1. Visit the registration application, fill out the appropriate fields, and then click Submit.

2. If you are a returning user, then you already have a userid and a SAS profile (and corresponding SAS profile password). Accept the license agreement and continue to Step 4.
If you are a new user, complete the following form, accept the license agreement, and then click **Create Account**. Please review the password rules on this form to ensure your password complies.
3. You will be presented with a window that identifies your userid. Please record this userid. You will need it to sign in to the SAS OnDemand for Academics Control Center and your software application(s).

Click the link to sign in to the SAS OnDemand for Academics Control Center. You will be prompted to sign in using your userid and your SAS profile password.
4. After you have signed in to the SAS OnDemand for Academics Control Center, click **Create a New Course**.
5. Fill in the course information. Select **SAS Forecast Studio** as the software that you would like to use in your course and then select **Create this Course**.
6. From the Control Center, locate SAS Forecast Studio under Applications. Next, click the Configuration Steps Required link.

7. Complete the configuration steps to ensure that you have an appropriate Java Runtime Environment (JRE) installed.

8. From the Control Center, select the SAS Forecast Studio link to start the application.
9. When SAS Forecast Studio starts, you will be prompted to select an environment before you can create or open a project. To locate your course environment, do the following:

a. Visit the SAS OnDemand for Academics Control Center.
b. Enter your userid and SAS profile password and then click Sign In.
c. Under the Courses I Teach section, locate the appropriate course and then click See Additional Details.
d. Locate the Forecast Studio Environment field.

Inviting Users (Students) to Register for Your Course
After you have created a course, you can invite users (students) to register for your course. We recommend that you send an e-mail to appropriate users and ask them to do the following:

- Register for SAS OnDemand for Academics (you can refer them to the appropriate Step-by-Step Guide for details)
- After registration is complete, click on the enrollment link for your course (which you should include in your e-mail).
- Refer to the Forecast Studio Environment for your course, which you should specify in the e-mail.

To find the enrollment link for your course, do the following:

1. Visit the SAS OnDemand for Academics Control Center.
2. Enter your userid and SAS profile password and then click Sign In.
3. Under the **Courses I Teach** section, locate the appropriate course and then click **Details**.
4. Locate the **Enrollment Link** field.