To register for a Professional Development course, use the instructions below:

1. Click on **Class Schedule** link at the top of the Professional Development web page.
2. Click on the Course link to open the course and view the available class sections. (Links with a ? do not have any currently scheduled classes. You can click the ? link to send an inquiry form.)

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 Quantity at 1 and click **ADD TO CART**.
5. If you are registering other people than yourself, enter the Quantity and click BUY FOR OTHERS.

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 can return to the Course Catalog by positioning your mouse over the Find a Course menu in the upper-left. The choices will pop up. Click on Course Catalogs to search by Institute or click Search Courses to type in your search criteria.

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,

Or, click on the Check Out button in the Shopping Cart on the right.
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, click the Go To Login button at the bottom of the page and 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.
During checkout there may be extra information asked before proceeding to the payment. This may vary depending on the course and Institute you are registering for. Complete if prompted, and you will automatically proceed to 15.

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. Clicking on it will give you the information about the discount.
16. The Make Payment button brings you to the payment screen. Complete all fields and press the Submit Payment button.

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