Enrollment Steps for Returning Students (more than two years since last workshoop):

1. On the Teacher Education Workshops page ([link](#)), click on "**Returning Students Reactivation Application**"
2. Fill out the form completely, then click "**Submit**"
3. The form says that you will receive an email with your login information in 2-3 business days, but this only applies to completely new students. Returning students will not receive an email.
4. Wait 3 business days so your application can process, then go to www.friends.edu
5. Hover over "STUDENTS" at the top left corner of the screen, and select "**FALCONHUB**"
6. You will be prompted to sign in to FalconHub. Your username is: firstname_lastname@student.friends.edu.
   Regardless of whether you remember your password or not, select "**Forgot Password**." Follow the steps provided to reset it. If this does not work, call the help desk at 316-295-5767.
7. Once in, select the "**Registration for Self Service**" button.
8. Select "**Register for Classes**"
9. Use the drop-down menu to select the term you would like to enroll in, then click "**Continue**"
10. Select the "**Enter CRNs**" tab.
11. Enter the CRN of the class you would like to register for, then select "**Add to Summary**"
12. Enter the start date of the course in the first "Permitted Dates" box. Leave the second box blank and click "**Confirm**" or Save
13. Repeat steps 11-12 for any other classes you would like to enroll in.
14. When all classes are listed in the bottom right box, select "**Submit**" in the bottom right corner.