



INSTRUCTIONS FOR ONLINE COURSE REGISTRATION

GENERAL INFORMATION

All School of Government courses are listed alphabetically at www.sog.unc.edu/courses. Each course title links to an online course page, which includes dates, fees, hotel, agendas, and contact information for the course program manager.

REGISTER: START ON THE COURSE PAGE

1. On the course page, click the *Register* button (upper right) to be directed to the shopping cart.
2. Leave the quantity as one, as only one person can be registered at a time. Click *Buy*.
3. Click *Proceed To Checkout*.

CHECKOUT: NEW/RETURNING CUSTOMER PAGE

4. **Returning customer:** Enter the e-mail and password of the person attending the course. *Do not log in with any e-mail except that of the person who will actually attend the course.* Click *Continue* and proceed to Step 7 (below).
5. **New Customer:** Complete the *New Customer Information Form* before proceeding. The e-mail address and name you provide on this form **MUST** belong to the person attending the course. *Do not use your e-mail address unless you are the attendee. Why?* The system uses each person's e-mail address as a unique login name. Only the person whose e-mail is used on this form will be registered for the course.
6. Click *Submit* at the end of the completed form. You will now be redirected to the new/returning customer page, where you can log in with the e-mail/password of the attendee and click *Continue*.

SHIPPING/PAYMENT

7. *Shipping method* only applies to those buying books. Click *Continue*.
8. The *Payment* section lists Credit Card by default. The School accepts Visa and MasterCard. An invoice can also be sent to your organization for payment. Choose this option by changing the default method of payment at the top of the page to Invoice, and provide billing information. Click *Continue*.
9. Review your purchase. Please make sure you are only purchasing the course for ONE person. If you need to change the quantity to one, use the back button. Click *Submit Order*.

CONFIRMATION

10. Print the Confirmation page for your records. An e-mail will also be sent to the attendee. Please note that the confirmation e-mail is auto-generated. If you have questions, please contact the program manager for your course.

TO REGISTER AN ADDITIONAL PERSON

11. To purchase the course for another person click *Continue Shopping*. On the left side of the page, enter the course name (or partial course name) in the search box. Choose your course from the list.
12. Locate your course and click *Buy*. Proceed with Step 4 (above).

QUESTIONS?

Contact the program manager for the course for which you are registering. Locate the course page in the alphabetical listing at www.sog.unc.edu/courses.