

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

I. **STEP 1: Visit our website:** 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.

The screenshot shows the website's navigation bar with the 'Course Topics' menu open. The menu lists various topic areas such as Beekeeping, Electrical & Mechanical, Environmental, Equine Science, Food Safety & Food Science, Golf Turf Management, Landscape & Grounds Management, Leadership, Management & Communications, Pest Control, Public Grounds & Public Works, Public Health & Safety, Radon & Indoor Air Quality, Recycling & Solid Waste, Special Events & Conferences, Teachers & School Employees, Water & Wastewater, and Wetland Delineation. The 'Radon Training Center' is also visible in the main content 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.

The screenshot shows the website header with the Rutgers logo and navigation links. The 'Find a Class' dropdown menu is open, highlighting 'Course Calendar'. Below the menu are two calendar grids for 2014 and 2015. The main content area displays 'August 2014' with a calendar grid. A blue box highlights the navigation arrows with the text: 'Use these arrows to navigate to the next month or previous month.' The calendar grid shows dates from 1 to 16, with a course titled 'Troubleshooting Radon Mitigation Systems (Lancaster, PA)' listed on Thursday, August 7th.

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.

The screenshot shows the website header with the Rutgers logo and navigation links. The search bar is highlighted with a yellow box, containing the placeholder text 'type keywords here!' and a 'Search' button. The navigation bar below the search bar includes links for Home, Find a Class, Course Topics, Register, Information for Students, Services, About, and Contact. At the bottom of the header, the text reads 'Continuing Education Training and Service Excellence for Over 100 Years'.

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).

RUTGERS UNIVERSITY | CONTACT

RUTGERS Office of Continuing Professional Education
New Jersey Agricultural Experiment Station

Google™ Custom Search Search

Home Find a Class Course Topics Register Information for Students Services About Contact

Home > [Beekeeping Courses](#) > Bee-ginner's Beekeeping

REGISTER ONLINE *Click this button!* **Bee-ginner's Beekeeping**
REGISTER BY MAIL/FAX **The Basics of Apiculture**
JOIN OUR MAILING LIST! Course Code: AE0401CA15

SHARE

Date & Time

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**.

Select One: Select only ONE of the following fees

Registration Fee - Registration fee
Registration Fee - NJBA Member/Master Gardener Fee

Optional: Select as desired from the following optional fee(s)

Optional Book Fee - Optional Book Fee-A Field Guide to Honey Bees and Their Maladies

Back Inquire **Register/Sign In Now**

You must sign into your account or create a new account to add to your cart.

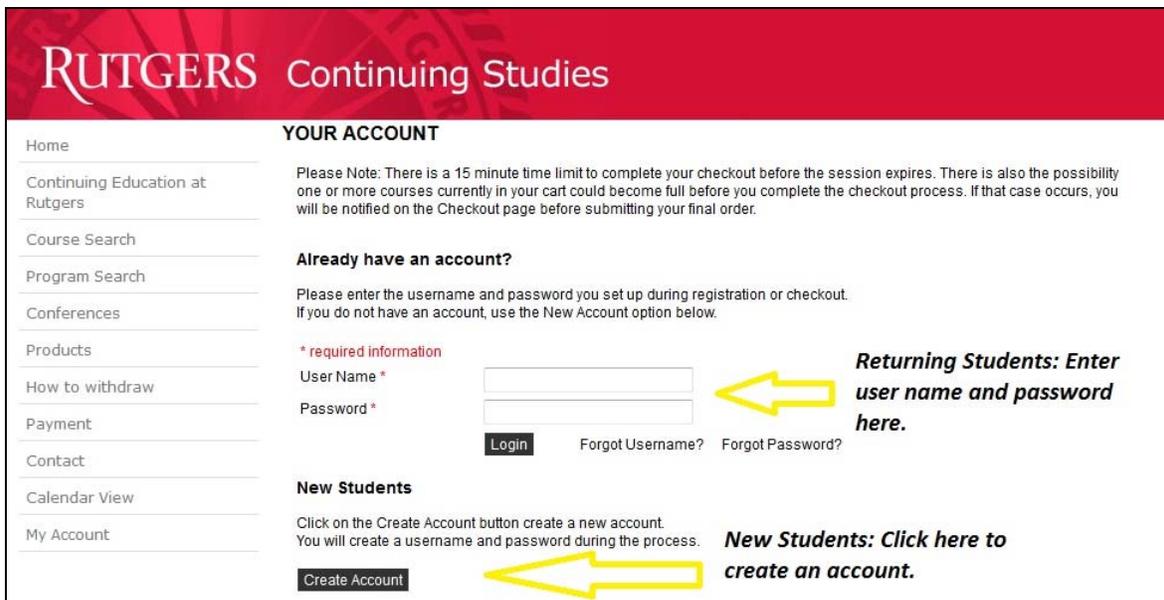
Inquire Contact Info Privacy Policy Refund Policy
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V. STEP 5A: For RETURNING Students: Log In to Your Account

If you already have an account with Rutgers Continuing Education, enter your user name and password and click on **LOGIN**. If you do not remember your user name 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**.



RUTGERS Continuing Studies

Home
Continuing Education at Rutgers
Course Search
Program Search
Conferences
Products
How to withdraw
Payment
Contact
Calendar View
My Account

YOUR ACCOUNT

Please Note: There is a 15 minute time limit to complete your checkout before the session expires. There is also the possibility one or more courses currently in your cart could become full before you complete the checkout process. If that case occurs, you will be notified on the Checkout page before submitting your final order.

Already have an account?

Please enter the username and password you set up during registration or checkout. If you do not have an account, use the New Account option below.

** required information*

User Name *

Password *

[Login](#) [Forgot Username?](#) [Forgot Password?](#)

New Students

Click on the Create Account button create a new account. You will create a username and password during the process.

[Create Account](#)

Returning Students: Enter user name and password here.

New Students: Click here to create an account.

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.

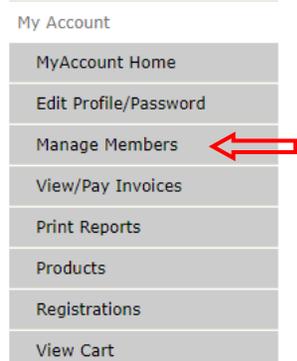
NEED TO REGISTER SOMEONE ELSE?

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.

MANAGE MEMBERS Account: Jane Doe

Members are additional people to which you can add new registrations. This could be a child, a spouse, or even an employee. Use the Add New Member button below to add a new member account. If the person already has an account, but it is not linked to your account as a member, please contact the office and request them to link the account to you as a member account.

For the member accounts listed below, you can register these members in the same manner you would register yourself. However, during the registration process, make sure you select the correct member account before adding the course to the cart. At the bottom of the course detail page just above the Add To Cart button is a list of all your members. Select the correct member name and then add the course to the cart. If you do not use the correct member account name, the registration will be under your name as the person taking the course.

[Add New Member](#)

Member ID	Member Name	Options
RU41292815	Doe, Johnny	Edit Profile Registrations Invoices
RU41292816	Doe, Suzy	Edit Profile Registrations Invoices

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:

Please select the name of the person who will be attending this course:

Need to register for someone

[Back](#) [Inq](#)

Doe, Jane ▾

Doe, Jane

Doe, Johnny

Doe, Suzy

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