How to Register, starting July 2022

<u>Sign In:</u>

Click "Log In" at the top right. Or, for first time users, "Start Here."
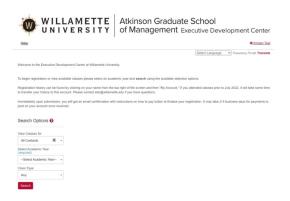

Once you have an account, then "Log In" takes you to here:

<u>Registration:</u>

Select desired Academic Year from the drop down menu and then "Public Management" from Class Type. Click "Search."

Click the "Register" button located below the class you want to add.

While registering for a class, if you see "Your account has no eligible students for this class," then you are already registered. To confirm: click on your name in the top right and then view "My Account."
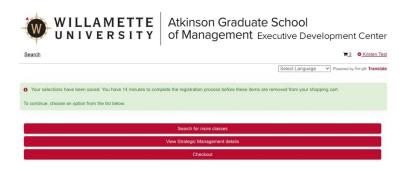
To add a class, click the checkbox next to your name and confirm with the "register" button.

Click on "search for more classes" if you have more to add.
Click on "checkout" if you are finished, to view your cart.

If you choose to view the class details from here, you can then click on "Search" from the top left to return to the menu.

To finish your pre-registration, view your shopping cart to verify classes.

Confirm the Terms of Use and click "Continue" to submit.

Upon submission, an email with the subject line "Confirmation Letter" is generated and includes an invoice and payment instructions if needed.

For "Pay Later" Credit Card payments:
Follow the link: https://willamette.edu/go/edcinvoice
- Choose the Academic Year
- Click on the shopping cart for the class you need to pay for
- Enter the student name and invoice # (repeat for as many classes as needed)
- Click Checkout and continue with your credit card payment
- It will take 2-3 business days for credit card payments to reflect on your account balance

If you have previously taken CPM courses, it will take some time for us to migrate your records to this new database once your account is created.

Benefits of this new system:
- Log in as needed to track course completion, registration, and payments.
- Download invoices, letters of completion, and certificates.

Email edc@willamette.edu with any questions or call-back requests.