



Mahalo for your interest in our program. We use a third-party online system to register participants. You will only need to register once using the system. If you decide to enroll in more courses, it's just a simple e-mail request to [aomakua@ksbe.edu](mailto:aomakua@ksbe.edu) indicating the course you'd like to take. Below are step-by-step instructions on how to register.

## Registration

1. Access the Kamehameha Schools Distance Learning Web site  
<http://ksdl.ksbe.edu/adult>
2. If you are not familiar with the program, please read through **Program Information** and **Requirements**.
3. Click on **Registration**
4. Click on the **Register Now** link

A screenshot of the Kamehameha Schools Distance Learning website's registration page. The page has a blue header with the Kamehameha Schools logo and the text 'Distance Learning'. Below the header is a navigation menu with links: 'About Us', 'What is DL?', 'What's New', 'DL Programs', 'DL Resources', 'KS Blackboard', and 'Contact Us'. The main content area has a breadcrumb trail: 'Home > DL Programs > A'o Makua > Registration'. There are several navigation links: 'A'o Makua Home', 'Program Info', 'Courses', 'Incentives', 'Schedule', 'Registration' (highlighted in green), 'Requirements', 'FAQ', and 'Program Evaluations'. The title of the page is 'A'o Makua Distance Learning Program Registration'. On the left, there is a small image of a woman with a 'REGISTER NOW' button below it, which is highlighted in green and has a red arrow pointing to it. To the right of the image, there is a message: 'Mahalo for your interest in our program. Please make sure that you have reviewed our **Ka Ho'olauna** prior to registering.' Below this is another message: 'Registration is available for all courses until May 2010.' A note follows: 'Note: You will be leaving this site for an external registration site with its own Terms and Conditions.' At the bottom of the message area, it says: 'If you have any questions, please e-mail [aomakua@ksbe.edu](mailto:aomakua@ksbe.edu)'. At the very bottom of the page, there is a 'Back to Top' link and a footer with the text: '| KSDL Home | KS Home | Stay Connected - Be on our mailing list | Site maintained by: Kamehameha Schools Distance Learning Branch - Last updated: 10/19/09 © 2007 Kamehameha Schools. All rights reserved. Statements of Privacy, Copyright, and Disclaimer.'

## RegOnline - Welcome Screen

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1. Enter your **Email Address**
2. Choose registration type: **Imi Na'auao or Nā Ho'okama a Pauahi**
3. Click **Continue**

### A'o Makua Program [\(Event Details\)](#)

Online

To get started, enter your email address.

1

\* Email Address:

\* Please select registration type:

General [Details](#)

KS Staff [Details](#)

2 →  **Imi Na'auao - Current 2009-10 Post High Scholarship Recipient** [Details](#)

→  **Nā Ho'okama a Pauahi - - Current 2009-10 Post High Scholarship Recipient** [Details](#)

Ke Ali'i Pauahi Foundation [Details](#)

Associate in Arts in Teaching (AAT) – LCC [Details](#)

Waimānalo Nā Pono No Nā 'Ohana – PID [Details](#)

ARLISE - HIDOE [Details](#)

Kahua - HIDOE [Details](#)

Teach for America - OHA [Details](#)

3

Continue ▶

## Participant Information Screen

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1. Enter all required information (indicated by red asterisk \*).
2. Choose a **Password** for the system. This password is NOT for your courses. It is just used to access this online registration system.
3. Please make sure to type your name in all digital agreement fields.
4. Click **Continue**

The screenshot shows a registration form titled "A'o Makua Program (Event Details)". At the top, there is a progress bar with five steps: "Participant Information" (active), "Courses", "Group List", "Payment & Verification", and "Confirmation". A red asterisk and the text "= required field" are positioned to the right of the progress bar. The form fields are as follows:

- \* Email:
- \* First Name:
- Middle Name:
- \* Last Name:
- \* Address Line 1:
- Address Line 2:
- \* City:
- US State/Canadian Province:
- Int'l State/County/Province (Non US/Canada):
- \* Zip (Postal Code):
- Home Phone:

Below the address fields is a green header "Your Password:" followed by instructions: "Please create your own password below (6-20 characters long). This will ensure the security of your personal information. It will also enable automatic recall of your personal information the next time you register." The password fields are:

- \* Password:
- \* Re-enter Password:

## Select Course(s)

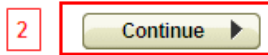
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1. Check the box next to your course selection.
2. Click **Continue**

1  'Ōlelo Hawai'i: E Ola Ka 'Ohana [Details](#)  
Monday, May 03, 2010 - Monday, May 31, 2010 11:59 PM (Hawaii Time)  
\$10.00  
Discount Code:

Mālama: 'Āina [Details](#)  
Monday, May 10, 2010 - Friday, May 28, 2010 11:59 PM (Hawaii Time)  
\$10.00  
Discount Code:

Total So Far: \$0.00



## Payment and Verification

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1. Please verify the information and your course selection(s).
2. Review the payment policy and agree to the terms and conditions.
3. Choose your payment method
  - a. Credit Card: pay online using Visa, Master Card, Discover or American Express
  - b. Check: mail check to the cashier's office
  - c. Fee Waiver: download the form, complete and mail to KSDL office.
4. Click **Continue**

**A'o Makua Program ( Event Details )**

Participant Information   Group List   Other Fees   **Payment & Verification**   Confirmation

**Please verify the information you've entered, select a payment method, and click "Finish My Registration."**

**Verify**

Registrant List	Email	Registration Type	Actions
FirstName, LastName	Email address	Registration type	Details   Make Changes

[Add another person](#)

Fees	Quantity	Unit Price	Amount
Sample fee #1	0	\$0.00	\$0.00
Sample fee #2	0	\$0.00	\$0.00
<b>Total:</b>			<b>\$0.00</b>

## Confirmation

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1. Upon successful registration, you will receive a confirmation screen.
2. A confirmation e-mail will also be sent.

**Thank You!**

Mahalo, your registration completed successfully. You will also receive an email message with information about your registration, including a link to your registration record. If for any reason you do not receive an e-mail message, you can always return to this site to review your record.

[View / Print Registration Record](#)      [View / Print Invoice](#)

**Reference #:**


<b>Title:</b>	A'o Makua Program	
<b>Name:</b>	FirstName LastName	
<b>Company/Organization:</b>	RegOnline	
<b>Address:</b>	4750 Walnut Street Suite 100 Boulder, CO 80301	<a href="#">Tell A Friend</a>
<b>Work Phone:</b>	303-577-5100	
<b>Email:</b>	abc@regonline.com	


[View / Print Registration Record](#)      [View / Print Invoice](#)


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[Terms of Use](#) [Home](#) [Contact Info](#)

If you have any questions, please e-mail [aomakua@ksbe.edu](mailto:aomakua@ksbe.edu).







## What happens next?

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1. Two weeks prior to the course start date you will receive a reminder e-mail .
2. Three days prior to the course you will receive a welcome e-mail from your instructor that will contain the information to login to the course.

\*If you do not receive these e-mails, please contact us via e-mail at [aomakua@ksbe.edu](mailto:aomakua@ksbe.edu) or call 842-8877.

3. Once the course starts, you can login at anytime that it's convenient for you.