How to Register Online for an Office of Continuing Professional Education Course

I. **STEP 1:** Visit our website: [www.cpe.rutgers.edu](http://www.cpe.rutgers.edu)

II. **STEP 2:** Find the course you would like to register for. There are three easy ways to do this:

   a. *Find Course By Topic Area*
      Place your mouse cursor on COURSE TOPICS in the top navigation bar. A list of our program topic areas will appear. Click on the topic area that interests you to see the courses that we are offering in that area.
b. **Find Course By Date**

Place your mouse cursor on **FIND A CLASS** in the top navigation bar. Then select **COURSE CALENDAR**. Navigate to the month and day of the course you want to register for and click on the course name.

![Course Calendar Image]

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c. **Find Course By Keyword Search**

From any page on the website, type keywords relating to your course name into the search bar at the top right. Click **SEARCH** and scroll through the results to find your course. Then click on the course name.

![Keyword Search Image]
III. STEP 3: Click the Register Online Button.

Once you are on the webpage for the course you want to register for, locate and click on the yellow REGISTER ONLINE button at the top left corner of the page. This will take you to our online registration system (a separate website).

IV. STEP 4: Start the Online Registration Process.

On the online registration page, you will see all of the information about the course you have selected. Scroll to the bottom of the page. In the lower right hand-corner, click on REGISTER/SIGN-IN NOW.
V. STEP 5A: For RETURNING Students: Log In to Your Account

If you already have an account with Rutgers Continuing Education, enter your username and password and click on LOGIN. If you do not remember your username and/or password, please call our office at 848-932-9271, option 2. Our Registration Unit will be happy to assist you.

STEP 5B: For NEW Students: Create a New Account

If you have never registered with Continuing Education before, click on CREATE ACCOUNT under New Students. Complete the Registrant Profile. Only fields with an asterisk (*) must be completed. Please make note of the username and password that you choose (TIP: Use your email address for your username). You will need them to register for future courses! Once you have completed the profile information, click SUBMIT.

VI. STEP 6: Choose Your Fees.

After logging in with your username and password (for returning students) or submitting your Registrant Profile (for new students), you will be directed back to the online registration page for the course you chose. At the bottom of the page, choose the appropriate fee(s) and click on ADD TO CART. Your cart will appear and show the course you have chosen and the fee. If you would like to register for another course, please see Step 6a. Otherwise, please skip down to next step.

Step 6a: Adding Additional Courses to Your Registration

If you would like to register for another course, click on SEARCH in the lower right
hand corner of the page below your shopping cart. Once you are on the Course Search page, we suggest entering a keyword (that best describes the type of course you are searching for) AND choosing our department (Office of Continuing Professional Education) in order to narrow your search. Then click **SEARCH**.

A list of possible course titles that fit your search specifications will appear. Select the course you wish to enroll in by clicking on the title of the course. At the bottom of the Course Description page, click **ADD TO CART**. Continue this process until all of your course selections appear in your cart.

**NEED TO REGISTER SOMEONE ELSE?**

Follow Steps 7 & 8 below. Otherwise, skip down to Step 9 (on page 7).

**NOTE:** This only works for new users. If the person you wish to register already has an account with us, unfortunately, you cannot connect them to your account; you must contact our Registration Unit (848-932-9271, option 2) to connect your accounts.

**STEP 7: Create a New Account for Each Person You Wish to Register**

- On the left toolbar, click on **MY ACCOUNT** at the bottom
- From the drop-down menu, choose **MANAGE MEMBERS**
- On the next screen, click on **ADD NEW MEMBER**
- Fill in the other person’s information, noting the following.
  - Mailing address: whatever you entered on your account will automatically populate here. If the other person’s address is different, please edit this information.
Enter the other person’s email address and phone number so that he/she will receive confirmation messages

- OPTIONAL: Enter a user name and password

- If you need to add more people, click the ADD NEW MEMBER button again
- When complete, you will see all of the people you added listed on your MANAGE MEMBERS page. At any time in the future, you can log into YOUR account and use the links on this “member” page to manage these individuals’ accounts.

**STEP 8: Register Other People for a Course**

While still logged in to YOUR registration account, go to the online registration page for the course.

- Scroll down to the bottom of the page and find the drop-down menu (just above the “Add to Cart” button). You will see your name displayed (because your name is at the top of the list of choices).
- On the drop-down, click on the person’s name you wish to register
- Next, click the ADD TO CART button

In this example, Jane Doe is registering Johnny Doe for a course:

Go back to the course page and follow these steps to register other individuals. When finished, proceed to STEP 9: Check Out (on page 7).
VII. STEP 9: Proceed to Check Out.
Review the item(s) in your cart. When you’re ready to proceed, click CHECKOUT.

**NOTE:** If you have a professional Drinking Water Operator License (T, W, VSWS), please enter the number in the box provided. Otherwise, please enter N/A.

Please let us know how you heard about the course by making a selection from the drop down menu. If you heard about the course via a brochure, email, or fax blast, please record the Source Code in the box provided. (The Source Code is typically a combination of letters and numbers, such as IH-3021, EM-2222, or FAX-3456.)

Once you have completed these required questions, click NEXT.

VIII. STEP 10: Place Order.
Review your order for a final time, and check the box that you have read the Refund Policy pertaining to the course(s) you have chosen. Then click PLACE ORDER. You will be taken to ScholarChip, our secure payment portal, where you will enter your credit card and contact information for payment.

Upon completion, you will receive:
- An immediate email receipt confirming your payment directly from the ScholarChip site
- An immediate email receipt from the Office of Continuing Professional Education
- An email registration confirmation (with important course details) from the Office of Continuing Professional Education on the NEXT business day