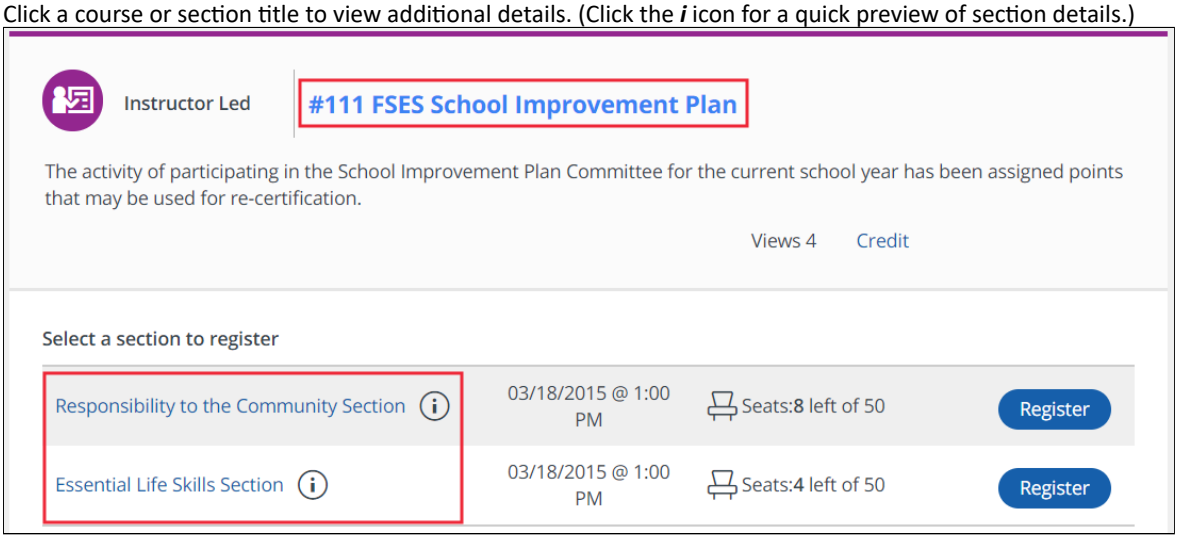
Register for a Course

Once you've located the course you want to take, how you enroll will depend on the course type.

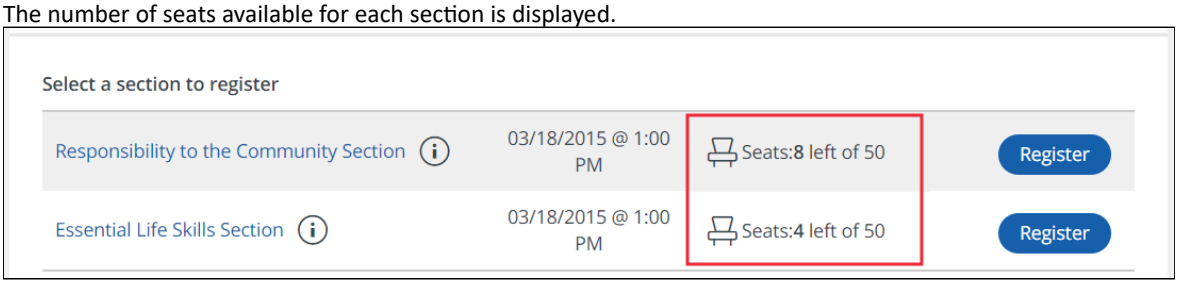
Register for an Instructor-Led Course

For an instructor-led course type, you will register for a specific section.

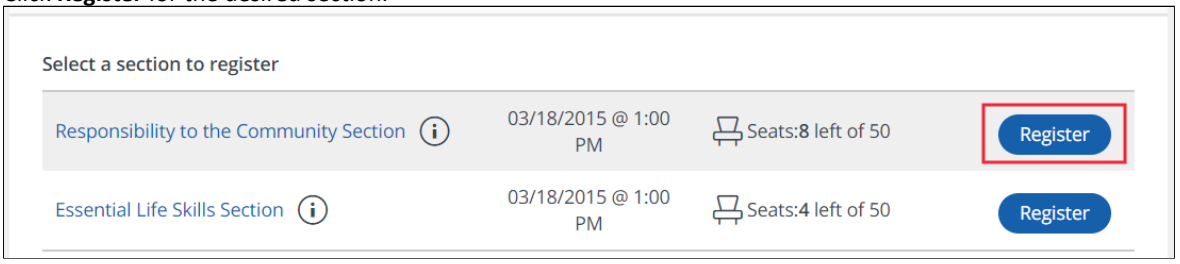
1. Click a course or section title to view additional details. (Click the ***i*** icon for a quick preview of section details.)



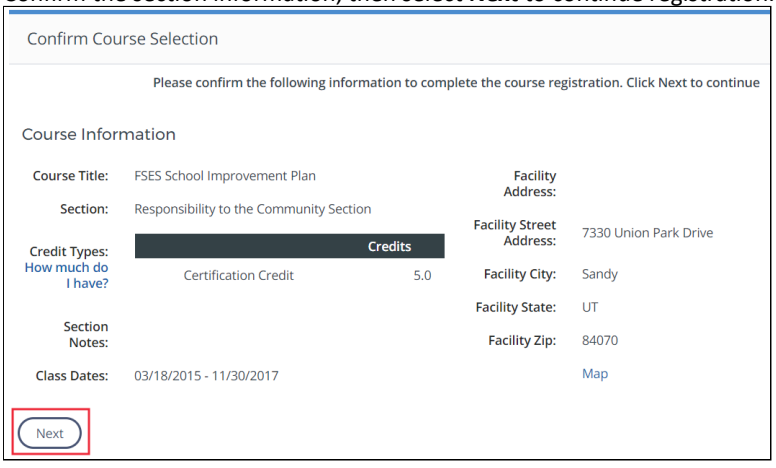
2. The number of seats available for each section is displayed.



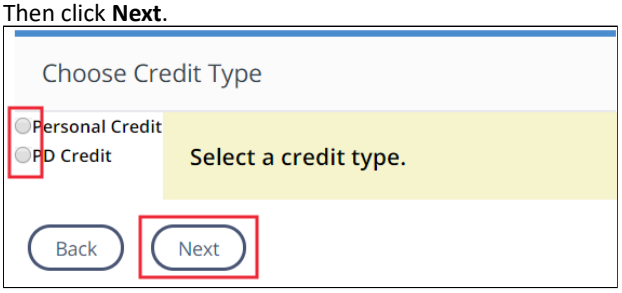
3. Click **Register** for the desired section.



4. Confirm the section information, then select **Next** to continue registration.



5. If the course offers more than one credit type, you will be prompted to choose the credit you want to earn for the course. Then click **Next**.

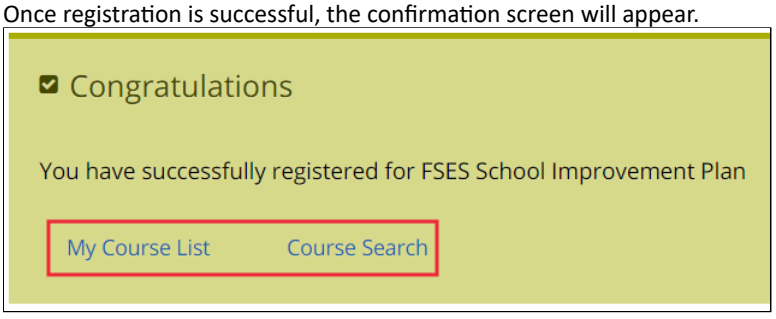


NOTES

Keep in mind, if fees are associated with the course, the credit type you select may affect the total amount of fees charged.

Checkboxes indicate an optional fee that can be selected / deselected. The total will change to reflect your choices.

6. If you are responsible for paying any course fees, you will be prompted to select your payment type (choices will be determined by your organization). Select your payment type and complete any resulting forms. If applicable, an invoice will be created.
7. Once registration is successful, the confirmation screen will appear.

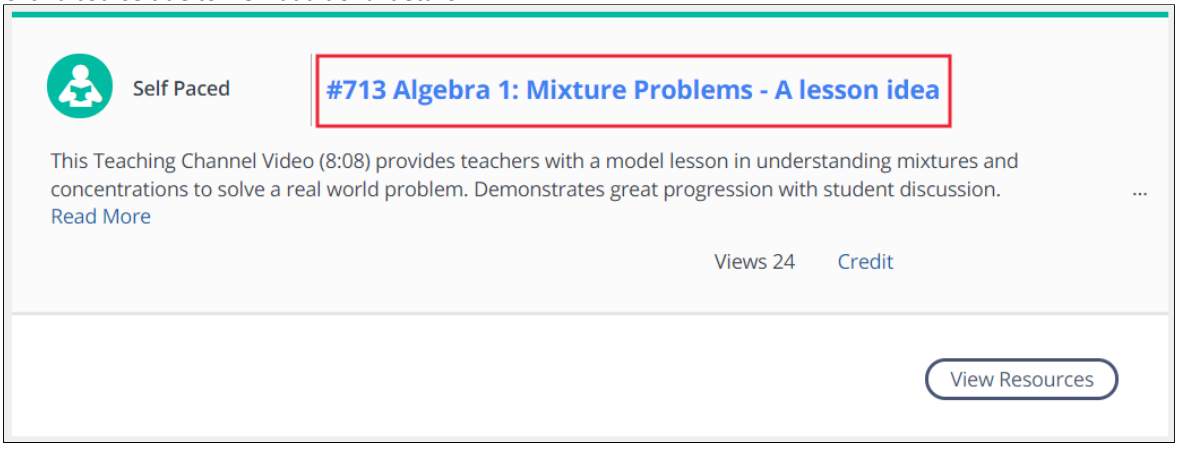


- Click **My Course List** to view a list of courses for which you've registered.
- Click **Course Search** to search for additional courses.

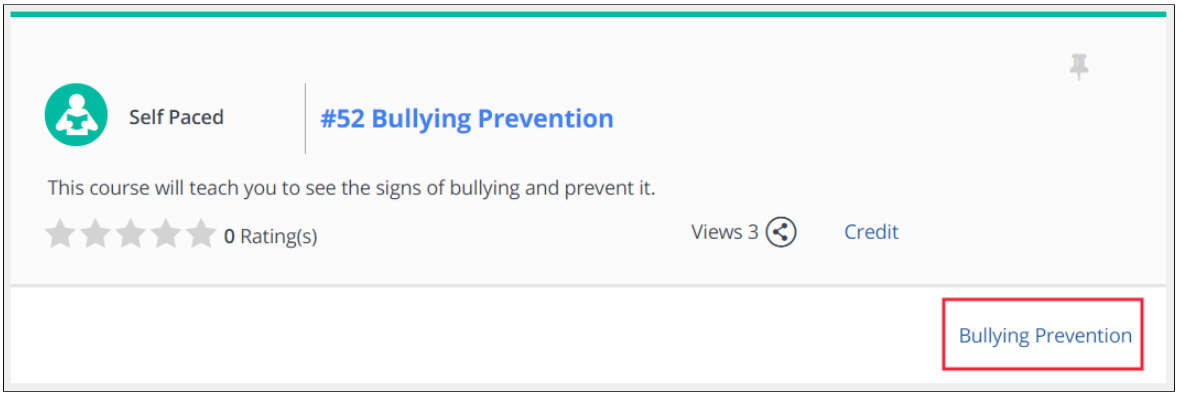
Register for a Self-Paced Course

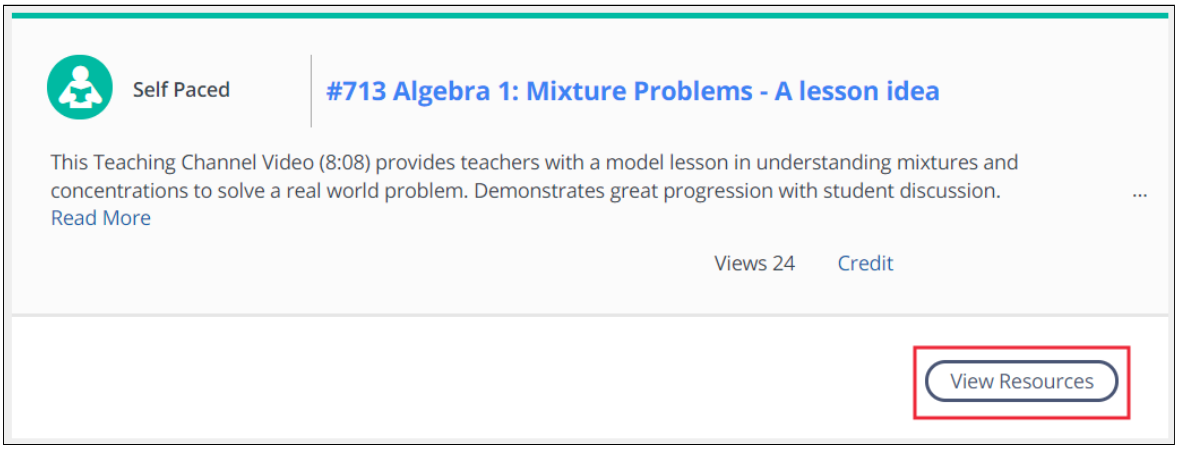
For a self-paced course type, registration will depend on the course setup.

1. Click a course title to view additional details.

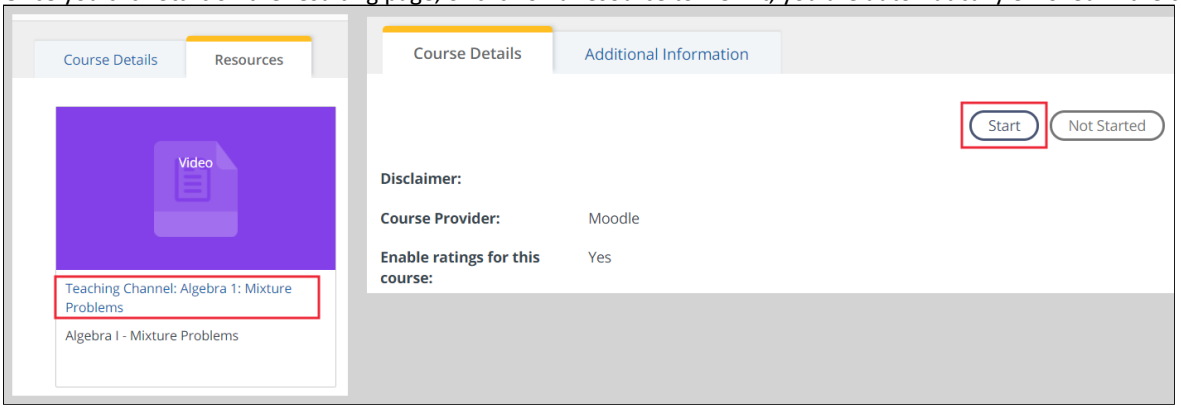


2. If the self-paced course requires no fees, there will be a direct link to the course materials, either via a linked title or **View Resources** button.



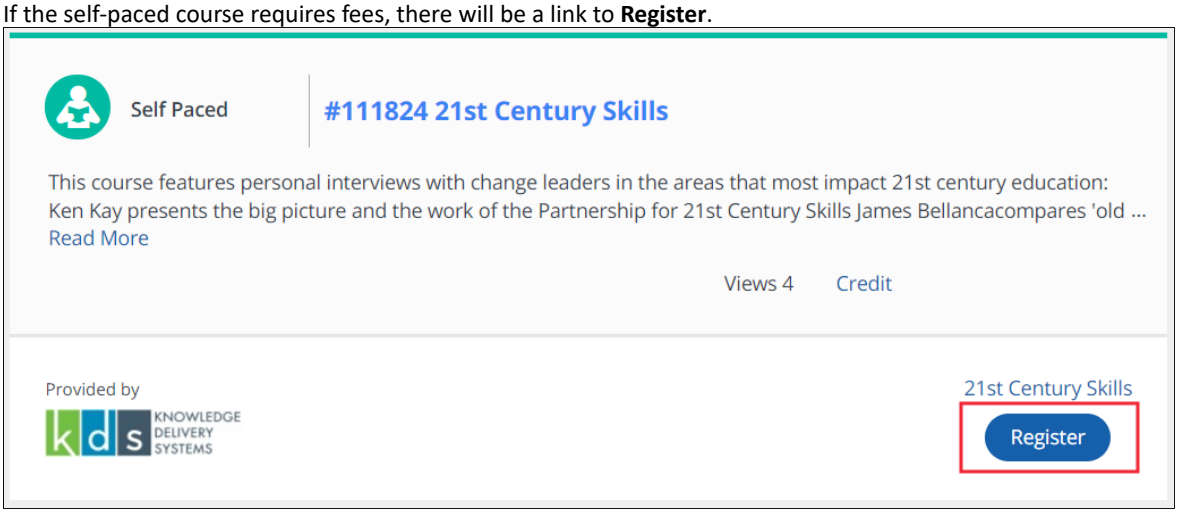


3. Once you click **Start** on the resulting page, or click on a resource to view it, you are automatically enrolled in the course.



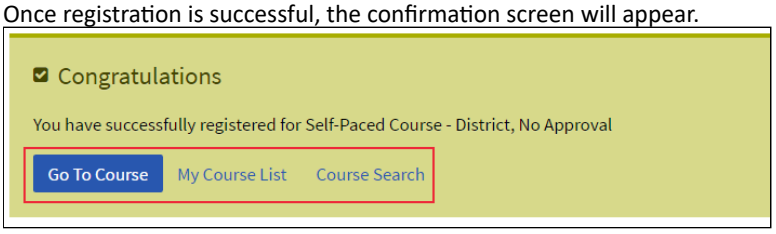
-OR-

2. If the self-paced course requires fees, there will be a link to **Register**.



3. Confirm the course information, then select **Next** to continue registration.

4. If you are responsible for paying any course fees, you will be prompted to select your payment type (choices will be determined by your organization). Select your payment type and complete any resulting forms. If applicable, an invoice will be created.
5. Once registration is successful, the confirmation screen will appear.

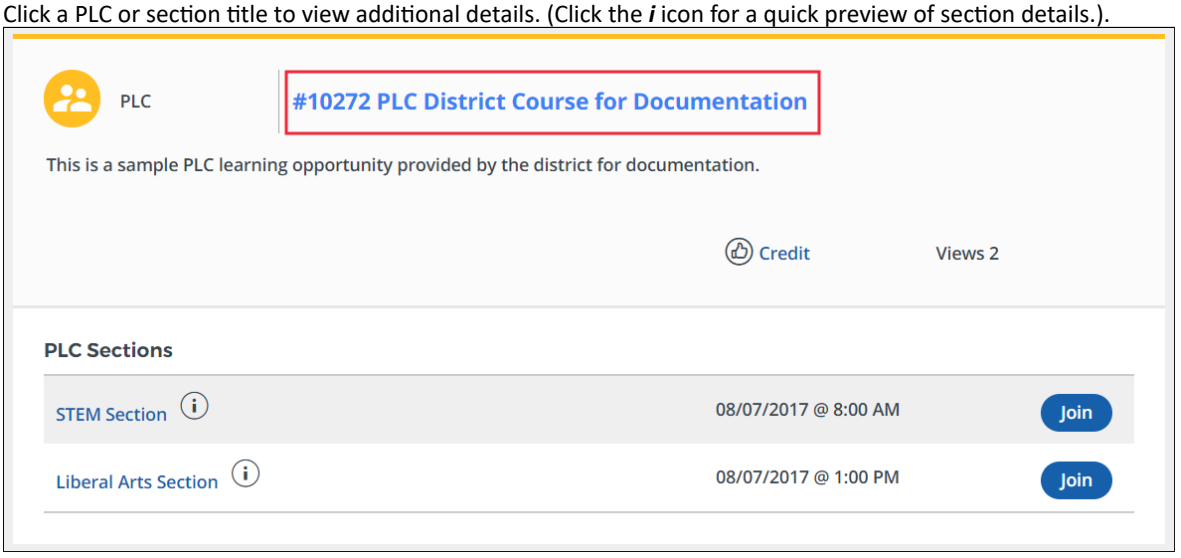


- Click **Go To Course** to launch the course.
- Click **My Course List** to view a list of courses for which you've registered.
- Click **Course Search** to search for additional courses.

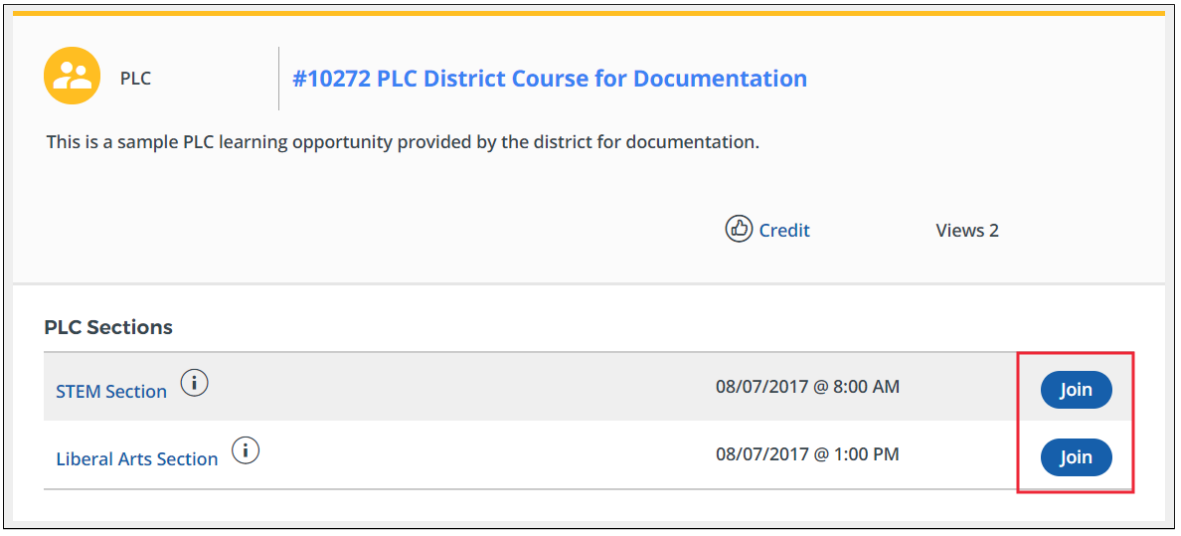
Join a PLC

For a PLC, you will join a specific section.

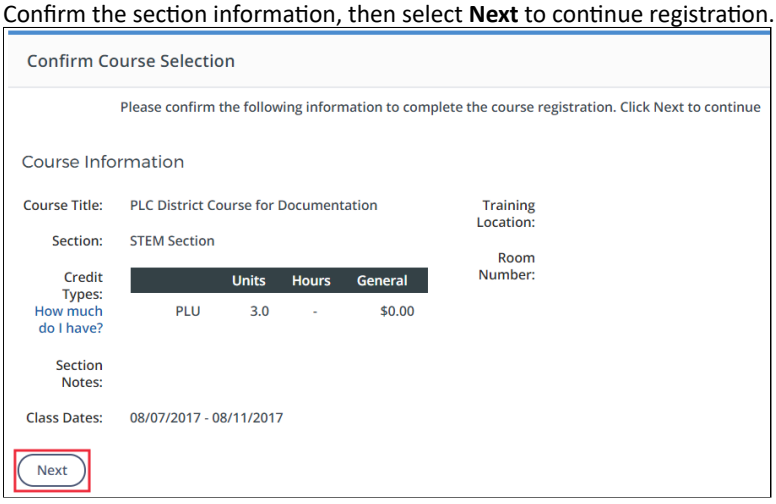
1. Click a PLC or section title to view additional details. (Click the ***i*** icon for a quick preview of section details.).



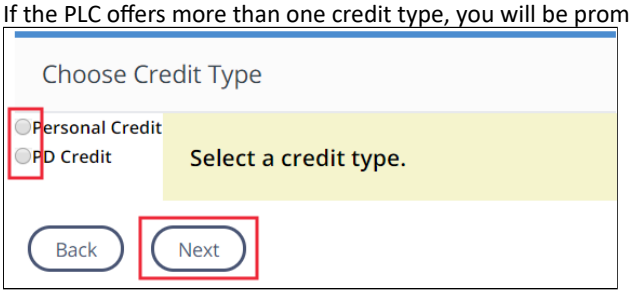
2. Click **Join** for the desired section.



3. Confirm the section information, then select **Next** to continue registration.



4. If the PLC offers more than one credit type, you will be prompted to choose the credit you want to earn. Then click **Next**.

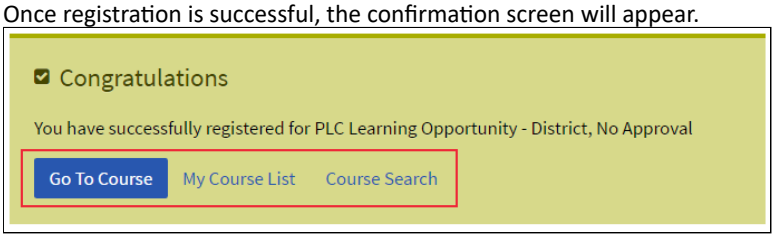


NOTES

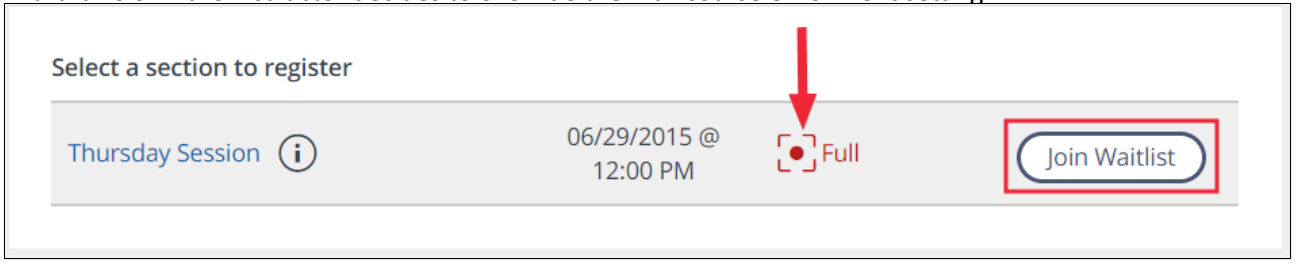
Keep in mind, if fees are associated with the PLC, the credit type you select may affect the total amount of fees charged.

Checkboxes indicate an optional fee that can be selected / deselected. The total will change to reflect your choices.

5. If you are responsible for paying any fees, you will be prompted to select your payment type (choices will be determined by your organization). Select your payment type and complete any resulting forms. If applicable, an invoice will be created.
6. Once registration is successful, the confirmation screen will appear.



- Click **Go To Course** to launch the PLC.
- Click **My Course List** to view a list of courses for which you've registered.
- Click **Course Search** to search for additional courses.

Join a Wait List

Once a course has reached its maximum enrollment, it will be designated as Full. If the course creator enabled a wait list, a **Join Waitlist** button will display. Click to be placed on the wait list. You will be enrolled if a registered participant withdraws or if the instructor decides to override the max course enrollment setting.