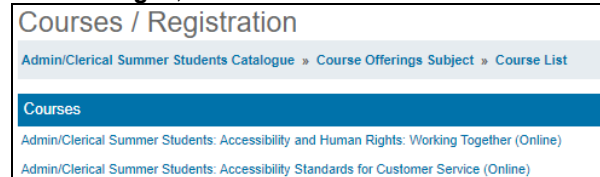


Admin/Clerical Summer Students Course Registration

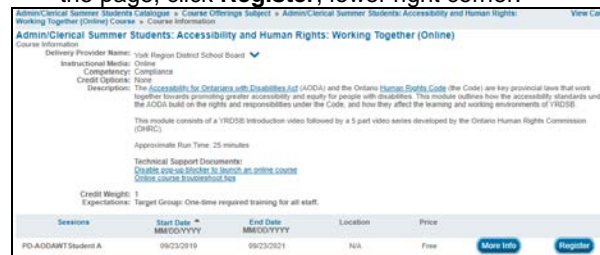
This Quick Reference Card provides step-by-step instructions on registering for a course, creating an account and launching your online training.

Course Registration and Account Creation

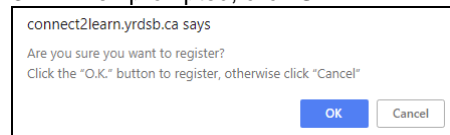
- From the **Admin/Clerical Summer Students Catalogue**, click on the course title.



- The course information appears. At the bottom of the page, click **Register**, lower right corner.



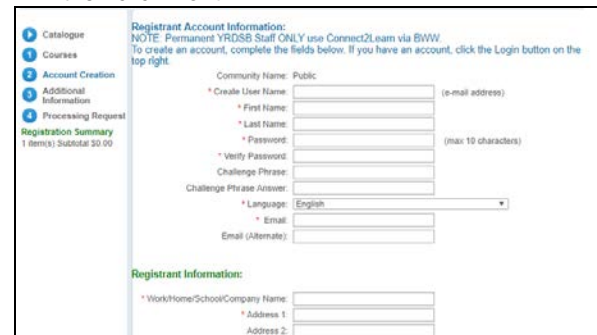
- When prompted, click **OK**.



- Step 1 of the Shopping Cart appears. Click **Next**. **NOTE:** If the course has no fee, it will display **\$0.00**



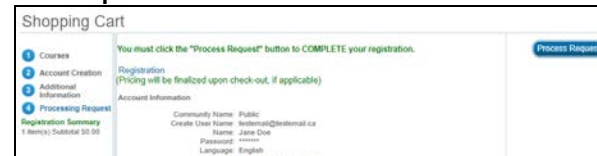
- You will be prompted to create an account by filling out all details of the **Account Creation** page and then click **Next**.



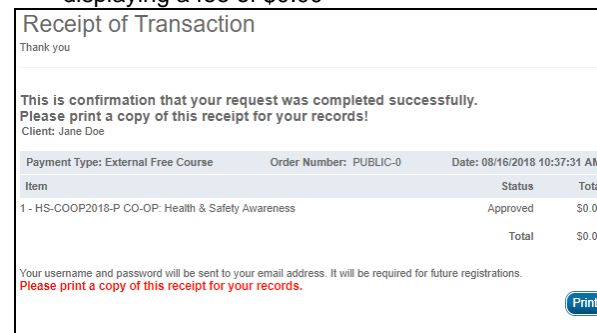
- Select **Student** in the **Title/Position** drop-down menu. Click **Next**.



- The **Shopping Cart** will appear. Click **Process Request**.

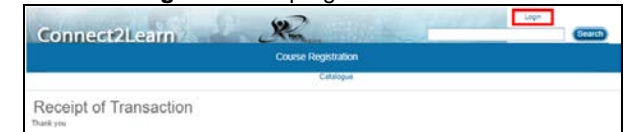


- A **Receipt of Transaction** page will appear, displaying a fee of **\$0.00**



- VERY IMPORTANT!** You must now **LOGIN** to view the online training you have just registered for and to continue registration into the other courses using the account you just created and in order to view.

Click **Login** at the top right corner.



- The **Login** window appears. Enter the user name and password you just created.



- A) Access your **Learning Plan** to **Launch** your online learning.



- B) Access the **Course Registration** tab to access **Admin/Clerical Summer Students catalogue** and register for your other training. **NOTE:** As you are now logged-in, you will not be prompted to create an account once clicking on **Register**.

