VERMONT STATE LIBRARY – CLASSES ONLINE

Note: This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.

For best results with the new “Mini-Manuals” consult the document “Getting the Most Out of Mini-Manuals” prior to using this document.

If there questions about information in this mini-manual, or if, after reading the entire manual, the information needed is not found, e-mail psguides@uvm.edu.

TABLE OF CONTENTS GUIDE
(Click on topic headings to automatically jump to specific section.
Use Ctrl+Home to come back to the Table of Contents.)

Background .......................................................... 1
Getting Started ....................................................... 1
Frequently Asked Questions ....................................... 5

Background

The Vermont State Library provides a link to hundreds of online classes provided by UniversalClass. Each participant can enroll in up to 5 classes, each class has a 6 month time limit to complete but most are easily completed in several hours. Each course has a real instructor who you may communicate with by email and access to the website is 24/7 so that the participant can work on any course on their schedule. These are non-credit courses which are provided for your personal enrichment for free.

Getting Started

Click on the link to go to the Login Page. Vermont State Library
1. A library card (from your hometown library) or your UVM ID card number will work to provide access to the Login Page

2. Once access is gained to the website, you will have to register with the New Member Registration Form that appears
New Member Registration Form

Step 1. Choose Username and Password

Enter Username:
Your username must be alpha or numeric characters only

Create Password:

Re-Type Password:
Password must be 6-20 characters (case sensitive)

Step 2. Enter Email Address

Enter Email Address:
Example: jimmy@yahoo.com or jsmith@aol.com

Re-Type Email Address:

Step 3. Enter Member Information

Enter Your First Name:

Your Last Name:

Select Your Country:
United States

Birth Date: (optional)
Month / Day / Year

Your Gender:

Are you 13 years or older?

I read, understand, and accept the following:

Terms of Service (check box)

Continue >>
3. Once completed select **Continue**
4. This will bring you to the **My Classes** tab where you will be able to access and join any class that may interest you. This also where you will access classes you have already signed up for.

5. Classes are accessed through the course catalog tab, or by selecting from **Areas of Study** at the left column of the page.
6. Each area of study will be a drop down list of topics of interest, by clicking on any one of the topics you will be brought to a page that will list featured courses as well as all the courses offered in that category.
7. Simply select **Join Now** to access the course that is of greatest interest.
8. You are now enrolled in a course and will be able to access the course at any time you wish.

**Frequently Asked Questions**

For a complete list of FAQs, go to the [Universal Class](http://www.universalclass.com) website.

*Suggestions? Updates?* Send an e-mail to psguides@uvm.edu

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