



STEPS TO LOG INTO PROCLASS FOR THE FIRST TIME FOR EXISTING USERS

1. Go to the ILR website (www.ilralbertus.org). Select Courses/Current Course Offerings and click the Register Online button. You will be taken directly to the Registration Home Page. From the online registration site click the Forgot Password link on the header. It will lead you to the Forgot Password page.
2. In the Forgot Password page, enter the e-mail address you used last year and then click the Submit button. The system will automatically send the Reset Password link directly to your email.
Note: The reset password link expires within 30 minutes and right after your reset your password successful. If email has not been received after 10 minutes, please check your Spam or Junk folder.
3. Check your email, read the message and click the link to reset your password.
4. After clicking the link, the Reset Password page will open. Your new User name will be automatically system generated. **Make note of it if you want to change it to something you can remember.** Create and confirm your new password. The password must contain an uppercase, three lowercase, a digit and a non-alphanumeric character (e.g. \$ @ # %).
5. If your new password is accepted, you will see the screen “Reset Password” and you can now log in using the system-generated user ID and the password you just created. To change your user name to something you can remember, Click on the gear wheel in the upper right hand corner of the screen and then select My Account
6. In the user name field, create a new user name that it is easy for you to remember. We suggest FirstNameLastName, i.e., JaneDoe. This is also where you can change your personal information, add a credit card, and update address, phone, see all the courses you have taken, etc. Once the information is updated, scroll to the bottom of the page and select “Save”. Then select “Search” to return to the registration page.

REMEMBER: The Tech Task force will provide assistance to any member who has questions or difficulty in registering. You can email info@ilralbertus.org and one of our Tech Team will get back to.