Start here if no one in your family has taken a Cabrillo Extension class: (Skip to step 2 if you already have a household profile. Skip to Step #3 if your child has taken an Extension course before.)

1. Create New Household Profile in our Registration System:
   • Go to Cabrillo Extension Registration Log-in
   • From Sign In page Click create new student profile
   • You will now see a page called “Profile Creation”
   • Select Create Household Profile
   • Click “Create Profile”
   • Fill out your information (Email address and phone numbers are required) *
   • Click Submit
   • Proceed to #2

If a parent or guardian already has a student account and would like to add a youth please contact the Extension Office at (831) 479-6331 THIS IS IMPORTANT SO YOU DO NOT REGISTER YOURSELF.
(Skip to Step #3 if your child has taken an Extension course before.)

2. After completing the Household profile:
   • You will be returned to Household Profile dashboard. Only the primary account holder (adult) will be listed.
   • Select the option “Add youth member” and fill out the information
   • Click Save Profile
   • Proceed to #3

3. Register the youth member:
   • Now that you added the youth, each member in the household will have a “register” option on the far right.
   • Select the “register” option on the name of the youth member
   • Find the class (you may use the “search” bar at the top bar)
   • Once you find your class, click “Add To Cart”
   • The system will now provide you with 3 emergency forms. You can complete these online.
   • After completing the emergency forms, you will have access to your cart again.
   • Click on Checkout
   • Select the method of payment.
   • Complete the payment information.
• Now the registration is complete, and you will receive an email with the confirmation, including date, time, location, and any special notice about the class.

* Why is your contact information in the household profile so important? We use this information to communicate with parents and students about important details like changes in room, and times, information from your instructor, helpful directions and reminders about your class. **We do not share this information with outside groups!**