

This reference guide is intended for Extension Division students who are seeking to enroll in classes. This guide will discuss:

- Creating a new Extension Division account
- Creating a Nelnet account to make payments
- Enrolling in desired courses
- Adding optional library access
- Adding optional practice room access for eligible courses
- Changing your temporary password

Please note that you will first create an Okta student account and then register for classes in the Cadence system. Once registered, a separate Nelnet account will be created for making payments.

Instructions – Enroll in Ext. Division Courses

Click this link: [Link to Self-Service Enrollment Page](#)

1. Select the **Returning Okta User** button if you have previously registered for an Extension course using Okta.

Select **New Okta User** button if you have previously registered for an Extension course but have not yet used Okta or if you have never registered for an Extension course before.

If you are unsure if you have used Okta before, we suggest you select the **New Okta User** button to check.

2. Enter your **First Name** and **Last Name** in the respective fields. Add any additional optional information such as **Prefix**, **Middle Name**, and **Suffix**.

3. Click the **Next** button to continue.

4. Enter your **Date of Birth**, **Gender**, and **Citizenship Country**.

5. Click **Next** to continue.

6. Enter the **Country**, **Address Lines 1**, **City**, **State**, and **Postal Code** of your main residence. Add any additional optional information such as **Address Lines 2 and 3** or **County**.

7. Click the **Next** button to continue.



A preferred phone number and email address is required to create a new account.

Instructions – Enroll in Ext. Division Courses

8. Enter the **Phone Type** and 10-digit **Phone Number** for your contact phone using numbers only. To add multiple contact phones, click the **Add** button and enter the additional phone information.

9. Click the **Preferred** button next to the corresponding contact phone you wish to designate as your preferred contact number.

10. Click the **Next** button to continue.

11. Enter the **Email Type** and **Email Address** for your contact email. To add multiple contact phones, click the **Add** button and enter the additional email information.

12. Click the **Preferred** button next to the contact email you wish to designate as your preferred contact email.

13. Click the **Next** button to continue.

14. Check the corresponding options to designate your **Race and Ethnicity** using the options provided.

15. Click the **Submit** button to continue.

16. Once your account information is submitted, check your **preferred email account** for an email from Juilliard containing your login credentials.

17. Click the **Okta URL** to be taken to the login page.

Instructions – Enroll in Ext. Division Courses

18. On the Juilliard Okta login page, enter your **email address** and **password** provided in the email received after completing your Extension Division Account creation.

19. Click **Sign in**.

20. If you are creating a new account, select a **security question** from the dropdown menu and enter the question's **answer** below.

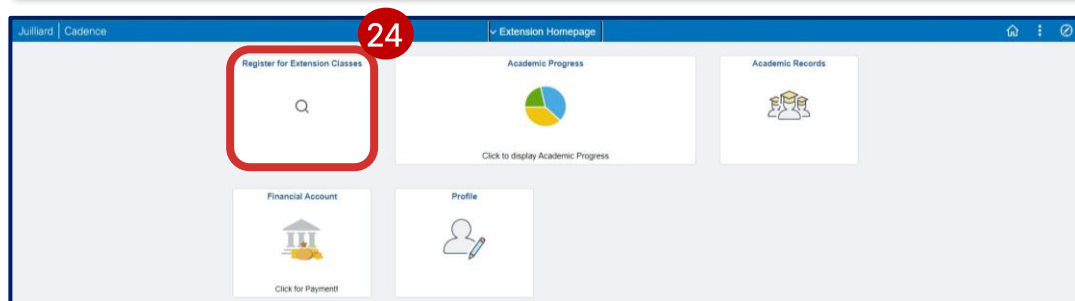
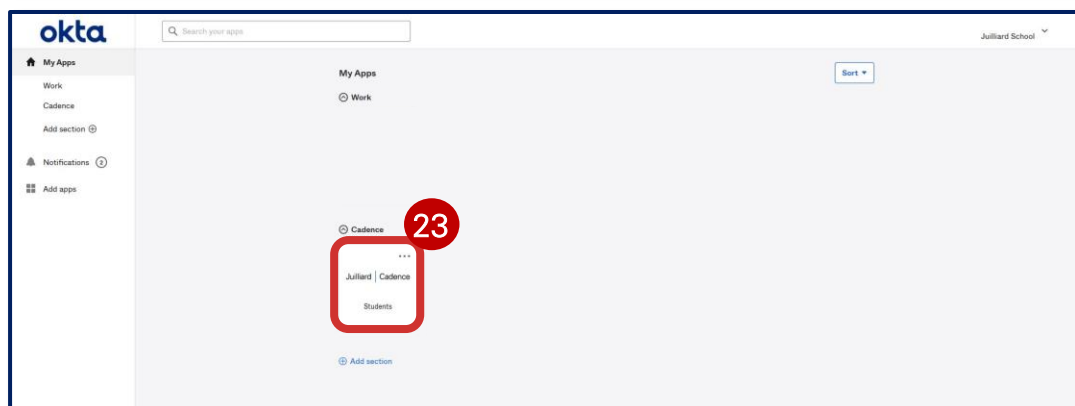
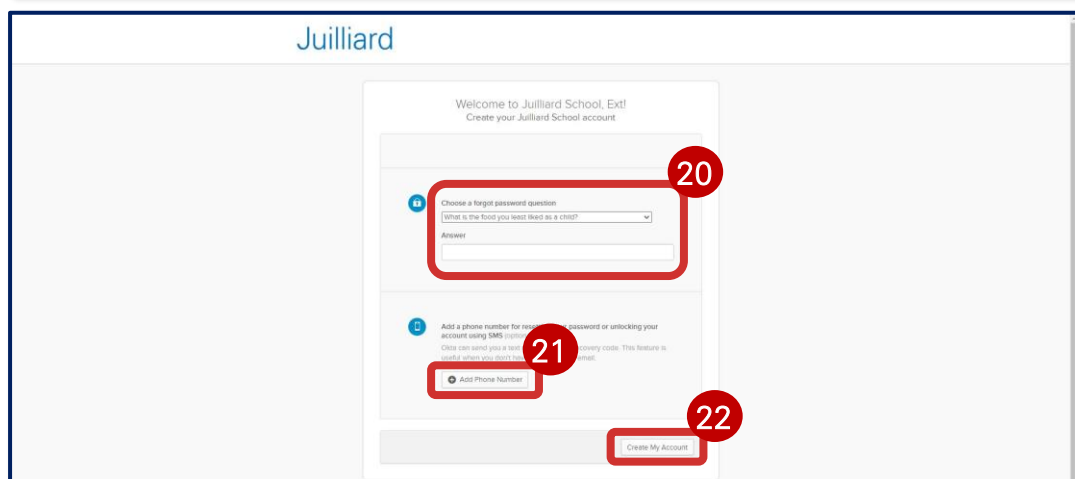
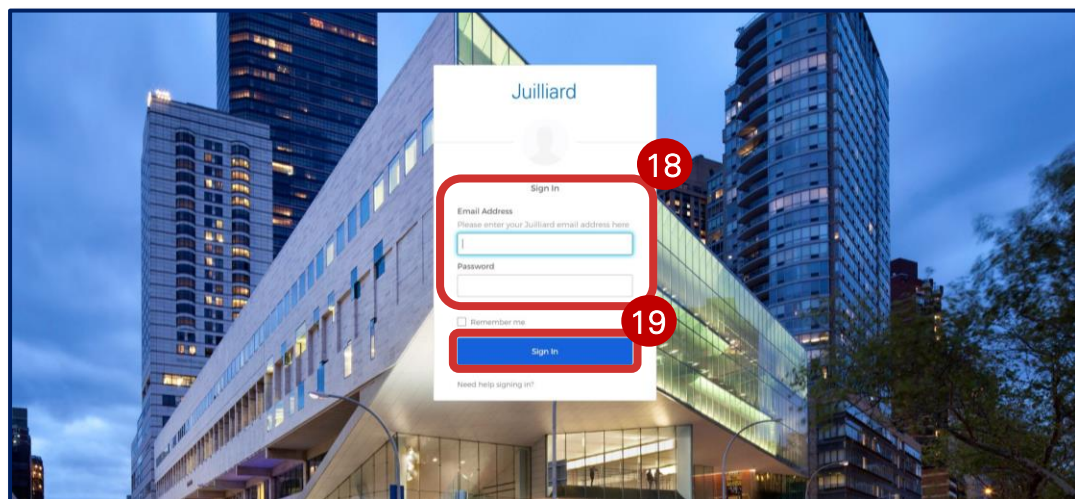
21. *Optional:* Add a phone number for resetting your password or unlocking your account via text message.

22. Click **Create My Account** to finalize account creation.

Note: To update your temporary password, see [Appendix A](#) at the end of this guide.

23. Click the **Juilliard | Cadence Button**.

24. Click **Register for Extension Classes**.



Instructions – Enroll in Ext. Division Courses

25. Use the **search bar** to locate courses by **course name, course number, or instructor name**.

26. Click the **Add button** next to the course you wish to enroll in.

27. On the pop-up window that appears, click **Yes** to add the course to your cart.

28. After adding all desired classes, click **Shopping Cart** to review all selected classes.

29. *Optional:* To remove any classes you do not want to enroll in, select the checkbox next to each course and click **Remove Selected Classes**. If you do not wish to remove any classes, continue to step 30.

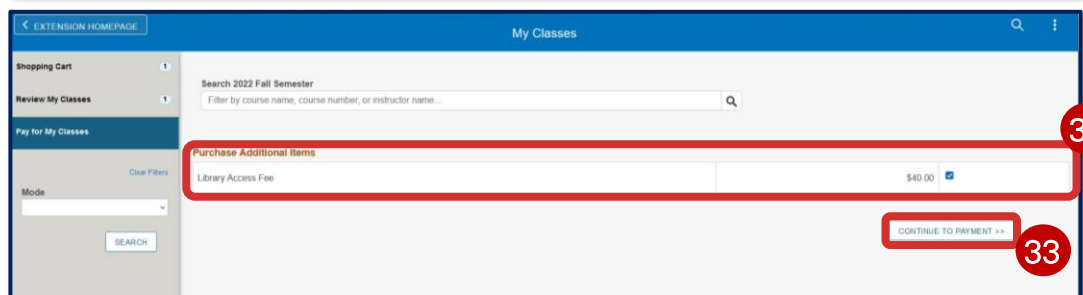
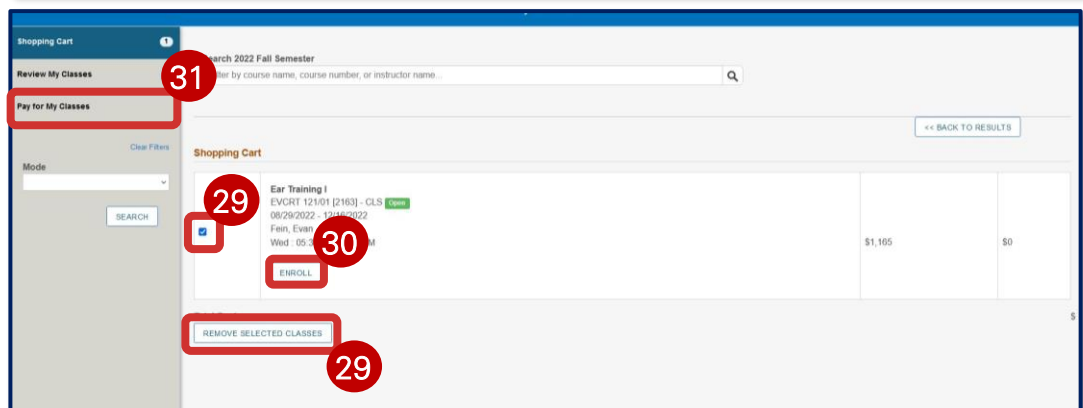
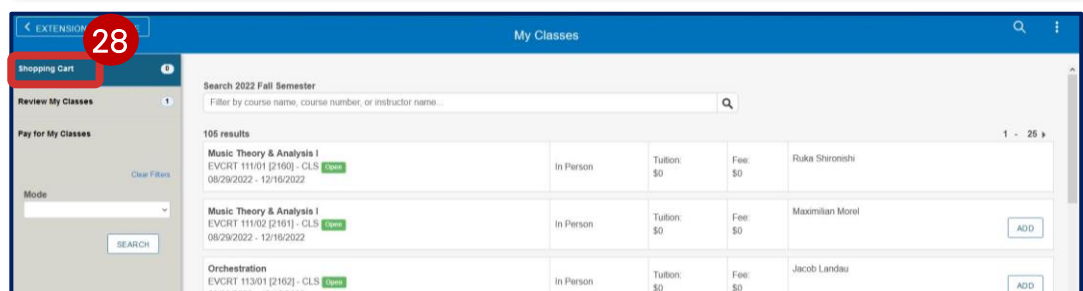
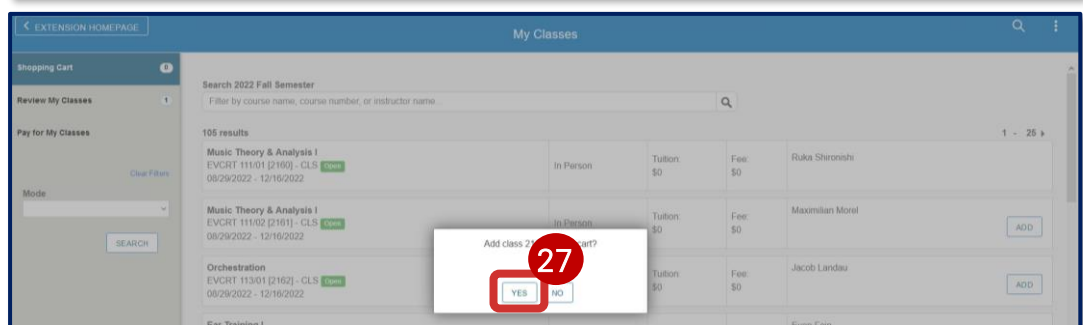
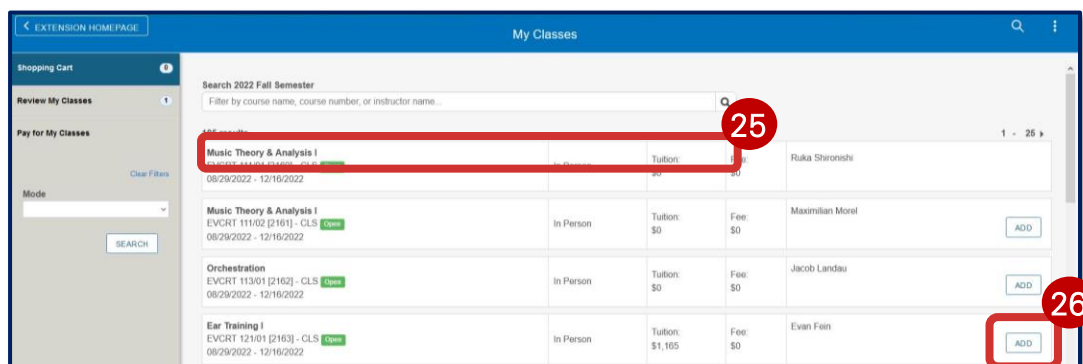
30. To finalize enrollment, click the **Enroll** button next to each course you wish to enroll in.

31. After reviewing your courses in **Shopping Cart** and finalizing enrollment, click **Pay for My Classes**.

32. *Optional:* Check the box next to the **Library Access Fee** option to add the optional library access to your student account.

If you do not want library access, do not check the box.

33. Click the **Continue to Payment** button.



Instructions – Enroll in Ext. Division Courses

34. Prior to making a payment, verify that the **Total Due** amount is what you expected.

Optional: Click the **Payment History** button to view any discounts that may have been applied.

35. Click the **Make a payment** button to be taken to the Nelnet payment portal.

Note: If you previously created a Nelnet payment portal account **skip to step 37**.

36. Enter all required information pertaining to your **Name, Address, E-mail, and Phone Numbers**.

37. Click the **Next** button to continue.

38. Enter a **4-Digit PIN** for added security. Select two **Telephone ID Questions** and add their corresponding **Answers** below.

39. Click **Submit** to create your Nelnet payment account.

Term	Charges & Deposits	Total Due
2022 Fall Semester	1,235.00	1,235.00
Total	1,235.00	1,235.00

Instructions – Enroll in Ext. Division Courses

40. On your Nelnet homepage, click **Make a Payment** under **Payment Plan & Billing** to pay for your enrolled courses.

41. Check the box next to the semester you wish to pay for. Ensure the **Payment Amount** is the full balance due.

Note: If the full balance due is not paid, you will be dropped from your selected course(s).

42. Click the **Next - Payment Method** button to continue.

43. Select your desired **Payment Method** from the available options.

Note: Credit and debit card payments 2.75% convenience fee added to the payment amount. Other payment methods *do not* have this fee.

44. Enter the payment information based on the selected **Payment Method**.

45. Check the box to save your payment information for the future. Uncheck the box if you do not want your payment information saved.

Click the **Save & Continue** button to be taken to the make a payment page.

ACCOUNT	TERM	CURRENT BALANCE	PAYMENT AMOUNT
Student Account Balance	Spring 2022	0.00	\$ Enter Amount
<input checked="" type="checkbox"/> Student Account Balance	Fall 2022	1,235.00	\$ 1,235.00

Instructions – Enroll in Ext. Division Courses

46. Verify that the **Payment Method** is correct.

47. Click the **Pay Now** button to confirm your payment.

48. If desired, on the next page view and your payment receipt for your records.



You have now completed the steps to enroll in Extension Division courses and make a payment.

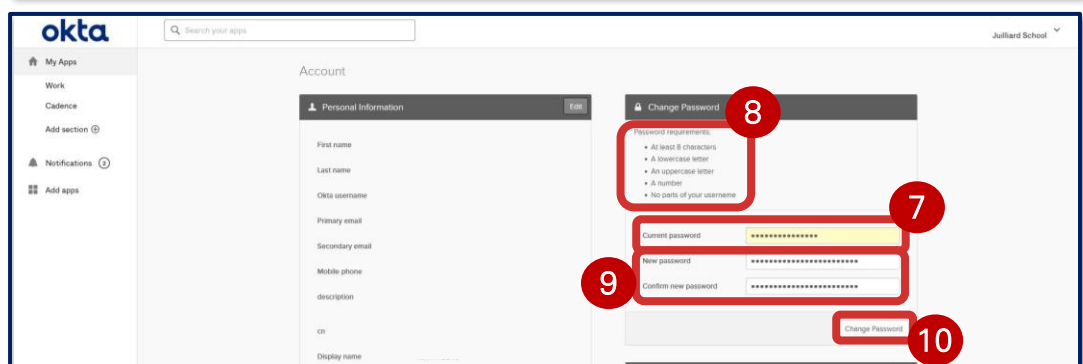
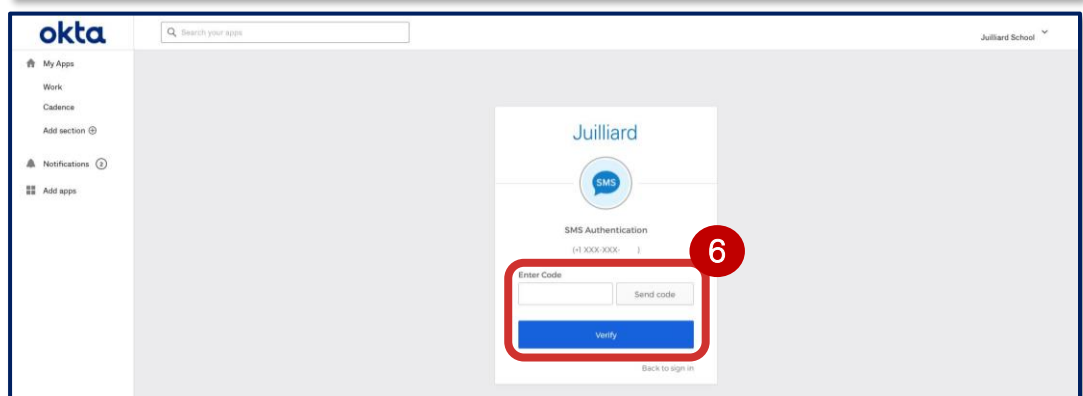
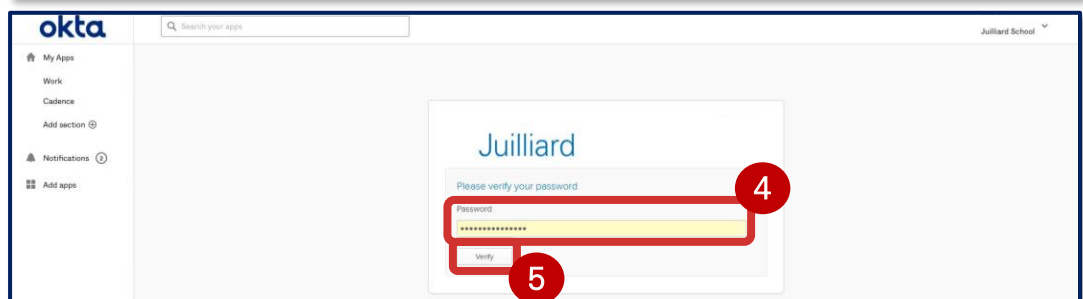
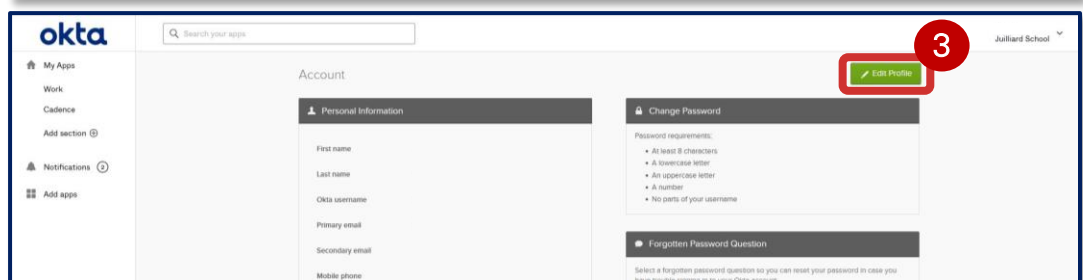
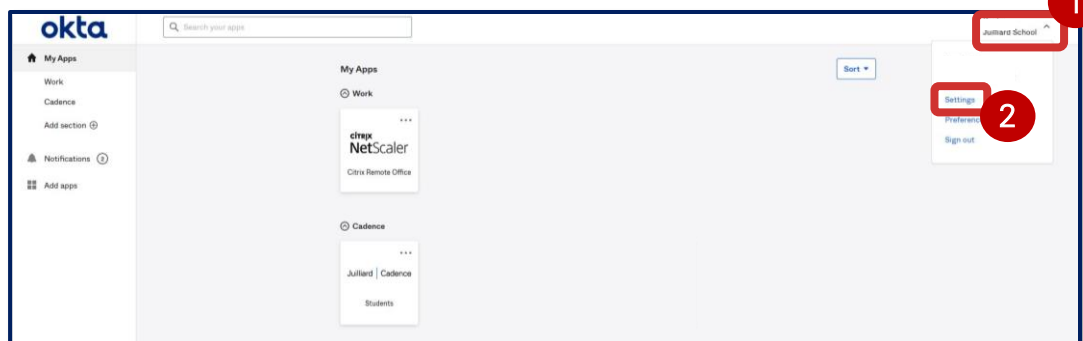
Appendix A – Change Temporary Password

1. Click the **Juilliard School** ^ icon to display the dropdown menu.
2. On the dropdown menu, click **Settings**.
3. Click the **Edit Profile** button.
4. Enter your **Temporary Password** that was provided via email.
5. Click **Verify**.
6. If you added your phone number for extra security, click the **Send Code** button. Check your mobile device for the authentication code and enter it into the field. Press **Verify**.

If you did not add your phone number for extra security, skip to step 7.

7. Enter your **Temporary Password** in the **Current Password** field if it does not auto-populate.
8. Using the **password requirements** listed, determine a new password.
9. Enter your created password in the **New password** and **Confirm new password** fields. *These values must match.*
10. Click **Change Password**. Note your password for future use.

[Click here to return to Extension Division Enrollment Directions](#)



You have now completed the steps to update your temporary password.