Instructions for registering for events in your training resource site

Step 1: Add to Cart

Once you arrive at the event registration page, make sure to click the **Add to Cart button** (pictured).

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2015 Online Learning Symposium

Please join your colleagues at the 2015 Online Learning Symposium for an in-depth exploration of creating and cultivating engaged, collaborative communities in online courses. Interactive sessions will also explore new resources available to faculty, examples of innovative work, campus Partner poster sessions, breakout sessions on Best Practices, Online Accessibility, and much more. Brunch and afternoon reception included.

**PLEASE NOTE:** If you have special dietary needs or need an accommodation for this event, please contact Darlene Kosar, dkosar@kent.edu.

Class ID: 15351

Tuition: $0.00

Schedule Information:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Class Days</th>
<th>Times</th>
<th>Location</th>
<th>Instructor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/2/2015 - 4/3/2015</td>
<td>Weekly - Fri</td>
<td>9:30 AM - 5:30 PM</td>
<td>Kent, Kent State Student Center</td>
<td>Bethany Szymuch</td>
</tr>
</tbody>
</table>

Registration Closes On: December 2, 2015 12:00 AM
Step 2: Add to Cart/Login or Create New Profile

After you click on the Add to Cart button, you will be taken to a new page and prompted to use an EXISTING login if you have registered for courses before, or Create New Profile if you are new to using the system (pictured).
Step 3: Create New Profile

In this step, those who have never used this system will be able to create a profile. You will want to select **Create a Student Profile (single user)** and click the Create Profile button.
Step 4: Create New Student Profile form

Fill out the required fields on the form and then click the Submit button.

![Create New Student Profile form](image-url)
Step 5: Checkout

After you have completed creation of your new profile, you will be prompted to Continue Shopping or Checkout (pictured). You will need to click the Checkout button.
Step 6: Review Shopping Cart

Once the page loads, you will now see your Shopping Cart and the Course you are registered for. You will need to first tick the box that indicates you Agree to Refund Policy, then click the Checkout button at the bottom.
Step 7: Inquiry

You will be prompted to share how you learned about this program. Choose the appropriate response and click the Continue button.
Step 8: Confirmation

Once the page loads, you will be taken to the Confirmation Page. From here you can display printable receipt and print confirmations if you wish. You will ALSO receive a registration confirmation email.

![Home:Cart:Payment Process]

- Display printable receipt
- Print confirmations