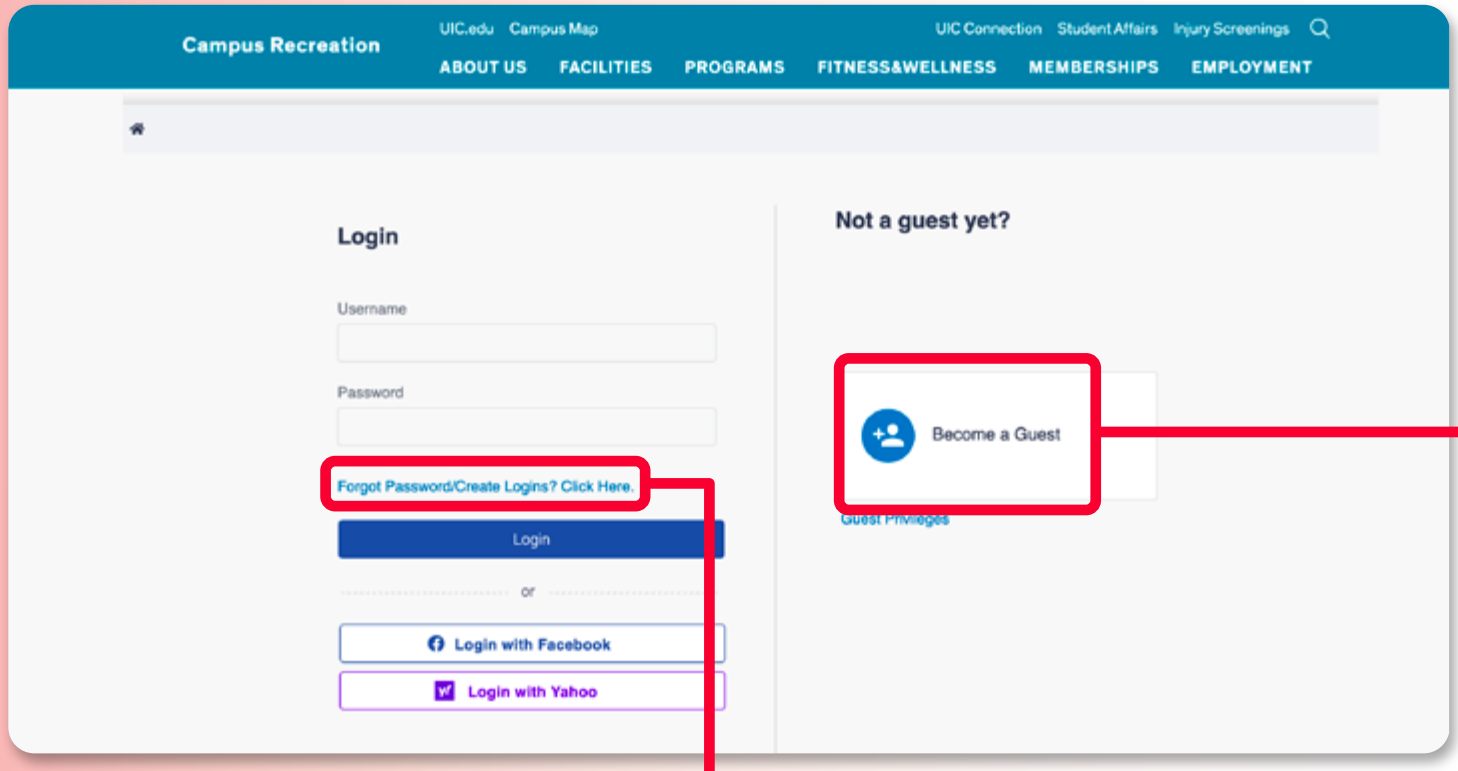
PURCHASE AN ONLINE SERVICE

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



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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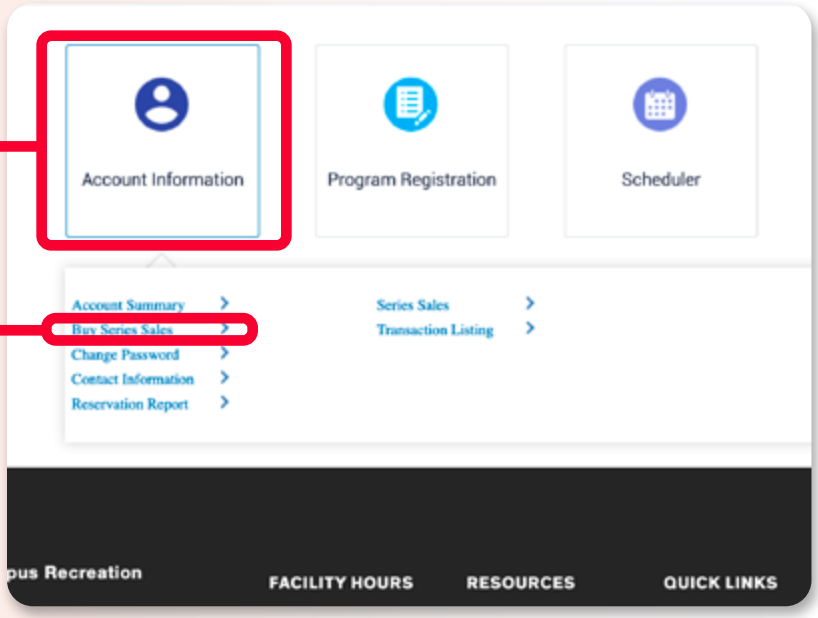
STEP 3:

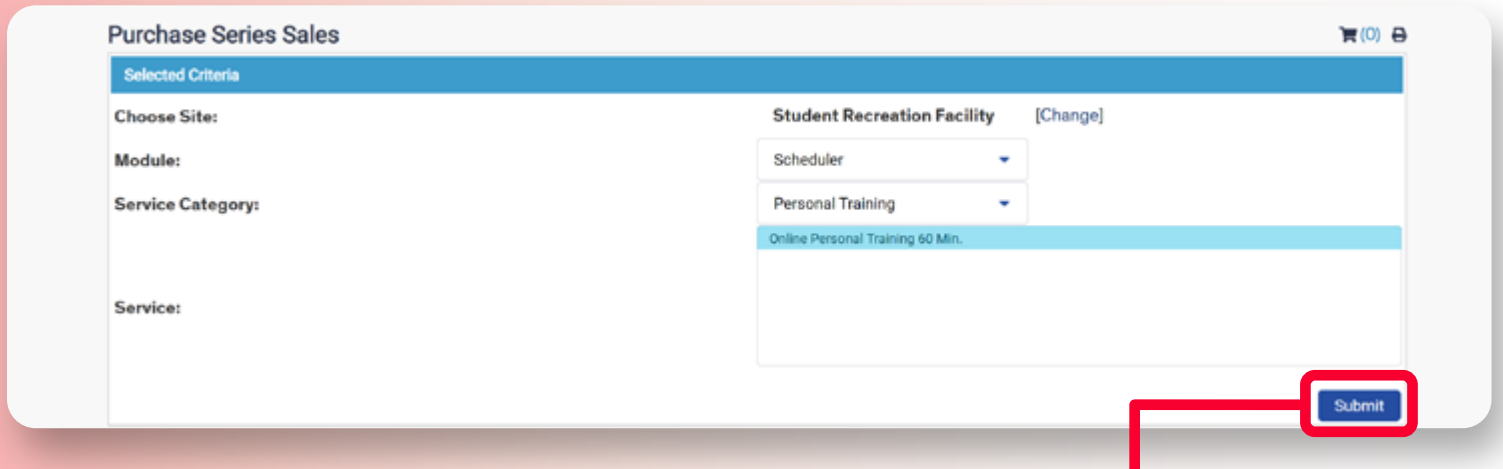
PURCHASE CLASS(ES).

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.