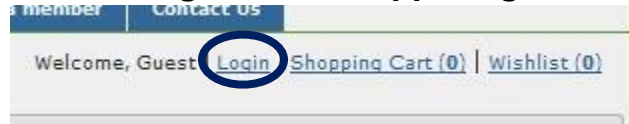


How to Retrieve Your Current Class Registrations

To generate a list of your current class registrations, follow these instructions.

1. Visit this link: <https://webtrac.cityofmadison.com/wbwsc/olbrich.wsc/>
2. At the top of the page, click “Login” on the upper right side.

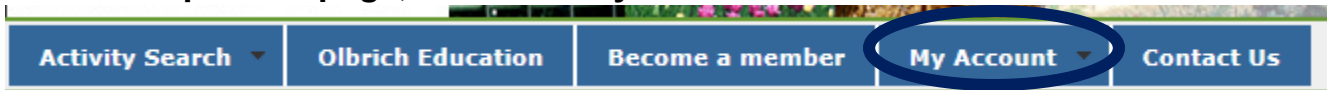


3. In the box that opens, enter your username and password.



A screenshot of a browser window titled '3.1 Olbrich WEB'. Inside the window is a 'WebTrac Login' form with two input fields: 'Username *' and 'Password *'.

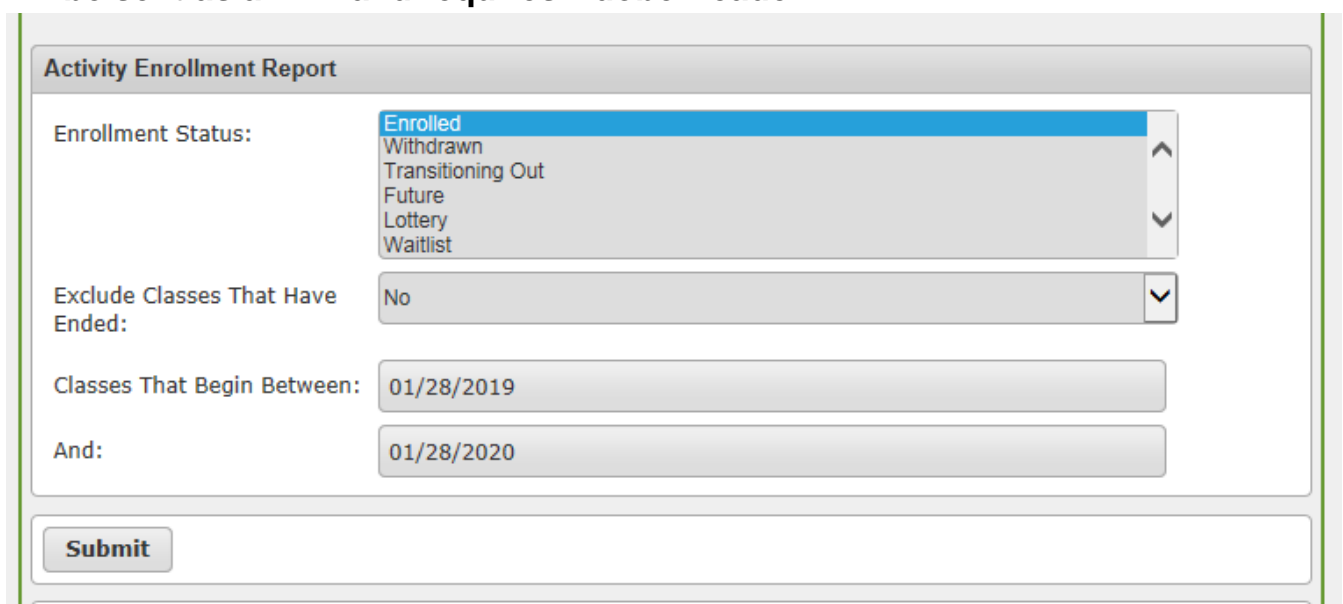
4. At the top of the page, click the “My Account” tab.



5. Under “Reports,” click “Household Roster.”



6. On the next page, only select “Enrolled” next to “Enrollment Status.” Then change the date range to reflect the period of time you are taking classes. Click “Submit” to have the report emailed to your primary email address. The report will be sent as a PDF and requires Adobe Reader.



A screenshot of the 'Activity Enrollment Report' form. It has the following fields:

- Enrollment Status:** A dropdown menu with 'Enrolled' selected.
- Exclude Classes That Have Ended:** A dropdown menu with 'No' selected.
- Classes That Begin Between:** A date input field with '01/28/2019' entered.
- And:** A date input field with '01/28/2020' entered.

 At the bottom of the form is a 'Submit' button.



7. Log into your email account and open the email titled "RecTrac Report."
Attached will be a PDF of your class registrations during the date range entered.

Ready to register for classes? <https://webtrac.cityofmadison.com/wbwsc/olbrich.wsc/>

Read the documents provided in our "How To" section to learn more about online class registrations, or contact the Education Registrar with additional questions by emailing aschwoerer@cityofmadison.com or calling (608) 245-3648.