

# ONLINE Registration Directions

**DESKTOP/LAPTOP COMPUTERS ARE RECOMMENDED**

## IF your child has taken a class and HAS THEIR OWN LifeLearn account:

1. Visit <https://www.northampton.edu/lifelearn>, click **Login** on the top right hand side of the screen.
2. Type your child's login and Password; click **Login**.
  - If you forgot your Login, call 610-861-5413 during regular business hours.
  - If you forgot your Password, click **Forgot Your Password** to have a new password emailed to you.)

3. Continue with step 3 below.

## IF your child DOES NOT HAVE THEIR OWN LifeLearn account:

1. Visit <https://www.northampton.edu/lifelearn>, click **Login** on the top right hand side of the screen.
2. Click **Create a new Customer Account** and create an account in *each* child's name you are registering.
3. **Log in** to your child's account.
4. Hover on **Programs and Certificates** and click **Program Catalogs**. (You will need to enroll in a new program each summer.)
5. Click **Bethlehem** or **Pocono** Campus Horizons for Youth program catalog.
6. Click on the **grade group** that applies to your child. Remember to choose your grade group by the grade your child is entering in the Fall.
7. Click **Enroll** to view courses and register.
  - If you receive a message that states you are already enrolled in the program; Hover on My Course Information, and click on My Programs. The summer classes will take a second to load underneath the Enrollments box.
8. Click **Manage My Programs**. Classes are displayed by week in order to assist you with scheduling. Note: This Page might take a few minutes to load. Under **Upcoming Courses**, click **Register** on the right of the course title to purchase a course. Select all courses you plan to purchase for this child; including Camp Northampton Childcare, if needed.

- If you are not seeing upcoming classes with the option to register; hover on **My Course Information**, and click on **My Programs**. The summer classes will take a second to load underneath the **Enrollments** box.
9. Click the **Shopping Cart** (🛒) at the top to begin checkout. If you purchased Camp (Northampton/Pocono) Childcare, you will see an Additional fee for camp line. Choose unlimited hours if needed.
  10. Please review, then click **Checkout**.
  11. Complete or update the Health Profile/Emergency Contact questions on the **My Account** screen. Click **Save**.
  12. Click **Proceed**. Under Billing Information, please change credit card information to match the name on card. Click **Pay Now**. Your payment receipt will be emailed.
  13. Remember to **Log Out**. If registering another child, repeat the process.

### For more information on how to.....

- Print your child's schedule
- Find building & room assignments
- Look for class instructor
- Update Health Profile

Visit [northampton.edu/summeryouth](http://northampton.edu/summeryouth) and look for FAQs.

**You must be registered by Sunday at 11:59 PM for a class/camp that starts the next day.**

### PHONE DIRECTORY

**Disability Services:**  
610-861-5342

**General NCC Information:**  
610-861-5300

**Forgot your Lifelearn login?**  
Call **610-861-5413**

**Main/Southside Campus**  
**Horizons for Youth Office:**

610-861-4120

**Pocono Horizons for Youth Office:**  
570-369-1881



**If you are logged into your child's account and unable to register for classes,**

hover over My Course Information, click My Programs. Classes can take up to a minute to load under the Enrollments box.

Don't forget to print your child's schedule. Log in on [www.northampton.edu/lifelearn](http://www.northampton.edu/lifelearn), click My Course Information