

Harper College InZone 2019 Family Account Guide

Step 1:

To create a family account please visit our website at:

<https://ce.harpercollege.edu>

Step 2:

Hover your cursor over “Login” and click “Family Login”

The screenshot displays the Harper College website interface. At the top, the browser address bar shows the URL <https://ce.harpercollege.edu>, which is circled in red and labeled "STEP 1". Below the address bar, the navigation menu includes "Courses", "Digital Badges", "Programs", and "Request Information". On the right side of the navigation bar, the "Login" link is circled in red and labeled "STEP 2". A dropdown menu is visible, containing the options "Student Login", "Instructor Login", and "Family Login". The main content area features a banner image of a man in a suit holding a wine glass, with a "BECOME MORE" button and a search bar below it. The search bar contains the placeholder text "Search Course Number, Title, or Keyword..." and a magnifying glass icon.

Step 3:

Provide all the contact information for the person who will manage the family account (parent, legal guardian etc.), chose a username and a password for your family account and click “continue”.

Family Login

STEP 3

I have a Family Account already

Log in using your existing Family Account contact information. These credentials may differ from other Harper CE User Names or Passwords that you may hold.

User Name (case sensitive):

[Forgot User Name](#)

Password (case sensitive):

[Forgot Password](#)

Continue

Create a New Family Account

Create a new Family Account by entering information below for one of the parents or guardians for this family. You will be able to add additional family contacts and children in a later step. The user name and password that you choose here will be specific to your Family Account and may differ from any student user name or password that you may also hold.

Family Contact First Name:

Family Contact Last Name:

Family Contact Email Address:

Choose a User Name:

Choose a Password:

Confirm Password:

Continue

Step 4:

Fill out your family information and click continue:

Family Group Information

STEP 4

Group Information

Email Address

Telephone / Fax

Address

Family Contact Information

Group Information

Family Group Name:*

InZoneFamily

Email Address

Email Address:*

email@email.com

Telephone / Fax

Type:*

Home

Area:*

847

Number:*

9256000

Ext.:

Address

Type:*

Home

Address 1 or Business Name:*

1200 W Algonquin Rd

Address (line two):

City:*

Palatine

State/Province:*

IL

Other State:

Country:*

USA

Zip/Postal:*

60067

Continue

STEP 5:

Congratulations! Your Family account has been completed.

Write down you group ID – it will be required to link existing student accounts under the family account.

If the child (or children) have **NOT participated** in InZone in the past years you will create their individual accounts by clicking “Add a Member”

The screenshot shows the Harper College InZone Family Members page. The top navigation bar includes links for Courses, Digital Badges, Programs, and Request Information. A user is logged in as 'Welcome Joe Parent' with a shopping cart icon showing 0 items. A red circle highlights the 'Welcome Joe Parent' text. Below the navigation bar is the Harper College logo and the text 'NON-CREDIT CONTINUING EDUCATION'. A red circle highlights the 'LOG OUT' link. The main content area is titled 'Family Members' and includes a red circle around the text 'STEP 5'. On the right side, the 'InZoneFamily (G000056)' and 'Family Contact: Joe Parent' are displayed, with a red circle around the group ID. A red circle highlights the 'ADD A NEW STUDENT' button. The page also features a sidebar with links for My Profile, Manage Members, New Application, Application Status, and Account History. The main content area contains instructions: 'If one of your family members already has a student account, do not create a new member here. Rather, log in to the Student View with the student's account and enter this Family Group ID (G000056) on the student profile under the section titled Group Information.' Below this, it states 'No members found.'

If a child **has taken** an InZone class in the past they would have an existing account that has to be linked to the family account.

Please open a separate browser window, use a different device or log out by hovering over the “Welcome” sign.

Step 6

To link an existing account you need to log in to that individual account. You can do so by going back to steps 1 and 2 of this guide and choosing “Student Login”

The screenshot shows the Harper College Student Portal login interface. At the top, there is a navigation bar with links for Courses, Digital Badges, Programs, and Request Information, along with a Login button and a shopping cart icon. Below the navigation bar is the Harper College logo and the text "NON-CREDIT CONTINUING EDUCATION". The main content area is titled "Log-In to Student Portal" and is divided into two columns. The left column, titled "I have an account already", is highlighted with a red border and contains a "Continue" button. The right column, titled "I am a new user", contains a "Continue" button at the bottom right. The "I have an account already" section includes a "Log in using your existing account information." instruction, an "Email Address (case insensitive)" field with a "Forgot User Name" link, a "Password (case sensitive)" field with a "Forgot Password" link, and a "Continue" button. The "I am a new user" section includes an "Email:" field, a "Retype Email Address:" field, a "Select one of the following options:" instruction, and two radio button options: "Participant is over 18 years of age" and "Participant is under 18 years of age".

Log in to the child’s individual account by using the e-mail associated with the account and password. If you do not remember what e-mail is associated with the account, please call our information desk at 847-925-6300. Each student has to have a **unique email address** associated with their individual accounts.

STEP 7

After successfully login in click on “My Profile” and “Group Affiliations” buttons located to the left of the screen. Type in the group code from Step 5 and click “Add Group”. Scroll the page all the way down and click “save”.

Student Home

My Profile

User Name and Password

Personal Information

Email Address

Telephone / Fax

Address

Enrollment Data

Emergency Contact

Group Affiliations

Group Affiliations

Please enter the Group Code provided to you for self-association to group. You may also choose to self-associate to an available group listed below by clicking on the Add Group button. If you wish to hide an available group, click on the Decline button.

Group Code: ?

Add Group

Currently Associated Groups:

You are an employee of the following employer(s) or are a member of the following group(s). If this is incorrect, please update your profile or contact Harper College Continuing Education for assistance.

Code	Name	Delete
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Your Family Account should appear under your “Associated Groups” list. You have to repeat steps 6 and 7 for **each individual child**. After all individual student accounts have been linked with the Family Account we can use it to enroll multiple students at once.

Step 8

In order to use the family account please log in (see step 2). Find the class you want under “courses” (either searching by course name or course number “LKD0000”). Click “Add/Remove Members”

Family Portal - Courses Digital Badges Programs Request Information Welcome

Harper College NON-CREDIT CONTINUING EDUCATION

Cart (1 Item) InZone Family (G000000)
Family Contact: **Joe InZone**

[Keep Shopping](#) [Checkout](#)

Payment of applicable tuition, fees, and deposits by credit/debit card must be confirmed before enrollment will be acknowledged. If you cannot pay using a credit/debit card, contact our Registration staff, who will guide you through the enrollment process and direct you to the Harper College Business Office to arrange payment.

Item	Options	Quantity	Subtotal
 Course A MATTER OF CHEMISTRY LKD0023 - 003 Fee: \$199.00 Remove	Fee: T425 \$199.00 x 0 Add/Remove Members Click here to select the members to enroll.	0	\$0.00
Subtotal			\$0.00
Total			\$0.00

[Keep Shopping](#) [Checkout](#)

Choose all the children registering for the class and click “Enroll Members”
Repeat this step for all your classes.

Members x

Select All Members; Unselect All Members

InZone, Joey (X000000) joeysemail@email.com

[Select Visible Members]

InZone, Joey (X000000) joeysemail@email.com

1 Member(s) Selected

InZone, Joey (X000000) joeysemail@email.com

[Close](#) [Enroll Members](#)