1) Log in using your username and password that you would use to access any computers at Payton (Non-freshmen: your username will probably be the first letter of your first name followed by your last name; freshmen have usernames of a slightly different format.)

2) After completing the sign-up process, you will now see a screen with several dates and blank spaces next to them. When a given day has a blank space, that means you have not chosen an enrichment course for that day. Click the plus sign (see pink circle on above picture) and you will be taken to a page to choose your enrichment course for that day.
3) Under “Available Enrichments” you will see a list with the enrichment courses that can be chosen for that day. Select an enrichment and click “View Information” if you would like to know more about it. Click Add Enrichment when you are done. When you return to the main screen (Fig. 1) you will now see that enrichment listed next to the date you chose it for.

**IMPORTANT REMINDER:** Check the words next to “type” on the Add Enrichment screen. If the type is “mini-course,” you will be signing up for this course for a 4 - 5 week period on the same day (every Tuesday for example). Only choose a mini-course if you are certain you want to take it for the entire time. You will not be able to drop out of a mini-course once it’s started.

### Frequently Asked Questions

**Q:** I’m signed up for an enrichment that I didn’t choose, how did that happen?

**A:** A teacher can assign you to an enrichment. This might happen if you are in a sport, or if a teacher thinks you need tutoring.

**Q:** I chose the wrong enrichment by accident, how do I change it?

**A:** Go to the start page. Click on the Edit icon next to the enrichment that you chose by accident. You will now be brought to the “Edit Enrichment” screen, where you can pick another course and then select “Update Enrichment”.

**Q:** Is there any way I can see a full list of dates that an enrichment will take place?

**A:** Yes, use the search bar on the top right corner of the home page. Search for an enrichment, or a topic (i.e. “Math”). Then click on the name of the enrichment that you would like to know more about, and you’ll be taken to a page with a description and schedule.

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