

### Online Application Instructions:

The School of Government is instituting a new online registration/application system available at <http://shopping.netsuite.com/sogstore>. You'll first need to create a profile. This will only be done once as this will be your login for any future SOG programs you attend.

Please follow the instructions below.

- Click on the link "Returning & New Customers click here to log in" on the SOG Store website or click here: <https://checkout.netsuite.com/s.nl?c=433425&sc=4&login=T&reset=T>
- Click under "New Customer" to get to the profile creation page. Complete the form, noting that all starred fields are required. Click "Submit".
- After being redirected back to our website, click "Listing By Subject" under "Courses" from the left-hand menu.
- Click on "Information Technology" from the center list of subjects..
- You will now see the "[Budgeting for IT](#)" course available to purchase.
- "Add the Item" to your cart.
- Click "Proceed to Checkout" if no other courses are needed.
- You will then be prompted to make payment arrangements or to request an invoice.
- You will receive an e-mail verifying that your application has gone through when complete.

The course fee is \$75.

**Note:** Each participant must be registered separately. The person who is logged in will be the registrant. To register more than one person, you must log in with the email address and password for *each* person to be registered. Do **not** place multiple items in the cart to register multiple people.