

1. Click on **Register Online** link at the top of the Professional Development to access the online catalog <http://www.polk.edu/corporate-college/professional-development-institute/>.
2. Click on the **Course** (e.g. HR1100) to view the available sections.
3. Select the **Section** (e.g. HR1100.10) to view more information about a particular class.
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.
- 5a. **Option 1** If you are **registering yourself**, select the **add to cart** button.
- 5b. **Option 2** If you are **registering someone else or multiple people**, select the **buy for others** button.
6. Check the **Shopping Cart** on the right to confirm the course is listed in your shopping cart. *You can add additional courses to your cart by revisiting the course catalog and repeating steps 2-5.*
7. When you are ready to register, hover over **Cart** in the navigation bar and select **Check Out** or select it from the section page.
8. This will redirect you to **Customer Login** screen to access your account before check out.
Option 1 If you are an existing customer, you will need to login to proceed to the checkout screen.
Option 2 If you are a new customer, then you will need to Create a New Customer Account and then login.
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. 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.
9. 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.
- 9a. If you are paying a deposit, modify the payment amount by updating the **Due Amount**. *Please note, our system automatically enforces minimum amounts set by each program. Not all programs or courses allow for deposits.*
10. The Make Payment button brings you to the payment screen. **Complete all fields, follow the prompts**, and press the **Submit Payment** button.

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