

REGISTRATION INSTRUCTIONS

1. On the ABCs of Social Services for County Social Services Board Members homepage (www.sog.unc.edu/courses/0325/), click on your preferred session date: September 8, 2008 (Asheville) OR September 10, 2008 (Kinston).
2. If you are a new student, you will begin the registration process by completing the new profile form (click on the *New Customer Information Form* link). Note that all starred fields are required. Click Submit. **THIS IS NOT THE END OF THE REGISTRATION PROCESS.** You must complete steps 2 through 11.
3. Log into the system using your email address and password. **If you are a new student**, you will be taken to the login page after completing your profile; **if you are a returning student**, enter your email address and password under the *Returning Customer* heading. Select *Continue*.
4. After being redirected to our webstore, click on *Listings by Subject* under the *Courses* heading on the bottom right half of the screen.
5. Click on *Health and Human Services* in the left-hand column.
6. Click on *Add to Shopping Cart* under *The ABCs of Social Services for County Social Services Board Members* course listings (Asheville or Kinston).
7. Click on the yellow *Proceed to Checkout* box.
8. You will be prompted to enter your *Shipping Address* (home/billing address) if you are registering for the first time. Please note that all starred fields are required.
9. You may have to select a shipping method (choose USPS-Media Mail-Free).
10. Fill in your credit card information and click *Continue*.
11. Review your order and click *Submit Order*.