



**UW-Stout
Polytechnic**

**Educational Pathways
& Outreach**

Genius Registration System User Guide

About Genius SIS

Genius SIS (or Genius for short) is a new registration system being utilized by three departments at UW-Stout Polytechnic: Educational Pathways & Outreach (EPO) (houses Continuing Education & Conferences [CEC]), Wisconsin Manufacturing Outreach Center (MOC), and Stout Vocational Rehabilitation Institute (SVRI).

After registering for one offering, you will use the same account to register for future offerings, including courses, conferences, and events, and will be able to view all your registrations in one place, accessible at any time.

This guide is intended to help new users learn how to navigate the software, including creating a new account and registering for courses.

Contact information

EPO/CEC: continuinged@uwstout.edu | 715-232-2793

MOC: moc@uwstout.edu | 715-232-2397

SVRI: svri@uwstout.edu | 715-232-1410



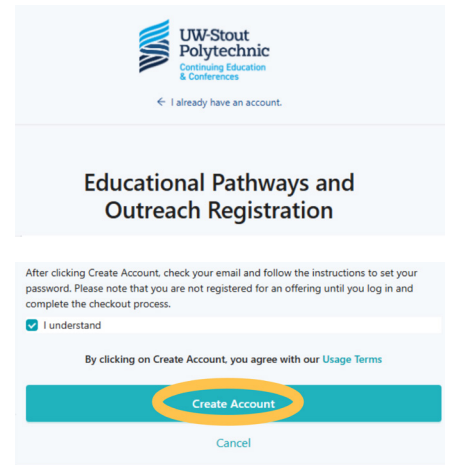
**UW-Stout
Polytechnic**
Educational Pathways
& Outreach

Creating an Account

Step 1: Fill out the registration form

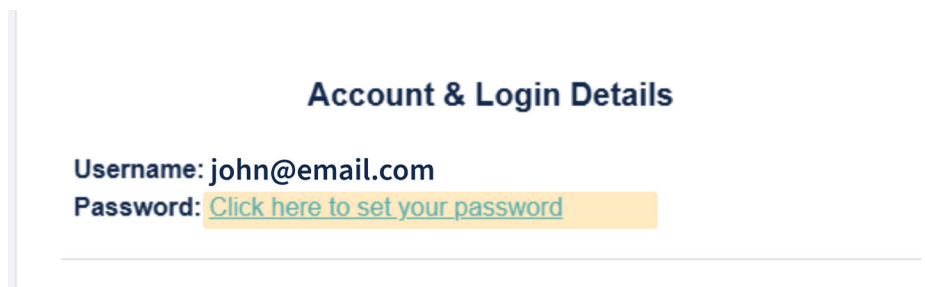
After selecting the offering you would like to register for, you will automatically be taken to the Account Creation page.

- Fill out all the information requested
- Click "Create Account"



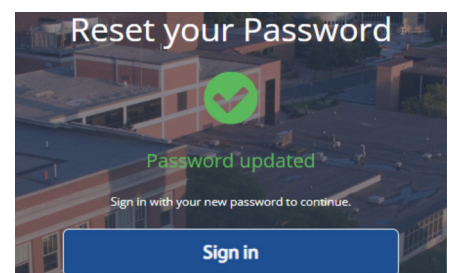
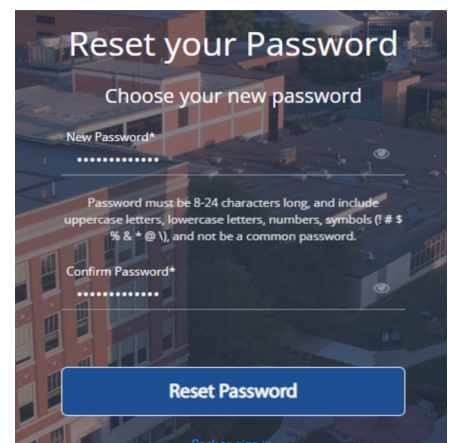
Step 2: Check your email

- You should receive an email from uwstout@genius.com
- If you don't see it, check your spam or junk folder
- Click the link in the email labeled "Password"
- Add uwstout@genius.com to your safe senders list (recommended)



Step 3: Set your password

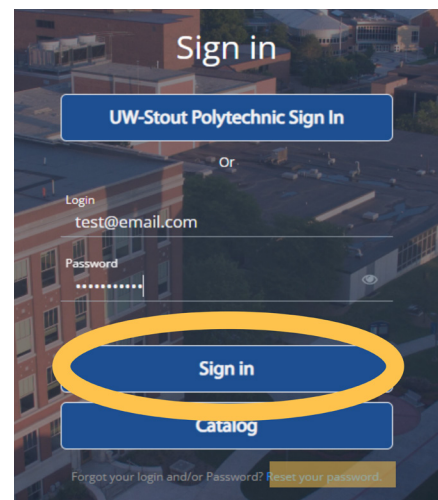
- In the "Reset your Password" window, enter your new password
- You will see a success screen once your password is set
- Click "Sign In" to continue registration



Sign In

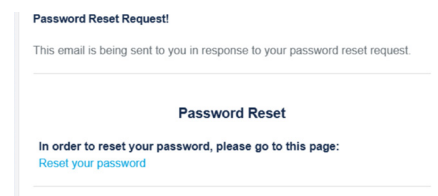
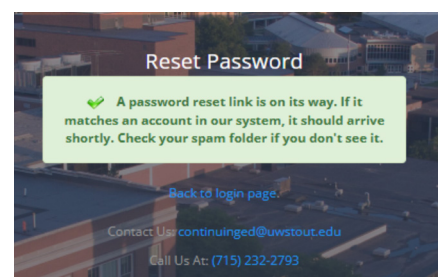
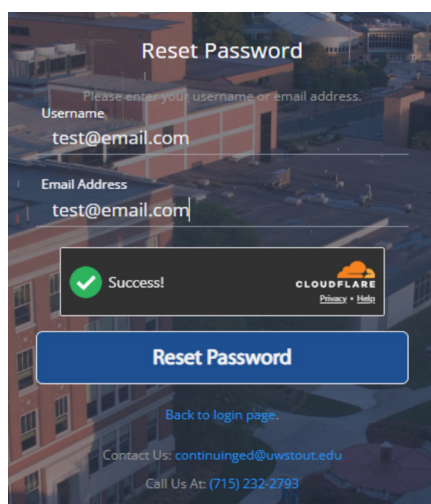
For Community Members

- Ensure you have already created an account
- Use your email in the "Login" line
- Enter your password in the "Password" line
- Click "Sign In"



Forgot Your Password?

- On the Sign in screen, click the blue text that says "Reset your password."
- Enter your email into both text boxes
- Click "Reset Password"
- Check for an email called "Password Reset" from Genius
- Click the link on the email
- Follow the same steps as Creating an Account - Step 3



For Current UW-Stout Polytechnic Staff & Students

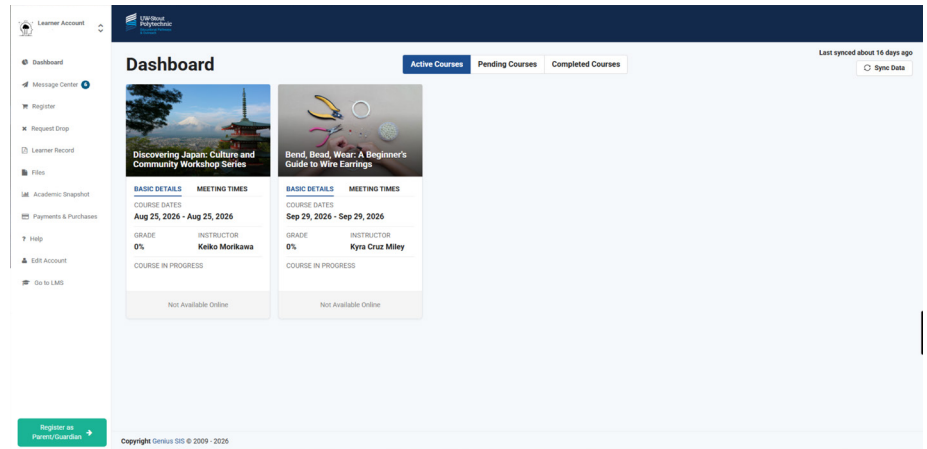
- Ensure you have already created a Genius account using your UW-Stout Polytechnic email
- Sign in using the "UW-Stout Polytechnic Sign In" button, no need to enter login or password



Dashboard & Catalog

Dashboard

The dashboard is your landing page after signing in. Here, you can view all your registrations, whether active, pending, or completed.

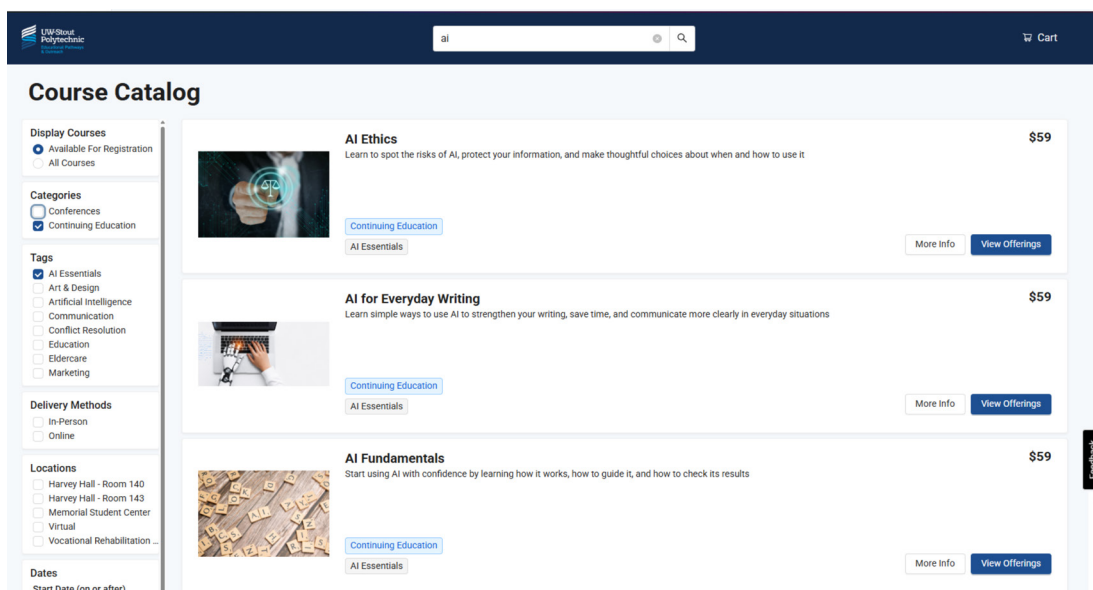


Catalog

The catalog shows all offerings currently available to you. All offerings are first sorted by categories and then tags. Tags often describe the topic area.

To get to the catalog from the dashboard, click on the "Register" button in the left navigation menu.

Note: Some registrants may not immediately be granted access to all categories. If you cannot see an offering you were invited to register for, please contact the host department (CEC, MOC, or SVRI)



Registration

Step 1: Add to cart

- Locate the offering you wish to register for.
- Click “View Offerings”
- Navigate towards the bottom of the page and click “Add to Cart” of your desired option

Note: Certain offerings may present various options. It’s crucial to select the registration that suits your needs to avoid receiving inaccurate information and charges.

Discovering Japan: Culture and Community Workshop Series

Important Notes:

- **EARLY BIRD DISCOUNT:** Register at least 7 days before the course start date with the following coupon codes to receive 20% off:
 - Washi Paper: **EARLYBIRD84**
 - Furoshiki: **EARLYBIRD85**
- **STOUT PROUD DISCOUNT:** UW-Stout Polytechnic faculty, staff, students and alumni, reach out to continuing@uwstout.edu to receive a 20% discount code BEFORE completing the registration form.
- **FAQs:** For Cancellation Policy, Disability Accommodations, and other issues, please visit the [Frequently Asked Questions page](#).
- **Parking:**
 - August 18th 2026 - The Art of Giving in Japan: A Furoshiki Wrapping Experience: Harvey Hall (building #1 in the Campus Map room 140, Lot 14 is the nearest to this location)
 - September 8th, 2026 - Crafting Light: A Japanese Washi Paper Experience: Harvey Hall (building #1 in the Campus Map room 140, Lot 14 is the nearest to this location)

Enrollment Options:

Discovering Japan: The Art of Giving in Japan: A Furoshiki Experience	Discovering Japan: Crafting Light: A Japanese Washi Paper Experience
\$30.00	\$30.00
Add to Cart	Add to Cart
Start / End Date 08/25/2026 - 09/25/2026	Start / End Date 09/08/2026 - 09/08/2026
Meeting Dates / Times Tuesday 06:00 PM - 07:30 PM	Meeting Dates / Times Tuesday 06:00 PM - 07:30 PM
Location Harvey Hall - Room 140	Location Harvey Hall - Room 140
Delivery In Person	Delivery In Person
Seats Available 5	Seats Available 12
Instructor(s) Keiko Morikawa	Instructor(s) Keiko Morikawa

Step 2: Apply a Coupon Code (if applicable)

- Click “View Cart”
- Type coupon into the “Coupon code” box
- Click “Apply”
- Look for your new discounted total

Note: CEC early bird coupons are listed at the bottom of each course’s description. Additional coupon codes, such as Stout Proud or group discount, are provided by reaching out to Continuing@uwstout.edu

The screenshot shows the 'Discovering Japan: Culture and Community Workshop Series' in the cart. The item price is \$30.00. To the right, the 'Cart Summary' shows a subtotal of \$30.00, a discount of \$0.00, and a total of \$30.00. A 'Coupon code' field is visible with the code 'EARLYBIRD84' entered and a green 'Apply' button next to it.

Important Notes:

- **EARLY BIRD DISCOUNT:** Register at least 7 days before the course start date with the following coupon codes to receive 20% off:
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- **FAQs:** For Cancellation Policy, Disability Accommodations, and other issues, please visit the [Frequently Asked Questions page](#).

Step 3: Complete Payment

- Click “Make Payment” at the bottom of the checkout page
- Enter your payment information into Transact

After that, you’re done! You will receive a confirmation email in the inbox of the email address you used to register, and the offering will now be visible on your dashboard.

Payment Method

[Make Payment](#)

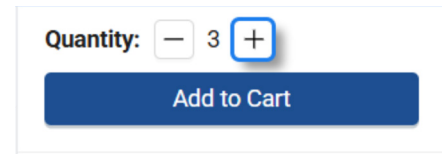
TRANSACT

The screenshot shows the Transact payment interface. It indicates 'Step 1 of 2: Payment method'. The 'Payment amount' is \$24. Under 'Payment method', 'Google Pay' is selected. There is also a field for 'New credit or debit card'.

Registering on Behalf of Someone

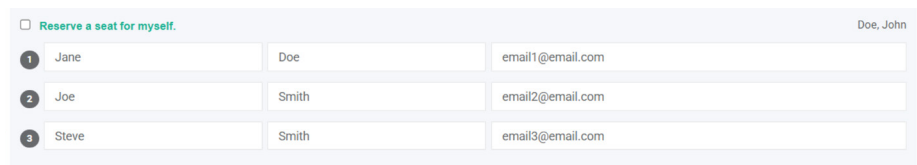
Group Registration

Some offerings have a Quantity option above the “Add to Cart” button. This means group registration is available.



Quantity: 3

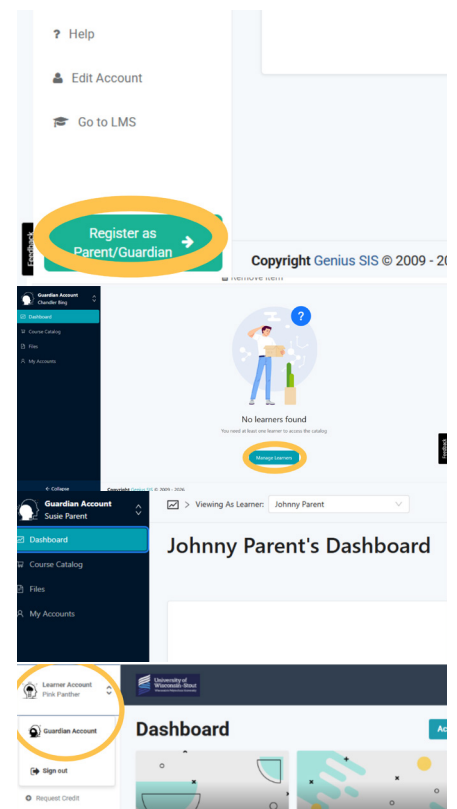
- Select the number of people you are registering for; include yourself, if applicable
- Add the names and emails of all registrants. Include yourself by selecting “Reserve a seat for myself”
- Continue to “Make Payment” to pay on behalf of all people you are registering for
- Tell all registrants to check their inbox for the email prompting them to create an account



	Reserve a seat for myself.		Doe, John
1	Jane	Doe	email1@email.com
2	Joe	Smith	email2@email.com
3	Steve	Smith	email3@email.com

Registering as a Parent/Guardian

- Click “Register as Parent/Guardian” from the Dashboard
- In the Guardian Dashboard, click “Manage Learners”
- In the “Child Learners” tab, click “Add Learner”
- Fill out all the required information
- You can now manage your child’s registrations
- Clicking the profile icon allows you to switch between your own registrations and “Guardian view”



Help
Edit Account
Go to LMS

Register as Parent/Guardian

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No learners found
You need at least one learner to create the listing

Johnny Parent's Dashboard

Guardian Account
Sign out
Request Credit

Dashboard