

How to Register, starting July 2022

Sign In:

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



[Help](#)

[Login](#)

New User? [Start Here](#)

Select Language

Powered by [Google Translate](#)

Welcome to the Executive Development Center at Willamette University.

To begin registration or view available classes please select an academic year and **search** using the available selection options.

Registration history can be found by clicking on your name from the top right of the screen and then "My Account." If you attended classes prior to July 2022, it will take some time to transfer your history to this account. Please contact edc@willamette.edu if you have questions.

Immediately upon submission, you will get an email confirmation with instructions on how to pay tuition to finalize your registration. It may take 2-3 business days for payments to post on your account once received.

Search Options [?](#)

Select Academic Year
(required)

--Select Academic Year--

Class Type

Any

[Search](#)

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



[Search](#)

Select Language

Powered by [Google Translate](#)

Executive Development Center at Willamette University's Customer Portal.

Here you can:

- *Pre-Register for classes
- *Update your contact information
- *Download invoices, receipts, and confirmation letters

To get started please login or create an account.

Username

Password *Note: Passwords are case-sensitive*

[click to show password](#)

Forgot your username and/or password? [Click here to reset.](#)

[Login](#)

New user? [Create an Account](#) now.

Create an account to register for classes, select memberships and more.

Registration:

Select desired Academic Year from the drop down menu and then “Leadership for Managers” from Class Type. Click “Search.”

The screenshot shows the top of the registration page. On the left is the Willamette University logo. To its right is the text "Atkinson Graduate School of Management Executive Development Center". Below this is a "Help" link and a "Kristen Test" link. A welcome message reads: "Welcome to the Executive Development Center at Willamette University." Below that are instructions: "To begin registration or view available classes please select an academic year and search using the available selection options." Further down, it says: "Registration history can be found by clicking on your name from the top right of the screen and then 'My Account.' If you attended classes prior to July 2022, it will take some time to transfer your history to this account. Please contact edc@willamette.edu if you have questions." It also states: "Immediately upon submission, you will get an email confirmation with instructions on how to pay tuition to finalize your registration. It may take 3-5 business days for payments to post on your account once received." A link for "CPM Registration help doc (.pdf)" is provided. The "Search Options" section includes three dropdown menus: "View Classes for" (set to "All Contacts"), "Select Academic Year (required)" (set to "Academic Year 2022-202"), and "Class Type" (set to "Leadership for Managers"). A red "Search" button is at the bottom.

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

This screenshot shows the search results for the "Leadership for Managers" class. On the left, the "Search Options" are repeated. The main content area shows a "Bronze-Level Badge" for "Leadership for Managers" which is "Available". Below this, the class details are listed: "Date: Tuesday, October 11, 2022-Tuesday, November 15, 2022"; "Time: 8:30 AM-9:30 AM PDT on Tue"; and "Tuition: \$599.00 USD". A red "Register" button is positioned below the class details. A blue box with the number "1" is visible at the bottom of the results area.

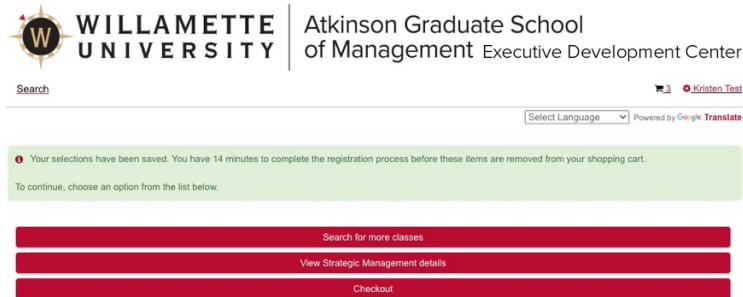
While registering for a class, if you see “Your account has no eligible students for this class,” then you are already registered. To confirm: click on your name in the top right and then view “My Account.”

To add a class, click the checkbox next to your name and confirm with the “register” button.

This screenshot shows the "Select Students" section. It lists "Bronze-Level Badge" and "Leadership for Managers | Available". The class details (Date, Time, Tuition) are repeated. Below this, there is a "Select Students" section with a checkbox next to "Test, Kristen" which is checked. To the right of this section are two red buttons: "Add a new adult" and "Search for more classes". At the bottom left, there is a blue "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 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 other courses through the Executive Development Center, 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.