



## BIAW ONLINE CLASS REGISTRATION

### Online BIAW Class Procedures

Once you register using the steps below, you will receive an email confirmation. You will then receive the class meeting logins and any other information (book material, handouts, tests, etc.) 1-2 days before the start of class. These items will be emailed to the email address(es) provided on your class registration form.

### Register using the BIAW Community

**Step One:** When you click on the class in the email, it will take you to the [BIAW Community](#).

**Step Two:** You'll be prompted to log in, but you'll want click "**Sign Up**" unless you've already created your account, then you'd just log in normally.

**Step Three:** Fill out your information and click "**Submit**".

**Step Four:** Once submitted, you'll be taken to the community and can register for your class under "**Class Schedule**." You'll also receive a confirmation email with your username and a link to the community.

### Questions?

For special accommodations or questions, contact Hillary Vanatta at 360-352-7800 ext. 106 or at [hillaryv@biaw.com](mailto:hillaryv@biaw.com) no later than 1 week before course.