

## Classter Application Guide

### **Registration (all courses) for New Students/Parents**

- 1) Click <https://mtu.classter.com/Actions/Registration> (**\*This should also be added to all webpages for the various departments/classes/lessons**)
- 2) If applying for a child, select the 'I'm a parent/Legal Guardian/Agent of a Student'. If you are an adult and applying for yourself, select 'I'm a student'. Click 'OK'
- 3) Enter Name, Email and phone number details and click 'Sign up'
- 4) A verification email will be sent to the email address provided. If the email does not appear in your inbox, please check your junk and spam folders as it may have been inadvertently directed there.
- 5) On the email will be a 'Verify Account' option, which must be clicked on to activate the account and will also include Username and Password details. Once activated, users can log in to the Classter CSM portal using the link provided in the email.