

# PURCHASE AN ONLINE SERVICE

## OVERVIEW:

Step 1: Website

Step 2: Create Account/Logging In

Step 3: Purchase a Series Sale

## STEP 1:

Start by navigating to

[HND-P-OLS.SPECTRUMNG.NET/UIC/LOGIN.ASPX?RETURNURL=%2FUIC%2F](http://HND-P-OLS.SPECTRUMNG.NET/UIC/LOGIN.ASPX?RETURNURL=%2FUIC%2F)

Campus Recreation UIC.edu Campus Map UIC Connection Student Affairs Injury Screenings

ABOUT US FACILITIES PROGRAMS FITNESS&WELLNESS MEMBERSHIPS EMPLOYMENT

### Login

Username

Password

[Forgot Password/Create Logins? Click Here.](#)

Login

or

Login with Facebook

Login with Yahoo

### Not a guest yet?

[Become a Guest](#)

[Guest Privileges](#)

## STEP 2:

### CREATE ACCOUNT

#### UIC Students and Members

Select [FORGOT PASSWORD / CREATE LOGINS? CLICK HERE](#)

Enter the email address you have on file with Membership Services. You maybe asked for your UIN, which can be found on your I-card.

An email will be sent to you with a user name and password. It may take a few minutes for this email to arrive. After logging in, you will be prompted to change them.

#### Non-members

Click on the [BECOME A GUEST](#) button on the right side of the screen.

Fill out the personal information form. Be sure to include your email address for contact, and birth date to be able to register for classes.



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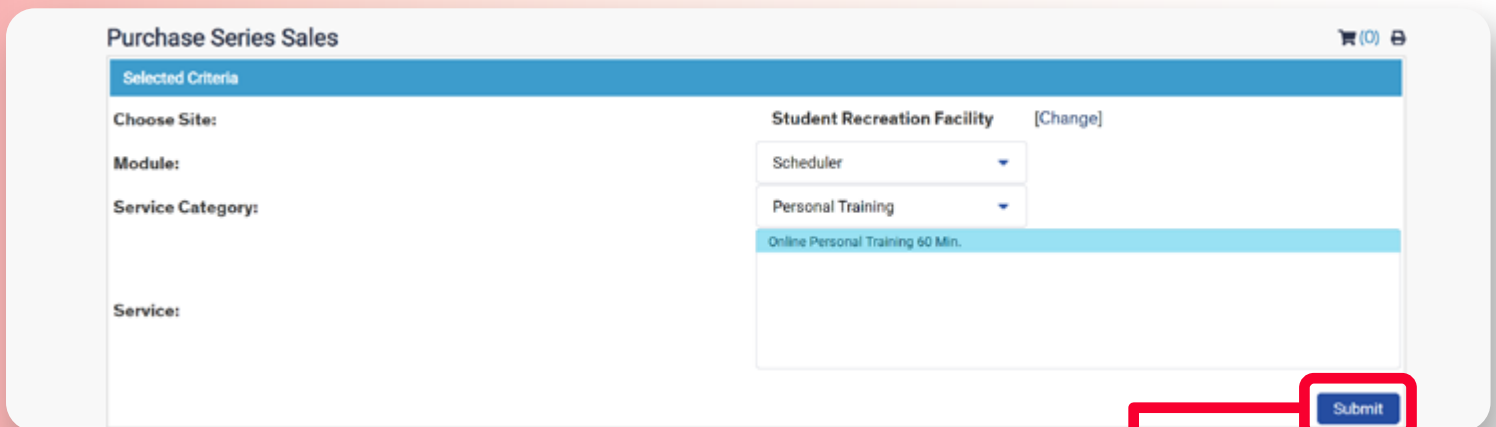
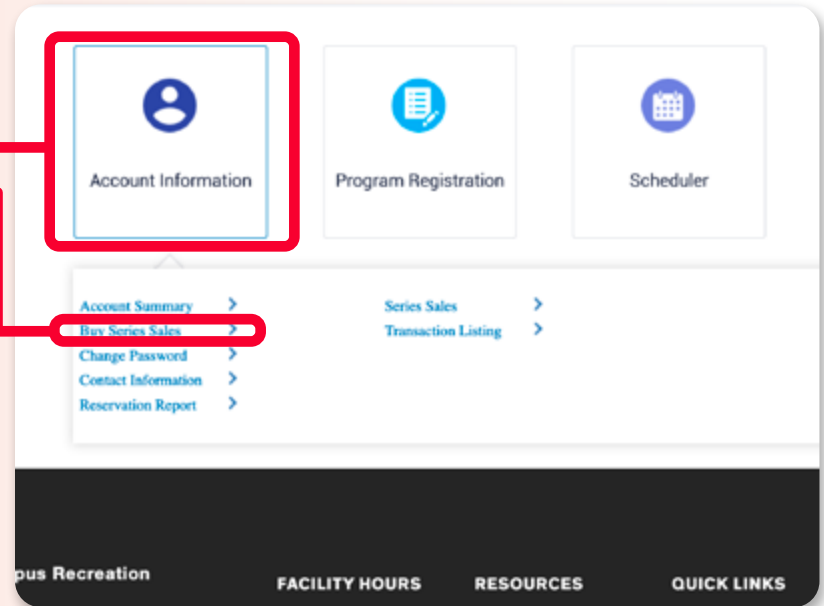
## STEP 3:

### **PURCHASE CLASS(ES).**

Use the **ACCOUNT INFORMATION** button to see options.

Click on **BUY SERIES SALES**.

In the next section you will pick your class(es) based on **Site**(location) **Module**(Scheduler or Group Exercise), **Service/Class Category**, and **Service/Class**.



Be sure to highlight the service/class you chose by clicking it and then click **SUBMIT**.

Your choice will populate below. Check the box next to the line item and click **ADD TO CART**. The next screen will allow you to make the payment and complete your registration.

While entering your payment info, be sure to verify your email, as this is where your receipt will be sent.

After submission, you will be presented with a receipt screen.

