

Username* Username: minimum 6 characters

Password* Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: {}!@\$%^&*)

Strength
□□□□

Re-enter password*

Password hint*

Identity Verification Question*

Identity Verification Answer*

E-mail*

Re-enter E-mail*

First name*

Mail preference May we include you on our mailing lists?
 Yes No

[Privacy Policy](#)

Household Profile

- Enter your adult information.

Step 1) log in information, first name, email

Step 2) last name

Step 3) home address, phone number



Community Education and Ohlone for Kids & Teens

Browse all of our course offerings by clicking on the "courses" tab on the sidebar

or use the "search" function to find a course.

Announcement: Please visit www.ohloneforkids.com to read all of the Important Things to Know for Ohlone for Kids and Teens.

***ATTENTION: Click below to download the electronic version of the most updated catalog. There are some changes to some classes, which may cause inconsistencies with physical catalogs distributed.

Please review the list of changes below. Courses with updates are listed below. We apologize for any inconvenience. Thank you for your patience.

[OFK Summer 2017 Updated Catalog](#)

OFK Courses with changes:

- Itliong-Vera Cruz Middle School, Union City
 - HTML, CSS & Javascript
 - Intro to Geometry
 - NASA: Journey Into Outerspace
 - Physics Fun / Chemistry Fizz

Home page (after successful log in)

- Please make sure to read any and all announcements available on the home page for important updates.

- BROWSE
- MENU
- MY PROFILE >
- HOUSEHOLD PROFILE**
- CONTACT US >
- SEND ME A CATALOG >
- MY WAITING LIST >
- MY TRANSCRIPT >
- MY TRANSACTIONS >
- CURRENT REGISTRATIONS >
- HOUSEHOLD WELCOME >

LAST VIEWED

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OFK Courses with changes:

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 - HTML, CSS & Javascript
 - Intro to Geometry
 - NASA: Journey Into Outerspace
 - Physics Fun, Chemistry Fizz

To add a 'youth' or 'adult' to your account

- Click on 'Menu'
- Click on 'Household Profile'

BROWSE

MENU

LAST
VIEWED[my dashboard](#) [My profile](#) [household profile](#) [my waiting list](#) [my transcript](#) [my transactions](#) [current registrations](#)

testing Household profile

Click **Household Name** to view the user name, address and other details of your household profile.

Click **Edit Household Profile** to change information included in your household profile.

Name	testing
Phone	510-979-7597 Day
E-mail	ofk@ohlone.edu
Last updated on	03/14/2017 11:05:00 AM

[Edit Household Profile](#)

- [Add adult member to household](#)
- [Add youth member to household](#)
- [Edit emergency contact information](#)

Select	Member Name	Adult or youth?
<input type="radio"/>	testing, testing - Primary	Adult

[my dashboard](#) [My profile](#) [household profile](#) [my waiting list](#) [my transcript](#) [my transactions](#) [current registrations](#)

Add Youth Member in Household

* denotes required information.

Name	testing
Phone	510-979-7597 Day
Household E-mail	ofk@ohlone.edu
Last updated on	03/14/2017 11:05:00 AM

Please update the relevant information in your profile.

First name*	<input type="text"/>
Middle Name	<input type="text"/>
Last name*	<input type="text"/>
Birthdate *	<input type="text" value="mm/dd/yyyy"/>

mm/dd/yyyy (Required if under 18)

[Save Profile](#) [Cancel](#)

To add a 'youth' (under 18)

- Click on "Add youth member to household"
- This will take you to a separate screen (right) →
- Enter in all information asked about youth and 'save profile'.

testing Household profile

Click **Household Name** to view the user name, address and other details of your household profile.

Click **Edit Household Profile** to change information included in your household profile.

Name [testing](#)

Phone 510-979-7597 Day

E-mail ofk@ohlone.edu

Last updated on 03/14/2017 11:05:00 AM

[Edit Household Profile](#)

- [Add adult member to household](#)
- [Add youth member to household](#)
- [Edit emergency contact information](#)

Select	Member Name	Adult or youth?
<input type="radio"/>	testing, test	Youth
<input type="radio"/>	testing, testing - Primary	Adult

Select	Member Name	Adult or youth?
<input type="radio"/>	testing, test	Youth
<input type="radio"/>	testing, testing - Primary	Adult

- Edit
- Delete
- Remove
- Register

To add a 'youth' (under 18) cont.

Once you have successfully added a 'youth' or 'adult' to your household, it will appear as so below.

To edit a 'youth' or 'adult', click on the white button under the category 'Select'.

A drop down screen will show and depending on what you want to do, you can either 'Edit', 'Delete', 'Remove', or 'Register'.

To edit your household profile (you, the primary adult user), click on the link that says "Edit Household Profile".

Now that you have successfully made an account with us, here are the steps to register for a class(es).

OFK Quick tips:

Art and Nature - 1C (Gr 4-8)
2180001
Start date: 06/19/17
Location : [Ohlone College, Fremont Campus](#)
Room : TBA
Class ID: 51865
Schedule : Weekly - Mon, Tue, Wed, Thu 12:30 PM - 2:00 PM; 8 sessions; starting 6/19/2017, ending 6/29/2017
Days of the Week : Weekly - Mon, Tue, Wed, Thu .
Tuition: \$115.00
Instructor : [Jay](#)
4 Seats Left
ADD TO CART »

Art and Nature - 2C (Gr 4-8)
2180001
Start date: 07/03/17
Location : [Ohlone College, Fremont Campus](#)
Room : TBA
Class ID: 51866
Schedule : Weekly - Mon, Tue, Wed, Thu 12:30 PM - 2:00 PM; 7 sessions; starting 7/3/2017, ending 7/13/2017 ; Class Skip Dates : (No class on 7/4/2017)
Days of the Week : Weekly - Mon, Tue, Wed, Thu .
Tuition: \$115.00
Instructor : [Jay](#)
19 Seats Left
ADD TO CART »

Cartooning A, B, C's Part 1 - 1A (Gr 4-8)
2180001
Start date: 06/19/17
Location : [Ohlone College, Fremont Campus](#)
Room : TBA
Class ID: 51867
Schedule : Weekly - Mon, Tue, Wed, Thu 8:30 AM - 10:00 AM; 8 sessions; starting 6/19/2017, ending 6/29/2017
Days of the Week : Weekly - Mon, Tue, Wed, Thu .
Tuition: \$115.00
Instructor : [Jay](#)
14 Seats Left
ADD TO CART »

HOW TO READ CLASS LISTINGS:

- The title is categorized as so:
 - Class name – (session)(period)
(Grade range)
- Rooms are listed as “TBA”. Classrooms will be updated on OFK website a week or two before session 1.
- All dates and times are found in the middle section.
- Tuition cost is the total of the class tuition + materials fee (if they have a fee).
- Instructor of the class is listed. If you click on their names, it will give you a biography.
- How many seats are available in that class
- ‘Add to cart’ button

OFK Quick tips (cont.):

- Each class has a unique 5 digit number called a Class ID--it is helpful to write down the **CLASS ID** number for easier and faster enrollment.

Art and Nature - 1C (Gr 4-8)

2180001

Start date: 06/19/17

Location : [Ohlone College, Fremont Campus](#)

Room : TBA

Class ID: 51865

Schedule : Weekly - Mon, Tue, Wed, Thu 12:30 PM - 2:00 PM; 8 sessions; starting 6/19/2017, ending 6/29/2017

Days of the Week : Weekly - Mon, Tue, Wed, Thu .

Tuition: \$115.00

Instructor : [Jay](#)

4 Seats Left

ADD TO CART »

Art and Nature - 2C (Gr 4-8)

2180001

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19 Seats Left

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Cartooning A, B, C's Part 1 - 1A (Gr 4-8)

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Location : [Ohlone College, Fremont Campus](#)

Room : TBA

Class ID: 51867

Schedule : Weekly - Mon, Tue, Wed, Thu 8:30 AM - 10:00 AM; 8 sessions; starting 6/19/2017, ending 6/29/2017

Days of the Week : Weekly - Mon, Tue, Wed, Thu .

Tuition: \$115.00

Instructor : [Jay](#)

0 Seats Left

ADD TO WAITING LIST

- Class ID will help you find the class you want easier. You can input this 5-digit number in the search bar on the top right corner of the website and it will pull the class up for you.

- This will save you time from going through the categories and subcategories.

[advanced search options >](#)

- If a class is already full, you'll see the option to add your name to the waiting list.
 - Once there is an opening for that class, you will be contacted by a OFK staff to complete registration into the course.
 - We highly recommend you register for another class to avoid last minute scheduling—or not getting into a waitlisted class.



OFK Quick tips (cont.) :

- Just as the catalog is organized, you'll find the class you want in that appropriate category.
 - For example, Art & Nature is listed under "Arts and Expression" in the OFK Catalog for the Fremont campus. Thus, to find this class, find it under the category "Ohlone Fremont Campus", subcategory "Arts and Expression".

How to add a class:

- ❑ Click on “Browse”
 - ❑ Click on “All Classes” (the first link in the drop down menu)
 - ❑ This will take you to our Course page.
- ❑ Ohlone for Kids normally has two sites. Make sure to select the site that will be accessible for you.
 - ❑ I.E. In 2016-17 OFK was held at Ohlone College, Fremont Campus and at Itliong-Vera Cruz Middle School.
 - ❑ The names of the site locations will be the category you want to register your kid in
 - ❑ It will say “Ohlone Fremont Campus” for the Fremont site, and “Itliong-Vera Cruz Middle School” for the Union City site.
 - ❑ Again, all this will depend on which sites OFK will be held at. Please refer to the current OFK catalog of the year to see the location sites.
 - ❑ If you want to register your kids only in FREMONT classes, make sure to only look at the “Ohlone Fremont Campus” and the same with the other location(s).

How to register for a class:

- ❑ Once you have found all class(s) you are interested in registering for, don't forget to add them to your cart.  VIEW CART (1)  CHECKOUT [HELP](#)
 - ❑ To see the classes in your cart, click on the shopping cart icon on the top right hand corner. A number will be displayed in parentheses to indicate how many classes you have in your cart.
- ❑ **IMPORTANT:** Please double check the class(es) you have in your cart that the date, time, and grade range are correct for EACH child.
 - ❑ Any changes that need to be made after you have paid and completed registration will result in a **\$25 transfer fee per class.**
- ❑ Once you have confirmed that the class(es) are correct, proceed to checkout.
 - ❑ The checkout is a 3 step process:
 - ❑ **Step one** is a last confirmation of the class(es) that you are trying to register for
 - ❑ **Step two** is selecting what kind of payment you will be making
 - ❑ **Step three** will be payment confirmation
 - ❑ If you are paying with Check, please come to our office to complete transaction.
 - ❑ If you are paying by card (Visa or Mastercard), input your card information.
 - ❑ No Cash will be accepted starting January 1, 2018.
 - ❑ Once your payment has been processed, It will prompt a message to let you know. You will soon receive a confirmation email from Augusoft of the registration.
- ❑ **Once you have reached this final step, you are all set and completed registration.**

Questions, Comments, Concerns?

Please call our office at (510) 979-7597, Monday-
Friday 8 am – 3pm

Or email us at ofk@ohlone.edu

Thank you for supporting the Ohlone for Kids and
Teens Summer Enrichment Program!