

COLLEGE FOR KIDS: CREATE A NEW ACCOUNT TO REGISTER

1. CREATE A NEW ACCOUNT

Select:
LOGIN/CREATE
ACCOUNT



PLEASE NOTE: The email address you use to create a new account will also be used for Parent/Guardian Communications for C4K

2. NEW STUDENT

Select:
NEW STUDENT
CREATE A NEW PROFILE

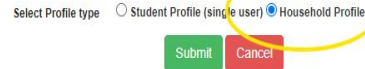
New Students

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

Create New Profile

3. HOUSEHOLD PROFILE

Select:
HOUSEHOLD PROFILE
above the 'Select' and
'Cancel' buttons



Enter all required fields as the Parent/Guardian (You will add student later)

REMEMBER TO
SAVE PASSWORD
+ USERNAME

4. ADD YOUTH MEMBER

Once the Household Profile is created with Parent/Guardian Information

Select:
Add a Youth Member
to household

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

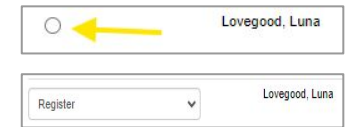
Enter all required fields for the Youth Member

Repeat these steps for every Youth Member in your Household looking to register

5. REGISTER

Once all Youth Members have been added, they will be listed under the Household Profile

Select:
the radio dial next to the students name you are wanting to register



CONTINUE TO
REGISTRATION
INSTRUCTIONS
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COLLEGE FOR KIDS: REGISTRATION INSTRUCTIONS

1. LOG IN

Select:
LOGIN/CREATE A NEW
ACCOUNT

Proceed to Sign In

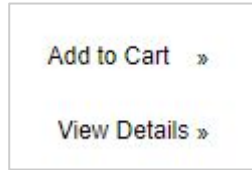


PLEASE NOTE: We are currently NOT offering waitlists for classes that fill. Should any changes be made, C4K staff will reach out to you directly before changes are made

2. LOCATION

Select:
The College for Kids
location your student is
wanting to attend

Select:
one AM + one PM class
and 'Add to Cart'



Repeat these steps for
every class, student
and/or location

3. WAIVERS

Once a class gets added to
the cart, you will be
prompted to fill out a
waiver.

*This step will be repeated
for every class selection,
and for student*

PLEASE READ CAREFULLY
and fill out the required
information.

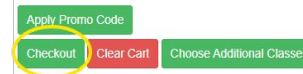
Should your child require
Reasonable Accommodations,
Medical Accommodations or has
any major allergies, fill out Waiver
to reflect this plus
PLEASE ALSO EMAIL
collegeforkids@aims.edu

4. CHECK OUT

Once AM + PM classes
are selected for each
student and location,
proceed to checkout



Ensure student,
location, and class
selections are correct
Then proceed to
'Checkout'



5. EMAIL

Check your email for
confirmation of Registration
and Payment Receipt

Further information can be
found on the Aims website:
<https://www.aims.edu/programs/college-kids>

Parent/Guardian
Information will be sent out
two weeks before the start
of C4K

COLLEGE FOR KIDS: REGISTRATION INSTRUCTIONS

Step 1: Access the Registration Website

Visit the College for Kids registration page: <https://aimsced.augusoft.net//info/landing/college-for-kids>.

1. **If you already have an account:** Sign in.
2. **If you need help with your username or password:** Call 970-330-8008 for assistance.

Step 2: Create a New Account (if needed)

1. Select **NEW STUDENT: CREATE A NEW PROFILE**. **Reminder:** Save your password and username for future access.
2. Choose the **HOUSEHOLD PROFILE** option (located above the "Select" and "Cancel" buttons).
3. Enter all required fields for the **Parent/Guardian** (you will add your student(s) later).
4. Once the Household Profile is complete, select **Add a Youth Member to Household**.
5. Enter all required fields for each student you wish to register.
6. After adding all students in your Household, select the radio button next to each Youth Member's name and click **Register**.

Step 3: Registration Instructions

1. Log in to your account.
2. Under the **BROWSE** tab on the left-hand side, select **College for Kids**.
3. Choose the desired program location.
4. For each student:
 - Select **ONE AM class** and **ONE PM class** and add them to your cart.
 - Complete the required Waiver (mandatory for all students).
5. Repeat these steps for additional students and locations, if applicable.
6. When ready, click the cart icon and follow the prompts to check out.
7. Check your email (the one linked to the Household Profile) for your registration confirmation. This email address will also be used for all parent communications.

Important Notes:

- **Waitlists:** We are not currently offering waitlists for filled classes. If any changes occur, C4K staff will contact you directly.
- **Accommodations or Allergies:** If your child requires reasonable accommodations or has major allergies, indicate this on the Waiver and email collegeforkids@aims.edu.