

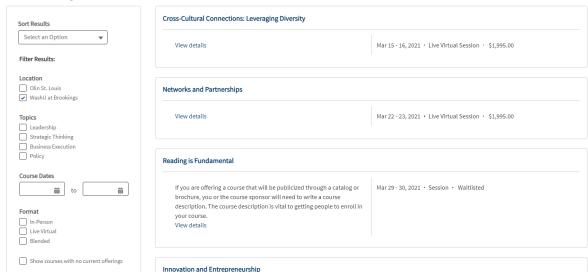


First you will want to find a course to register for. Click "Courses" to take a look at your options via our course search tool.



Using our course search tool, you can:

- sort alphabetically
- sort by course date
- filter by topic
- filter by date
- filter by format, and
- filter to include courses without any current offerings.



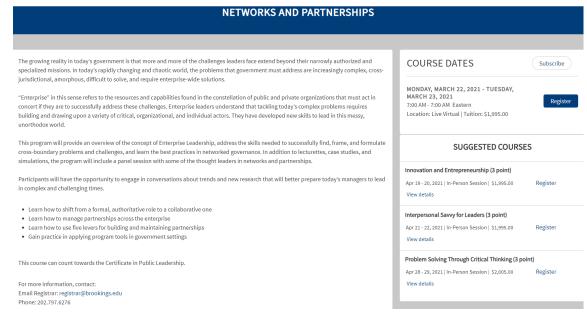
When you've found a course you'd like to learn more about, click its title for an overview.

# WashU AT BROOKINGS

## **Course Overview**

The course overview will provide a synopsis of the course agenda.

On the right, you will see details about when and where the course will be, and you'll be able to subscribe to or register for the course.



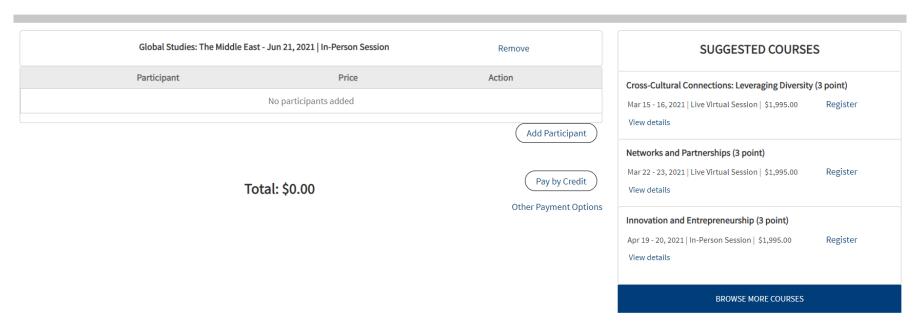
If you subscribe, you will be added to our "interest" list for the course. This means you will receive emails about any changes that occur (such as location updates or cancellations) without needing to be registered for the course.

If you click "register," the course will be added to your cart. You will be able to finalize the registration by providing payment information in a later step.

If the course is full, you will see an option to be added to the waitlist instead of the opportunity to register. You will be notified via email if a spot becomes available if you are on the waitlist.



## **Review Your Cart**



After you click, "Register," navigate to "My Cart," to see and pay for registrations. Click "Add Participant" beneath the course information to choose the registrant.

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## **Creating a Registration**

If you are responsible for registering anyone but yourself for a course, you can either select a participant you have access to register, or register a new participant by filling in the form.

Click "add participant to course" to move forward with registration.

If you do not have the option to add a participant, but you are a training manager or card holder responsible for processing a registration, please click "Contact Us" at the top of the navigation to contact the registrar.

## Add a Participant

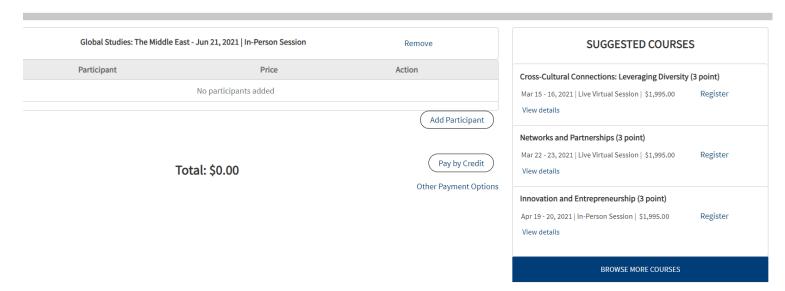
Selected Course: Global Studies: The Middle East						
Select Participant	Add a new participant 🔻					
First Name*						
Preferred First Name						
Last Name*						
Email*						
Confirm Email*						
Phone Number*						
Job Title*						

Cancel

Add participant to course



## **Review Your Cart**



# **Creating a Registration**

Once the desired participant(s) are registered for their desired courses(s), you can choose to pay by credit card or purchase order.

If you intend to make the payment now, click the "pay by credit option."

If you prefer that your agency be invoiced, click "other payment options."



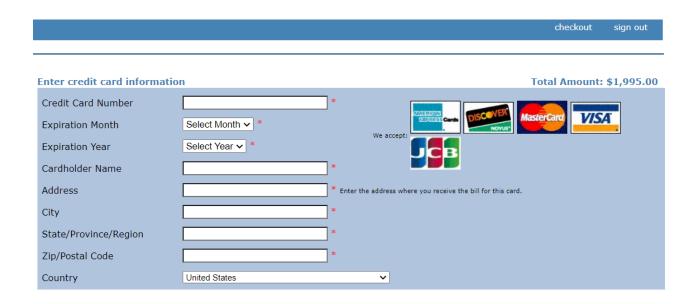
# Your course registration is not final until your payment is received in full or until an approved purchase order or voucher is received. The registrar will email you written confirmation within 10 business days after your payment and completed registration form are received. Note: An incomplete registration form will not secure you space in a class. \* | I Agree to the Terms and Conditions Cancellation Policy Cancel Submit

# **Creating a Registration**

When you have selected your payment method, you will be presented with our terms and conditions. Please note that your registration is not complete until we receive your payment via credit card, or you submit a complete, accurate purchase order.

Click on the "Cancellation Policy" link to review what to do to change to registration after you have submitted your payment information.





If you selected "pay by credit," you will be brought to our credit card collection page, powered by CashNet. Enter the required information, and complete the registration. The person being registered will receive an emailed copy of the receipt.

# WashU BROOKINGS

## **Creating a Registration**

If you selected "other payment methods," you will be brought to a page to verify the registrations you would like to pay for using a purchase order (PO).

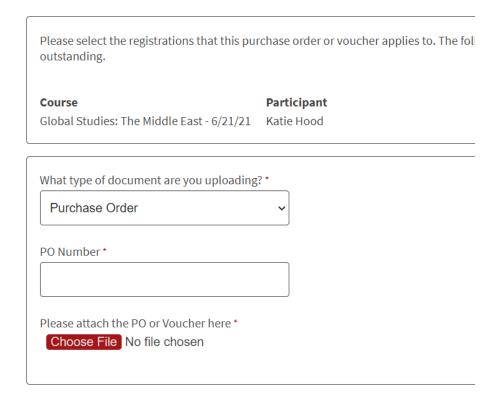
Select all of the registrations you intend to pay for using the PO.

Enter the purchase order number (commonly entered in section C4 of the SF-182.)

Upload a copy of the signed, completed PO and click submit.

Our registration team will review the submission and follow up with the registrant and/or training officer if any changes need to be made to the document.

## **Purchase Orders/Vouchers**



Submit

# WashU AT BROOKINGS

## **Creating a Registration**

PARTICIPANT VIEW
The course should now be listed in your upcoming courses if you are the registered participant.

### MY COURSES

Upcoming Courses	Past Courses Waitlisted Courses Upcoming Courses (Trainees) Past Courses (Trainees)								
	Course Name	Start Date	Time	Units	Amount Due	Action			
Change Leadership		Mar 9, 2021	8:30 AM - 11:30 AM Central	1	\$816.00	Make Payment ?			
Resilience in Leadership		May 5, 2021	7:00 AM - 7:00 AM Eastern	2	\$5.00	Make Payment ?			
Inside Congress: Un	derstanding the Legislative Process	May 10, 2021	7:00 AM - 7:00 AM Eastern	4	\$0.00	No Action Available			
In	side the Judiciary	Jun 29, 2021	7:00 AM - 7:00 AM Eastern	1	\$0.00	No Action Available			
BROWSE COURSES									

TRAINING OFFICER VIEW
The course should now be
listed in your upcoming
courses – trainees tab if you
registered the participant.

## **MY COURSES**

Upcoming Courses Past Courses Waitlisted Courses		Courses Up	Upcoming Courses (Trainees) Past		t Courses (Trainees)			
Course Name	Registrant Name	Start Date	Time	Units	Amount Due	Status	Action	
Global Studies: The Middle East	Daniel Sconce	Jun 21, 2021	7:00 AM - 7:00 AM Eastern	2	\$1,995.00	Reserved	Make Payment ?	
			BROWER COLUBERS					