How to Create a Household Profile

If you are registering a minor child or a family member, please create a "Household Profile."

1. Go to the home page of the Birmingham Community Education website, www.communityed.net
2. Click on **"LOGIN/CREATE ACCOUNT,"** which is located on the top upper left of the page under the banner.
3. Click on **"Create New Student Profile."**
4. Click on the button for **"Household Profile."**
5. Create a User Name and password and complete all requested information including email address. ***You will need to supply an email address to receive a confirmation.***
6. Click **"Continue to Screen 2"** and again complete all requested information. Make sure to designate if you are "Resident" of the Birmingham Public School district.
7. Click on **"Save Profile."**
8. Click on **"Add youth member to household."**
9. Enter the child's name, and date of birth. Make sure to indicate if the child is a "Resident" of the Birmingham Public School District.
10. Repeat this step to add all children.
11. You may add another adult to the profile. They will have their own unique user name and password.
12. When you are ready, click on **"Register"** next to the child or one of the children you want to register for a class.
13. You will now be able to navigate to the courses/classes for which you would like to register.
    Click on **"Browse"** at the upper left of the screen.
14. Look for the appropriate Category/Subcategory you are looking for.
15. Once you have located the class, click on **"Add to Cart."**
16. Select the member of the Household you would like to register for this course.
17. Read any **"Waiver"** or **"Release"** that are required for registration and if you consent to the terms of the form, please complete the information requested and click **"Submit."**
18. For additional class registrations, repeat the process by clicking **"Choose Additional Classes"** and return to Step 14. Once you have selected all the classes you want, click on **"Checkout."**
19. You will need to agree to the refund policy and then complete the necessary payment information. We accept Visa or Mastercard.