



Essentials of County Government

Durham, NC: December 13-14, 2018

Asheville, NC: January 17-18, 2019

Greenville, NC: January 31-February 1, 2019

Registering your Elected Officials for Essentials of County Government

The School of Government recently started using a new course registration system, so your previous login information will no longer be valid. To create your account, [click here](#), then click "Login" in the upper right corner, click the blue "Create a New Account" button, fill out the form, and click "Save Changes and Create Account". You can then proceed with the steps below.

Note that if you pre-registered for Essentials of County Government and/or have registered for the Master Clerks Academy in November, the New Clerks Institute in January, or the Clerks Certification Institute in February, you will have an account in our new registration system and can proceed directly with the steps below.

1. From the Register tab on the [course page](#), click "Register".
2. Under "Essentials of County Government" for the date you wish to register for, click "Register Now".
3. Enter your email address and password and click "Click Here to Login".
4. Click "Click Here to Add Another Registrant to Your Account".
5. Fill out the registration form and click "Submit Registration".
6. To register additional individuals, click "Register Another Individual for the Same Event"; fill out the registration form and click "Submit Registration"; repeat as needed.
7. Click "Click Here to Checkout Now".
8. Select your payment method to complete your registration: if you select Credit Card, you will be redirected to the University's payment page to fill out and submit your credit card information; if you select Bill Me/Purchase Order, you will be redirected to a confirmation page that displays your statement; your status will now show "Confirmed".