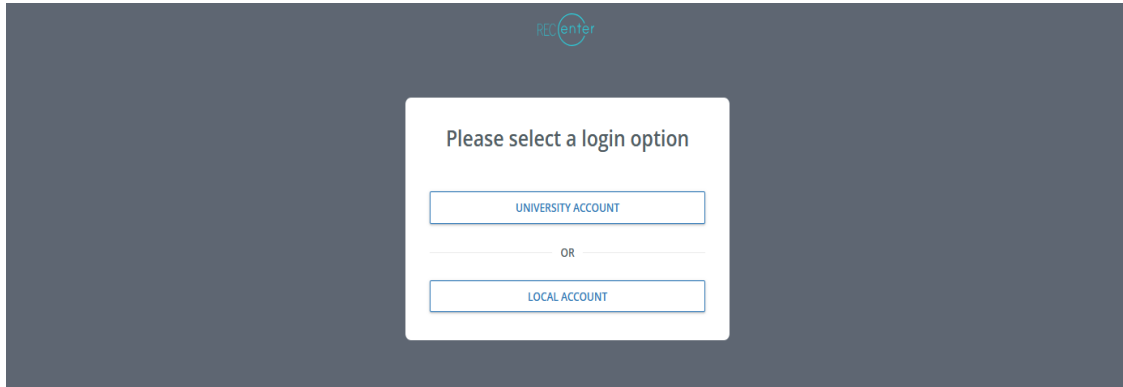


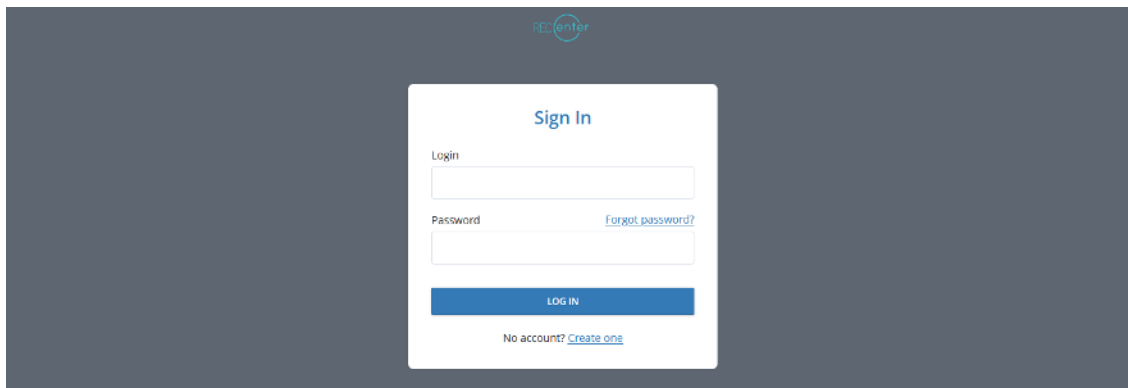
## DSE Sign-up helpful hints

Navigate to [wou.dserec.com/auth/online](http://wou.dserec.com/auth/online)



If you are a WOU student, faculty, or staff member, click University Account which requires you to sign into your WOU Portal. You can skip to the “Class registration” tab below.

As a community member please create a “Local Account”



If this is your first time signing up, please create an account. Please skip the “Affiliations (Optional)” menu when completing the form.

CREATE ACCOUNT	
First name	Last name
<input type="text"/>	<input type="text"/>
Date of birth	Gender
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Select"/>
Contact phone	Email
<input type="text" value="123-456-7890"/>	<input type="text"/>
Affiliations <small>Optional</small>	
<input type="text" value="Select"/>	
Password	Confirm password
<input type="text"/>	<input type="text"/>
<input type="button" value="CANCEL"/> <input type="button" value="NEXT"/>	

## DSE Sign-up helpful hints

After filling out your information, you will be sent a verification email code.

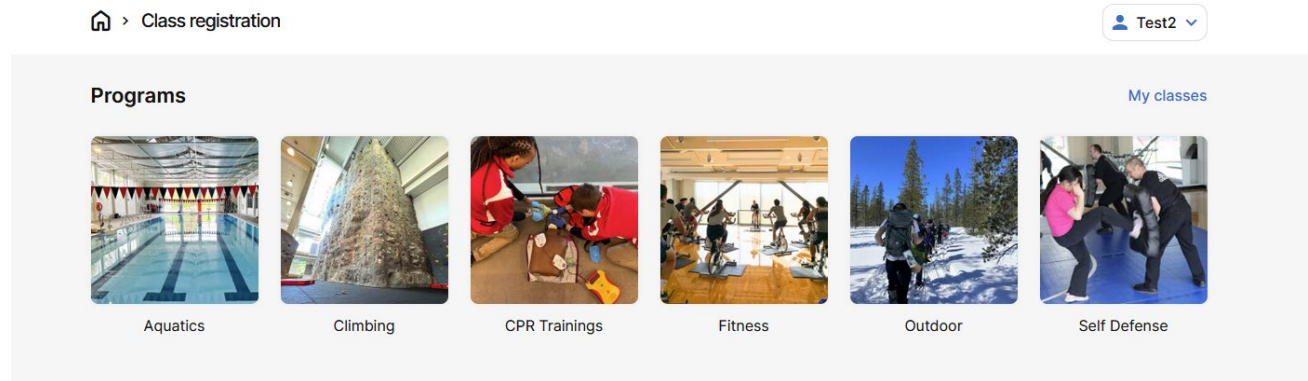
ACTIVATE ACCOUNT

Confirmation email was sent to [hjx2ism@gmail.com](mailto:hjx2ism@gmail.com).  
The email includes an activation code, please enter it here to activate your account.

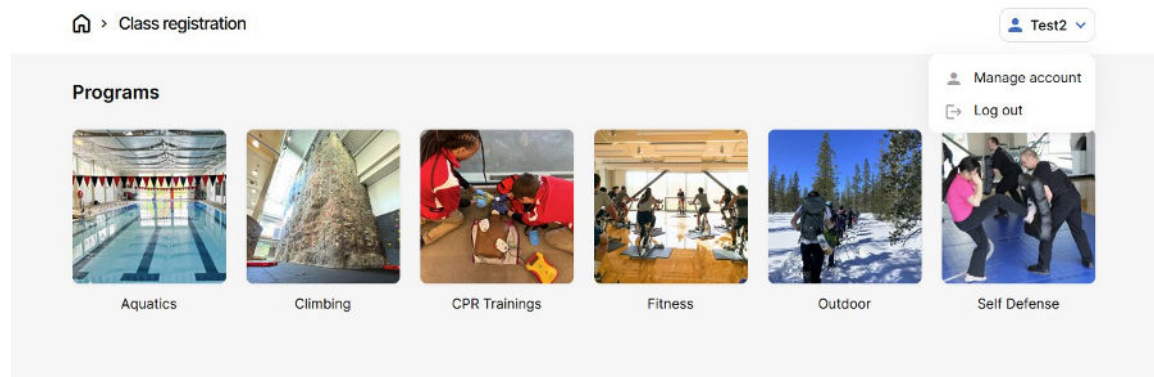
Code

[Resend email](#)

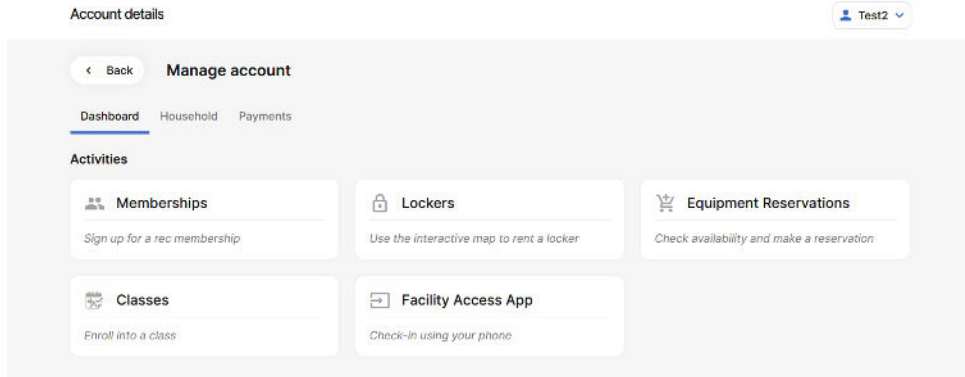
After completing that step, you will be able to see the “Class Registration” tab



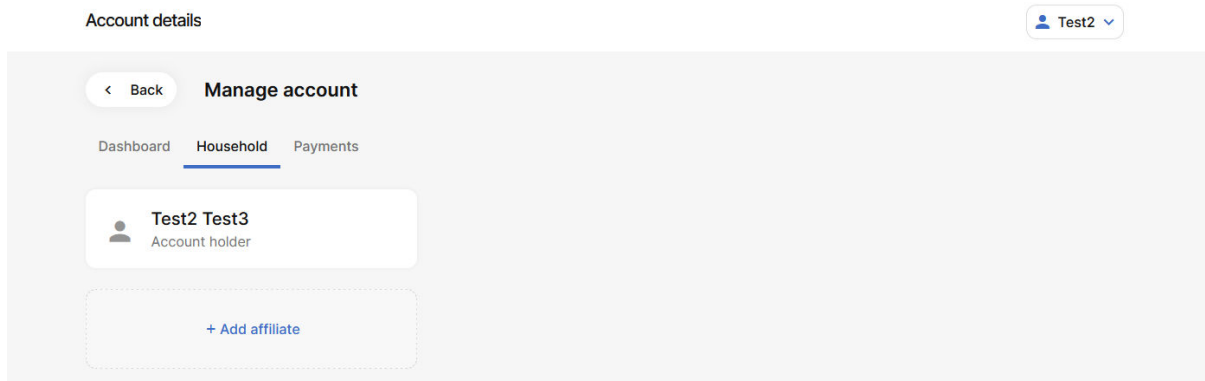
Please notice your name in the upper right-hand portion of the screen, click it to “Manage Account”



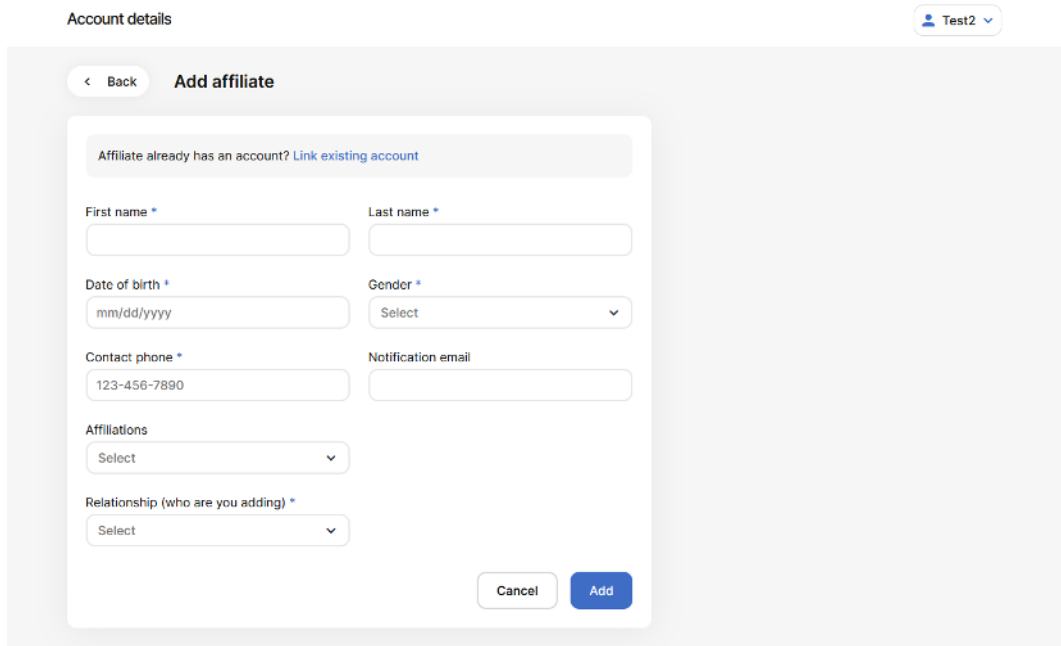
## DSE Sign-up helpful hints



Please click on “Household” to set up your “affiliates” or children and/or spouse/partner

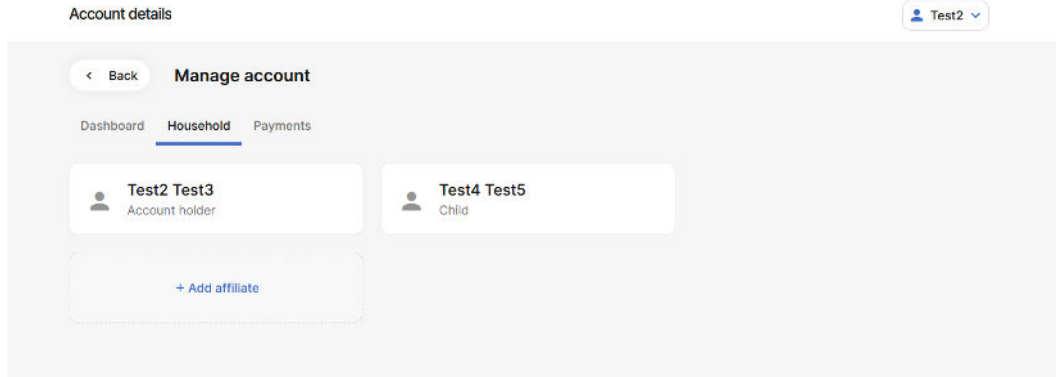


Please skip the “Affiliations (Optional) menu when completing the form.

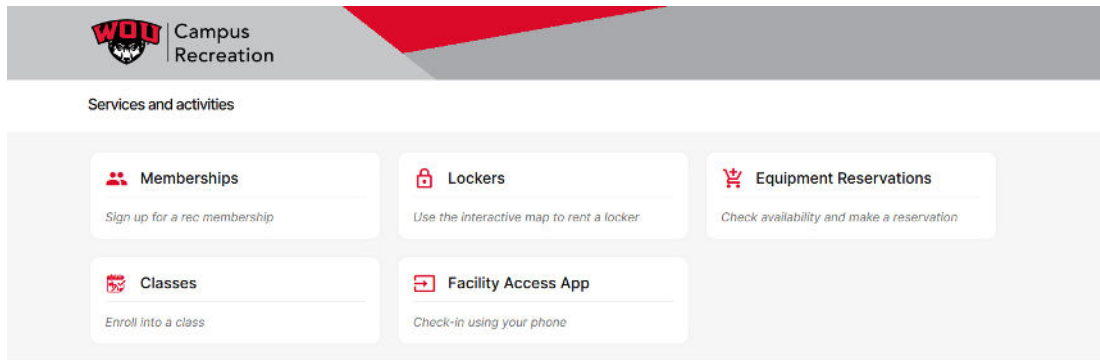


## DSE Sign-up helpful hints

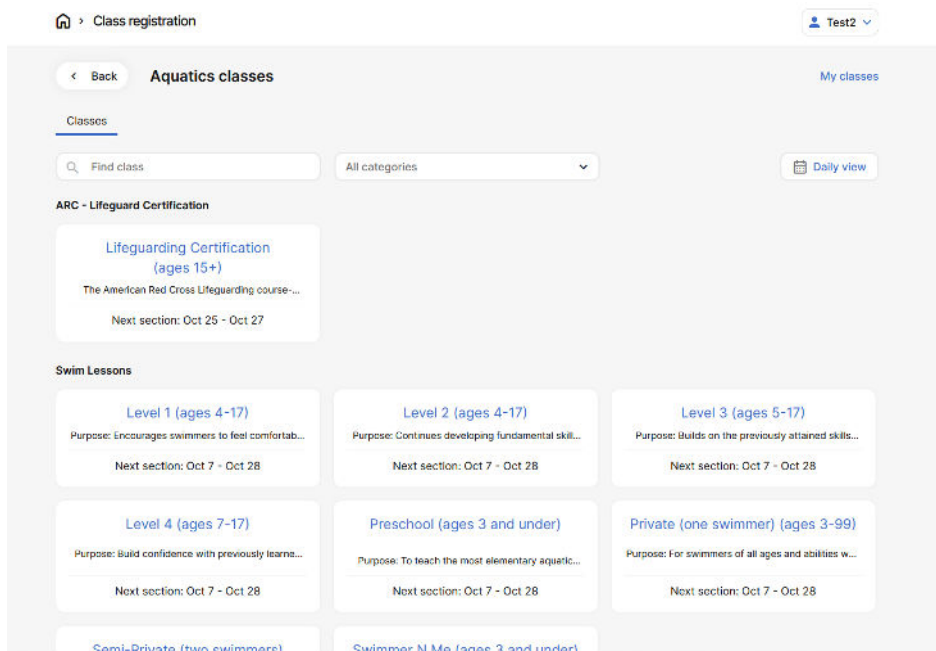
After completing your “household” you should see the members on your screen.



Go to the “dashboard”. Click on Classes



Select your option. We selected “Aquatics” for this process.



## DSE Sign-up helpful hints

Select the class option you are interested in.

Class registration

Test2

< Back **Level 1**

Purpose: Encourages swimmers to feel comfortable in the water. Swimmers begin to develop positive attitudes, good swimming habits, and safe practices in and around the water. Here are some of the skills to be introduced:

- Enter and exit the water safely
- Perform glides on front and back with recovery to a vertical position with assistance
- Swim on front and back using arm and leg actions with assistance
- Float on front and back with assistance
- Explore arm and hand movements

Registration opens for Fall Session 1 on September 16, 2024, at noon, and Fall Session 2 on September 30, 2024, at noon.

Section	Date	Participants	Status
Fall Session 1 - M/W 4:00- 4:30pm	10/7/2024 - 10/28/2024	0 / 5	Opens 9/16 12:00pm <a href="#">View</a>
Fall Session 1 - T/Th 4:00-4:30 pm	10/8/2024 - 10/29/2024	0 / 5	Opens 9/16 12:00pm <a href="#">View</a>
Fall Session 2 - M/W 4:00-4:30pm	11/4/2024 - 11/25/2024	0 / 5	Opens 9/30 12:00pm <a href="#">View</a>
Fall Session 2 - T/Th 4:00-4:30pm	11/5/2024 - 11/26/2024	0 / 5	Opens 9/30 12:00pm <a href="#">View</a>

The class will list the times, dates, number of participants available, and the “status” which provides when it will open for registration.

You will see “View” if the class is not open yet or you will see “Register”.

Class registration

Test2

< Back **Level 1, Fall Session 1 - M/W 4:00- 4:30pm** [All classes](#) [My classes](#)

Times for this class are 4:00-4:30 pm on Mondays and Wednesdays; dates are listed under the “Instances” drop-down menu below.

**Details**

Dates Oct 7 - Oct 28

Participants 0 / 5

Ages 4-17

Registration ends Oct 2 at 12:00pm

**Instances (7)**

**Pricing**

Eligibility group	Fee
Faculty/Staff Member	\$52.50
Faculty/Staff Non-member	\$52.50
Guest	\$52.50
Member	\$52.50
Student Member	\$52.50
Student Non-member	\$52.50

This class is restricted by age

Notice the bottom area where it indicates “This class is restricted by age”. Notice who is trying to sign up for the class, look in the upper right-hand corner of the screen.

## DSE Sign-up helpful hints

You will need to change the “Household” member by clicking the drop-down menu.

Class registration

Test2

< Back Level 1, Fall Session 1 - M/W 4:00- 4:30pm

Times for this class are 4:00-4:30 pm on Mondays and Wednesdays; dates are listed under the “Instances” drop-down menu below.

**Details**

Dates Oct 7 - Oct 28

Participants 0 / 5

Ages 4-17

Registration ends Oct 2 at 12:00pm

**Instances (7)**

**Pricing**

Eligibility group	Fee
Faculty/Staff Member	\$52.50
Faculty/Staff Non-member	\$52.50
Guest	\$52.50
Member	\$52.50
Student Member	\$52.50
Student Non-member	\$52.50

This class is restricted by age

After selecting the household member who is taking the class fill in their Participant information.

Name of Participant \*

Name of Responsible Adult (if participant is a youth) \*

Address \* State \*

City \* Zip \*

Phone number \*

Email address \*

WOU V Number (Student/Faculty/Staff only)

## DSE Sign-up helpful hints

After completing the information, you pay for the class using your credit/debit card. An electronic waiver emailed to you. If you run into any difficulties please contact Zach Hammerle, [hammerlez@wou.edu](mailto:hammerlez@wou.edu), or call 503-838-8860.