General Registration Tutorial:

1. Login with Username/Password
   a. A new password will be emailed to the email address in old system
2. Search for course category of interest (i.e. Microsoft Office)
3. Select course of interest (i.e. Excel – Introduction)
4. Select section of course to enroll in (Choose Date and Time for course)
5. Click 'Add to Cart' button
6. Click ‘Check Out’ button
7. Select ‘Virtual’ or ‘Live at SLU’ option
8. Click ‘Check Out’ button
9. Re-enter your account login information to verify account credentials before purchase and click ‘Continue’
10. Verify all account information and click ‘Continue Checkout’
11. Verify shipping address (default of address listed in account) or change shipping address by clicking ‘Change Address’ button.
12. Once shipping information is verified, click ‘Continue Checkout”
13. Select payment method (Credit card, Invoice, SATV, etc.) Once selected, click ‘Continue Checkout’
14. Confirm payment method by clicking ‘Proceed’. If changes are needed, click the ‘Back’ button
15. Click the checkbox stating you have read and understood the drop, transfer, refund, security and privacy policies
   a. Registration Policies are available by clicking ‘Print Registration Policies’ or by clicking ‘Registration Policies’
16. Payment Method:
   a. Credit Card
      i. If paying by credit card, enter in the payment information and click ‘Continue’
      ii. Allow page to load and redirect to your receipt. This may take a few moments.
   b. Invoice
      i. If paying by invoice, your shopping card will be forwarded to the Registration for processing
      ii. Once the invoice is processed, the course will appear on your account
   c. SATV
      i. If you are paying by SATV, your shopping card will be forwarded to the Registration for processing
      ii. Once the invoice is processed, the course will appear on your account
      iii. You will be contacted by registration to submit your SATV information
17. Course will be listed on Student Home Page with other scheduled enrollments.
Boeing Registration Tutorial:

1. Login with Username/Password
   a. A new password will be emailed to the email address in old system
2. Search for course category of interest (i.e. Microsoft Office)
3. Select course of interest (i.e. Excel – Introduction)
4. Select section of course to enroll in (Choose Date and Time for course)
5. Click ‘Add to Cart’ button
6. Click ‘Check Out’ button
7. Select ‘Virtual’ or ‘Live at SLU’ option
8. Select ‘Potential Discounts’ dropdown to 15%
9. Click ‘Check Out’ button
10. Re-enter your account login information to verify account credentials before purchase and click ‘Continue’
11. Verify all account information and click ‘Continue Checkout’
   a. Make sure you are associated with the Boeing Group
12. Verify shipping address (default of address listed in account) or change shipping address by clicking ‘Change Address’ button.
13. Once shipping information is verified, click ‘Continue Checkout’
14. Select payment method (Credit card, Invoice, Bankwire or Enroll with Employer or Group).
15. Once payment method selected, click ‘Continue Checkout’
16. Payment Method:
   a. Credit Card
      i. If paying by credit card, enter in the payment information and click ‘Continue’
      ii. Allow page to load and redirect to your receipt. This may take a few moments.
   b. Invoice
      i. If paying by invoice, your shopping card will be forwarded to the Registration for processing
      ii. Once the invoice is processed, the course will appear on your account
   c. Group / LTP
      i. If enrolling with Employer or Group (i.e. Boeing) – Choose the appropriate group in dropdown box
      ii. Once group/employer is selected, click ‘Continue Checkout’
      iii. You will receive a receipt by email as well as on the Webpage
      iv. Once enrollment is verified and listed on your course page in your account, please email your completed LTP voucher to info@workforcecenter.slu.edu
17. Make sure the discount is applied (it will be in red)
18. Click the checkbox stating you have read and understood the drop, transfer, refund, security and privacy policies
   a. Registration Policies are available by clicking ‘Print Registration Policies’ or by clicking ‘Registration Policies’
19. Course will be listed on Student Home Page with other scheduled enrollments.