



REGISTRATION INSTRUCTIONS

REGISTRATION INSTRUCTIONS FOR ANNUAL CONTRACTOR AND ASSIGNED COUNSEL TRAINING (\$155)

1. Click *Registration* on the 2016 Annual Contractor and Assigned Counsel Training upcoming offering link (<https://www.sog.unc.edu/courses/annual-contractor-and-assigned-counsel-training>)
2. Complete the registration questions and click *Continue*. You will be re-directed to the School of Government web store.
3. Click *Buy*.
4. Click the blue *Proceed to Checkout* box.
5. **If you are a returning student:** Enter your email address and password under the *Returning Customer* heading. Select *Continue*, and proceed to step 10.
If you are a new student: Complete the new profile form (click the *New Customer Information Form* link); note that all starred fields are required. **Please include your state bar number**, if applicable. Click *Submit*.
This is not the end of the registration process. You must complete steps 6 through 11.
6. Log into the system using your email address and password; you will be taken to the login page after completing your profile. Select *Continue*.
7. Click *Buy*.
8. Click *Proceed to Checkout*.
9. 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. If asked 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 – Only Click Once*.