

Thank you for your patience as we improved our enrollment processes with a new system called GENIUS. GENIUS will be a gateway for your courses housed in BARTonline or you can still login through BARTonline to access your courses. As with any technological change, there are some hiccups so if you come across any please let us know at inquiry@bartonline.org.

To ADD courses:

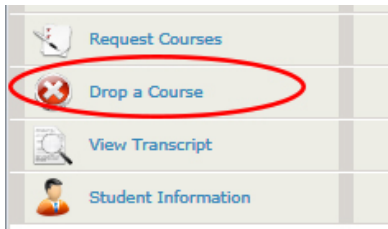
- Go to www.BARTonline.org and select the ENROLL NOW.



- Follow the directions and click on the image.
- Select your Course Location, Type and Session/Cycle.
- Once you have added your courses to your shopping cart, select the “Complete Registration” button.
- If you have been enrolled in previous courses, you will need to select “Already have an account?” and enter our new enrollment system at this time.
 - Your login information and password can be mailed to you at the email on file with Barton.
 - Once you receive the email with your login credentials, enter them and continue with the enrollment steps.
 - If you do not receive an email, please contact inquiry@bartonline.org for assistance.
 - Forgot your Student ID, look it up using the [LOOKUP LOGIN ID](#) link.
- If you have NEVER been enrolled in previous courses, you will need to select “Need an Account?” and follow through with the enrollment steps.

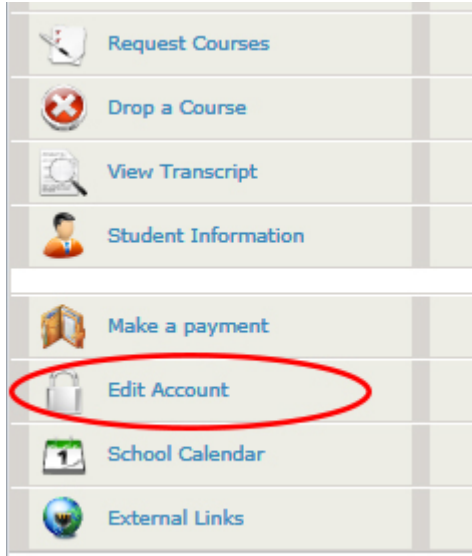
To DROP courses:

- Login to GENIUS on the [LOGIN PAGE](#).
 - Your login information and password can be mailed to you at the email on file with Barton by selecting the “Forgot your login and/or password” link.
 - If you do not receive an email, please contact inquiry@bartonline.org for assistance.
 - Forgot your Student ID, look it up using the [LOOKUP LOGIN ID](#) link.
- Select the “Drop a Course” icon as shown and then click on the “Edit” icon next to the course you would like to drop and follow the prompts.



To Change your PASSWORD in GENIUS:

- Once you get logged into [GENIUS](#), select the “Edit Account” link on the left hand side.



NEW STUDENTS:

- New students will select their courses first and then create an account when prompted. Your login to BARTonline will be created when you complete your registration. You will receive an email with your login credentials to both BARTonline and GENIUS.