1. Click on Register Online link at the top of the Professional Development web page at

   http://www.polk.edu/corporate-college/professional-development-institute/.

2. Click on the Course link to open the course and view the available sections.

3. Select the Section that you wish to register for by clicking on the section link.

4. The next screen will reveal the Registration screen for this section of this course. Check the Quantity to make certain you are signing up the correct number of students. If you are only registering yourself, leave the value at one.

5. If you are registering this course for other people than yourself, select the BUY FOR OTHERS button.

6. If you are ready to register for this section of the course, press the ADD TO CART button.

7. Check the Shopping Cart on the right to confirm that the course is listed in your shopping cart.

8. To add another course to your shopping cart, you may choose from the list of courses under "Also Suggested" beneath the Shopping Cart on the right.

9. When you are ready to Check Out and pay for your courses, click on the Cart Menu in the navigation bar at the top.

10. If you are an existing customer, you will need to login to proceed to the checkout screen.

11. If you are a new customer, then you will need to Create a New Customer Account.

12. The New Customer Screen requires the student's first name, last name, birthday, email address, a login name, password, and a security question and answer you create. Fill in these fields and click the create button.

13. After creating a new customer account with the Create button, you will be brought to the Customer Account Log In screen where you will use the login and password you created. *Please remember/record this information as you will need it to log in again in the future.*

14. In the Check Out screen you can remove a section of a course with the Remove button, add a Promo Code with the Apply button, or proceed to payment with the Make Payment button.

15. The Make Payment button brings you to the payment screen. Complete all fields and press the Submit Payment button.

16. **Congratulations!** You have successfully registered for a Professional Development course.