



Essentials of Municipal Government

December 2019 – January 2020

Registering your Elected Officials for Essentials of Municipal Government

The School of Government started using a new course registration system in August 2018, so your previous login information will no longer be valid.

If you pre-registered for Essentials of Municipal Government and/or have registered for another School of Government course since August 2018, you will have an account in our new registration system and can proceed directly with the steps below.

If you need to create a new 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.

1. [Click here](#) to access the list of dates and locations.
2. Under “Essentials of Municipal Government” for the date and location 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, you will be redirected to a confirmation page that displays your statement; your status will now show “Confirmed”.

For additional information about the course, please visit our website at <https://www.sog.unc.edu/courses/essentials-municipal-government>.

For help registering, please visit our FAQ at <https://itd.sog.unc.edu/knowledge-base/article/course-registration-faq> or contact us at registration@sog.unc.edu or 919.966.4414.