

# Using the WashU at Brookings Registration Portal


- Create and update a profile
- Navigate the registration portal
- Register yourself for a course
- Register others for a course (training managers only)
- Enroll in a certificate
- Track certificate progress
- Indicate interest in a fellowship, certificate, or on-site training


## How to Create a Profile

Visit: <https://wustl.force.com/ExecDev/s/login/>

Click “Register here” on the bottom right side. This will be the first step for all first-time users of this program.

Once you have created a profile, you can just log in using your username and password you create. You can also reset your password if you forget it.

 registrar@brookings.edu

 Password

**Log in**

[Forgot your password?](#)

[Register here.](#)

**Log in with your WUSTL credentials**

## How to Create a Profile

Fill in the fields as directed.

If you are a training manager, you will want to create your profile first so you can later affiliate other profiles to yours.

An asterisk indicates that a field is required.

Fill in a preferred first name only if you want something different than what is entered as the first name to appear on name tags and class lists.

Use the email address you want to use for authentication. You need actual access to this email address to verify your account.

Please provide the following information to create an account. Creating an account will allow you to register yourself and/or others for courses and to view registration history.

\* First Name

Preferred First Name 

\* Last Name

\* Email 

Complete this field.

\* Confirm Email

## How to Create a Profile

Continue to fill in the fields as directed.

An asterisk indicates that a field is required.

Use the mobile phone number you want to use for authentication. You need access to this mobile phone number to verify your account. It must be a mobile phone number to receive the verification code via SMS.

Start typing your company name to select your company. Select “Company is not applicable to me” if you are not part of a company. If your company name does not appear, please enter it.

If you are a government employee, a new field will appear for you to enter your GS-level or equivalent.

If you will be responsible for registering and/or paying for others, check the box that says that you want to be able to register others.

\* Mobile Phone ⓘ

Company is not applicable to me

\* Company Name ⓘ

\* Job Title

I am a U.S. government employee

I want to be able to register others

\* Password

\* Confirm Password

Sign Up

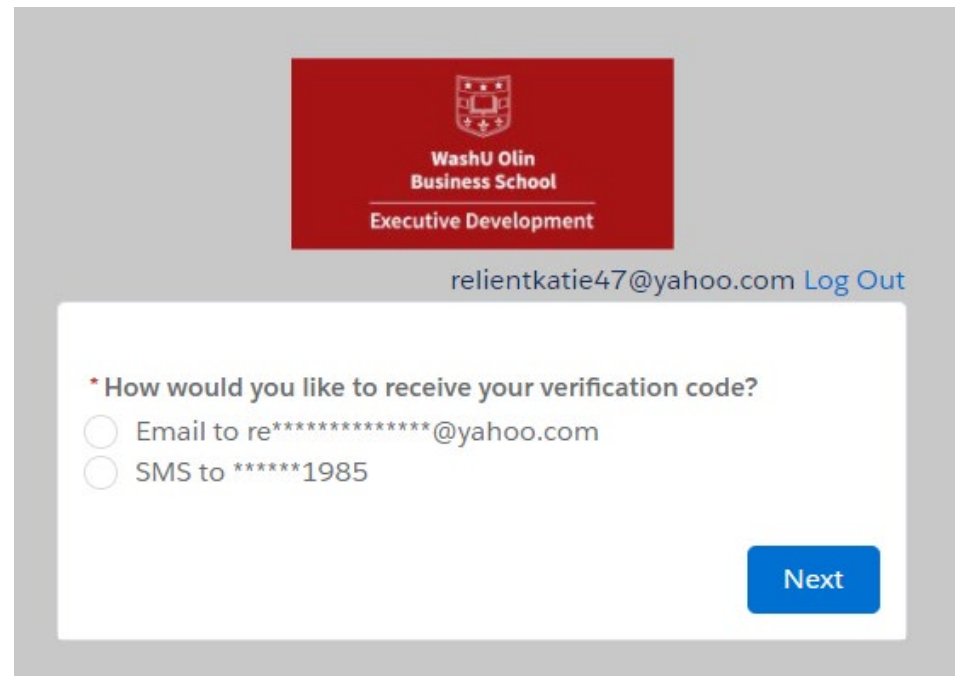
## How to Create a Profile

After you click “sign up,” you will be brought to a page to authenticate your information.

For first-time users, your only option will be to authenticate using the email address you provided.

A verification code will be sent to the email address you provided. You will enter this verification code to verify your identity as the rightful owner of this profile.

When logging in next time, you can choose to authenticate using your email or mobile phone number.




The screenshot shows a login verification page. At the top, there is a red header with the WashU Olin Business School logo and the text "WashU Olin Business School Executive Development". Below the header, the user's email address "relientkatie47@yahoo.com" is displayed with a "Log Out" link. The main content area is a white box with a question: "\* How would you like to receive your verification code?". There are two radio button options: "Email to re\*\*\*\*\*@yahoo.com" and "SMS to \*\*\*\*\*1985". A blue "Next" button is located at the bottom right of the white box.

## How to Create a Profile

Follow the instructions listed on the verification page.

You will have five opportunities to enter the correct verification code before you will be directed to call or email the registrar for assistance.



WashU Olin  
Business School  
Executive Development

relientkatie47@yahoo.com [Log Out](#)

### Enter your verification code

A verification code was sent to your mobile phone number.  
When you receive the code, enter it below.

\* Verification Code

Complete this field.

### Didn't receive your code?

Please wait up to five minutes. If you opted to receive the code via email, then check your spam folder.

[Next](#)

## Welcome to the WashU at Brookings registration portal

You can create a user profile for yourself and others, browse and register for courses, and track course and certificate progress.

### 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	<a href="#">Make Payment ?</a>
Resilience in Leadership	May 5, 2021	7:00 AM - 7:00 AM Eastern	2	\$5.00	<a href="#">Make Payment ?</a>
Inside Congress: Understanding the Legislative Process	May 10, 2021	7:00 AM - 7:00 AM Eastern	4	\$0.00	No Action Available
Inside the Judiciary	Jun 29, 2021	7:00 AM - 7:00 AM Eastern	1	\$0.00	No Action Available

[BROWSE COURSES](#)

### SUGGESTED COURSES

#### Global Studies: The Middle East (6 point)

Jun 21 - 22, 2021 | In-Person Session | \$1,995.00 [Register](#)

[View details](#)

#### Cross-Cultural Connections: Leveraging Diversity (3 point)

Mar 15 - 16, 2021 | Live Virtual Session | \$1,995.00 [Register](#)

[View details](#)

#### Networks and Partnerships (3 point)

Mar 22 - 23, 2021 | Live Virtual Session | \$1,995.00 [Register](#)

[View details](#)

## Navigating the Registration Portal

Upon successful profile creation and log-in, you will enter the registration portal.

# WashU AT BROOKINGS

## Welcome to the WashU at Brookings registration portal

You can create a user profile for yourself and others, browse and register for courses, and track course and certificate progress.

## Navigating the Registration Portal

Along the top of the portal, you will see links to “Home”, “My Profile,” “Courses,” “Certificate Programs,” “Fellowship Programs,” “Contact Us,” “My Cart,” and “More.”

You will also be able to verify the user you are logged in as in the top-right.

You will see the home page as your default view.



## Home Page

On the home page, you will see a section for “my courses,” with sections for upcoming, past, and waitlisted courses. If you have registered others for trainings, you will also see their upcoming and past courses.

Below this, you will see progress towards any certificates you may be enrolled in or may have completed.

On the right, you will see courses suggested for you based on various factors, such as previous course enrollment or enrollment in certificates.

# WashU AT BROOKINGS

**Welcome to the WashU at Brookings registration portal**

You can create a user profile for yourself and others, browse and register for courses, and track course and certificate progress.

---

### 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: Understanding the Legislative Process	May 10, 2021	7:00 AM - 7:00 AM Eastern	4	\$0.00	No Action Available
Inside the Judiciary	Jun 29, 2021	7:00 AM - 7:00 AM Eastern	1	\$0.00	No Action Available

BROWSE COURSES

### SUGGESTED COURSES

**Global Studies: The Middle East (6 point)**

Jun 21 - 22, 2021 | In-Person Session | \$1,995.00 [Register](#)

[View details](#)

**Cross-Cultural Connections: Leveraging Diversity (3 point)**

Mar 15 - 16, 2021 | Live Virtual Session | \$1,995.00 [Register](#)

[View details](#)

**Networks and Partnerships (3 point)**

Mar 22 - 23, 2021 | Live Virtual Session | \$1,995.00 [Register](#)

[View details](#)

Have a question?

### CERTIFICATE PROGRESS

Certificate in Policy Strategy (CPS) 6%

## My Profile

Contact Information

First Name *	Last Name *
<input type="text" value="Katie"/>	<input type="text" value="Hood"/>
Preferred First Name	
<input type="text"/>	
Email Address *	Phone Number *
<input type="text" value="registrar@brookings.edu"/>	<input type="text" value="2027976276"/>
Company/Organization	
<input type="text" value="WashU"/>	<input type="text"/>
Job Title	GS Level
<input type="text" value="Registrar"/>	<input type="text" value=""/>

## My Profile

After you create your profile, you may want to make adjustments and additions. You can do this by clicking “My Profile” at the top of the registration portal. Edit the profile as desired.

## Permanent Address

Street \*

1775 Massachusetts Ave

City \*

Washington

State \*

DC

Postal Code \*

20036

Country \*

United States

## Additional Information

Please input a short bio about yourself

I am the registrar for WashU at Brookings, and I enjoy signing people up for courses to help them progress towards earning their certificate!

LinkedIn Profile

http://ca.linkedin.com/in/

Gender

Please select...

US Military Status

Please select...

## My Profile

Some fields are required, and others are optional. An asterisk denotes that a field is required.

Gender	US Military Status
<input type="text" value="Please select..."/>	<input type="text" value="Please select..."/>
Race	Ethnicity
<input type="text" value="Please select..."/> American Indian or Alaska Native Asian or Pacific Islander Black or African American	<input type="text" value="Please select..."/> Hispanic or Latino/Latina American Indian or Alaskan Native Asian
Brookings Interests	
<input type="text" value="Please select..."/> Certificate in Public Leadership Certificate in Policy Strategy Women's Leadership Program	

Save

## My Profile

We ask some optional demographic questions for accreditation or survey data. This is for aggregated use and will not be shared on an individual level.

You can also indicate your interest in learning more about our certificate and fellowship programs. Press Shift + Click to select multiple options.

Click save at the bottom of the page to retain your changes.

## Welcome to the WashU at Brookings registration portal

You can create a user profile for yourself and others, browse and register for courses, and track course and certificate progress.

### **Creating a Registration**

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.

## Creating a Registration

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.

Sort Results  
Select an Option

Filter Results:

Location

Olin St. Louis

WashU at Brookings

Topics

Leadership

Strategic Thinking

Business Execution

Policy

Course Dates

to

Format

In-Person

Live Virtual

Blended

Show courses with no current offerings

**Cross-Cultural Connections: Leveraging Diversity**

[View details](#) | Mar 15 - 16, 2021 · Live Virtual Session · \$1,995.00

**Networks and Partnerships**

[View details](#) | Mar 22 - 23, 2021 · Live Virtual Session · \$1,995.00

**Reading is Fundamental**

If you are offering a course that will be publicized through a catalog or brochure, you or the course sponsor will need to write a course description. The course description is vital to getting people to enroll in your course.

[View details](#) | Mar 29 - 30, 2021 · Session · Waitlisted

**Innovation and Entrepreneurship**

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

## 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.

### NETWORKS AND PARTNERSHIPS

The growing reality in today's government is that more and more of the challenges leaders face extend beyond their narrowly authorized and specialized missions. In today's rapidly changing and chaotic world, the problems that government must address are increasingly complex, cross-jurisdictional, amorphous, difficult to solve, and require enterprise-wide solutions.

“Enterprise” in this sense refers to the resources and capabilities found in the constellation of public and private organizations that must act in concert if they are to successfully address these challenges. Enterprise leaders understand that tackling today's complex problems requires building and drawing upon a variety of critical, organizational, and individual actors. They have developed new skills to lead in this messy, unorthodox world.

This program will provide an overview of the concept of Enterprise Leadership, address the skills needed to successfully find, frame, and formulate cross-boundary problems and challenges, and learn the best practices in networked governance. In addition to lecturettes, case studies, and simulations, the program will include a panel session with some of the thought leaders in networks and partnerships.

Participants will have the opportunity to engage in conversations about trends and new research that will better prepare today's managers to lead in complex and challenging times.

- Learn how to shift from a formal, authoritative role to a collaborative one
- Learn how to manage partnerships across the enterprise
- Learn how to use five levers for building and maintaining partnerships
- Gain practice in applying program tools in government settings

This course can count towards the Certificate in Public Leadership.

For more information, contact:  
Email Registrar: [registrar@brookings.edu](mailto:registrar@brookings.edu)  
Phone: 202.797.6276

#### COURSE DATES

MONDAY, MARCH 22, 2021 - TUESDAY, MARCH 23, 2021  
7:00 AM - 7:00 AM Eastern  
Location: Live Virtual | Tuition: \$1,995.00

[Subscribe](#)

[Register](#)

#### SUGGESTED COURSES

**Innovation and Entrepreneurship (3 point)**  
Apr 19 - 20, 2021 | In-Person Session | \$1,995.00 [Register](#)  
[View details](#)

**Interpersonal Savvy for Leaders (3 point)**  
Apr 21 - 22, 2021 | In-Person Session | \$1,995.00 [Register](#)  
[View details](#)

**Problem Solving Through Critical Thinking (3 point)**  
Apr 28 - 29, 2021 | In-Person Session | \$2,005.00 [Register](#)  
[View details](#)

## Creating a Registration

### Review Your Cart

Global Studies: The Middle East - Jun 21, 2021   In-Person Session			<a href="#">Remove</a>
Participant	Price	Action	
No participants added			

[Add Participant](#)

**Total: \$0.00**

[Pay by Credit](#)

[Other Payment Options](#)

#### SUGGESTED COURSES

**Cross-Cultural Connections: Leveraging Diversity (3 point)**  
Mar 15 - 16, 2021 | Live Virtual Session | \$1,995.00 [Register](#)  
[View details](#)

**Networks and Partnerships (3 point)**  
Mar 22 - 23, 2021 | Live Virtual Session | \$1,995.00 [Register](#)  
[View details](#)

**Innovation and Entrepreneurship (3 point)**  
Apr 19 - 20, 2021 | In-Person Session | \$1,995.00 [Register](#)  
[View details](#)

[BROWSE MORE COURSES](#)

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.



## 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

Global Studies: The Middle East - Jun 21, 2021   In-Person Session			Remove
Participant	Price	Action	
No participants added			
			Add Participant
Total: \$0.00			Pay by Credit
			Other Payment Options

### SUGGESTED COURSES

**Cross-Cultural Connections: Leveraging Diversity (3 point)**  
Mar 15 - 16, 2021 | Live Virtual Session | \$1,995.00 [Register](#)  
[View details](#)

**Networks and Partnerships (3 point)**  
Mar 22 - 23, 2021 | Live Virtual Session | \$1,995.00 [Register](#)  
[View details](#)

**Innovation and Entrepreneurship (3 point)**  
Apr 19 - 20, 2021 | In-Person Session | \$1,995.00 [Register](#)  
[View details](#)

[BROWSE MORE COURSES](#)

## 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.”

---

## Terms and Conditions

---

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.

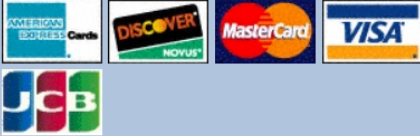
Click on the “Cancellation Policy” link to review what to do to change to registration after you have submitted your payment information.

## Enter credit card information

Total Amount: \$1,995.00

Credit Card Number	<input type="text"/>	*
Expiration Month	Select Month <input type="button" value="v"/>	*
Expiration Year	Select Year <input type="button" value="v"/>	*
Cardholder Name	<input type="text"/>	*
Address	<input type="text"/>	* Enter the address where you receive the bill for this card.
City	<input type="text"/>	*
State/Province/Region	<input type="text"/>	*
Zip/Postal Code	<input type="text"/>	*
Country	United States <input type="button" value="v"/>	

We accept:



## Creating a Registration

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.

## 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

Please select the registrations that this purchase order or voucher applies to. The fol  
outstanding.

Course	Participant
Global Studies: The Middle East - 6/21/21	Katie Hood

What type of document are you uploading? \*

Purchase Order

PO Number \*

Please attach the PO or Voucher here \*

[Choose File](#) No file chosen

Submit

## 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: Understanding the Legislative Process	May 10, 2021	7:00 AM - 7:00 AM Eastern	4	\$0.00	No Action Available
Inside 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	Upcoming Courses (Trainees)	Past 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 ?

[BROWSE COURSES](#)

## Welcome to the WashU at Brookings registration portal

You can create a user profile for yourself and others, browse and register for courses, and track course and certificate progress.

### MY COURSES

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: Understanding the Legislative Process	May 10, 2021	7:00 AM - 7:00 AM Eastern	4	\$0.00	No Action Available	
Inside the Judiciary	Jun 29, 2021	7:00 AM - 7:00 AM Eastern	1	\$0.00	No Action Available	

[BROWSE COURSES](#)

### SUGGESTED COURSES

#### Global Studies: The Middle East (6 point)

Jun 21 - 22, 2021 | In-Person Session | \$1,995.00 [Register](#)  
[View details](#)

#### Cross-Cultural Connections: Leveraging Diversity (3 point)

Mar 15 - 16, 2021 | Live Virtual Session | \$1,995.00 [Register](#)  
[View details](#)

#### Networks and Partnerships (3 point)

Mar 22 - 23, 2021 | Live Virtual Session | \$1,995.00 [Register](#)  
[View details](#)

[Have a question?](#)

### CERTIFICATE PROGRESS

Certificate in Policy Strategy (CPS)  6%

## Reviewing Your Registration History

You can review your registration history using the “my courses” tabs.

You can review your progress towards certificates you may be enrolled in.

You can also review courses suggested specifically for you based on previous registrations, certificate enrollment, and other factors.

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: Understanding the Legislative Process	May 10, 2021	7:00 AM - 7:00 AM Eastern	4	\$0.00	No Action Available
Inside the Judiciary	Jun 29, 2021	7:00 AM - 7:00 AM Eastern	1	\$0.00	No Action Available

BROWSE COURSES

## My Upcoming Courses

On the “upcoming courses” section of the “my courses” table, you’ll see the course name, start date, time, number of units available, tuition price, and any action available to take for the course.

You can click on the course title to learn more about the course details.

If you have not yet submitted payment information, you can do so by clicking “make payment.”



**MY COURSES**

Upcoming Courses	Past Courses	Waitlisted Courses	Upcoming Courses (Trainees)	Past Courses (Trainees)		
Course Name		Start Date	Concentration	Units Earned	Status	Action
Leading Change & Strategic Execution		Mar 8, 2016	Leadership	2	Completed	No Action Available
Women's Leadership: Strategies for Success		Oct 5, 2020		8	Completed	No Action Available
LEGIS Congressional Fellowship		Jan 4, 2021		8	Completed	No Action Available

[BROWSE COURSES](#)

## My Past Courses

On the “past courses” section of the “my courses” table, you’ll see the course name, start date, certificate information (if applicable), number of units earned, course completion status, and any action still available to take for the course.

You can click on the course title to learn more about the course details.

## MY COURSES

Upcoming Courses	Past Courses	Waitlisted Courses	Upcoming Courses (Trainees)	Past Courses (Trainees)
Course Name	Start Date	Time	Action	
Networks and Partnerships	Mar 22, 2021	7:00 AM - 7:00 AM Eastern	Register Remove	

BROWSE COURSES

## My Waitlisted Courses

On the “waitlisted courses” section of the “my courses” table, you’ll see the course name, start date, time, and any action available to take for the course.

If a seat becomes available, there will be a “register” button you can use to add the course to your cart so you or your training officer can finalize the payment information.

You can click on the course title to learn more about the course details.

### MY COURSES

Upcoming Courses			Past Courses	Waitlisted Courses	Upcoming Courses (Trainees)	Past 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 ?	

BROWSE COURSES

## Upcoming Courses (Trainees)

As a training officer or other individual responsible for someone else’s course registration, you will be able to see upcoming courses for your trainee(s).

You’ll see the course name, registrant name, start date, time, number of units available, tuition price, registration status, and any action available to take for the course.

## MY COURSES

Upcoming Courses	Past Courses	Waitlisted Courses	Upcoming Courses (Trainees)	Past Courses (Trainees)	
Course Name	Registrant Name	Start Date	Concentration	Units Earned	Status
Creativity in Organizations	Daniel Sconce	Feb 24, 2021		2	Not Completed

[BROWSE COURSES](#)

## Past Courses (Trainees)

As a training officer or other individual responsible for someone else's course registration, you will be able to see past courses for your trainee(s).

You'll see the course name, registrant name, start date, certificate information (if applicable), number of units earned, and course completion status.

### Certificate Details

Certificate in Policy Strategy (CPS)



Date of Completion:

Six required courses and two to three electives, totaling four course units.

[Expand](#)

Certificate in Public Leadership (CPL)



Twenty class days of credit are required to complete your certificate. You do not have to take courses in a specific order or finish the program within a certain time frame. Class credit also is conferred for any WashU at Brookings course taught at your a

[Expand](#)

## Certificate Tracker

When you are enrolled in our Certificate in Public Leadership and/or Certificate in Policy Strategy courses, you will see a progress tracker.

Click “expand,” to see details about the certificate program requirements.

Certificate in Policy Strategy (CPS)



Date of Completion:

Six required courses and two to three electives, totaling four course units.

**Required Courses**

Course	Status	Course Units	Units Earned
Inside Congress: Understanding the Legislative Process	Registered	4	
Inside the White House (Inside Washington)		2	
Insider's Legs and Regs		2	
Insider's Budget Process		2	
Politics and Policymaking		2	
US National Security Strategy		2	

**Elective Courses**

1 of 4 units completed

Course	Status	Course Units	Units Earned
Global Studies: East and South Asia		2	
Global Studies: The Americas		2	
Global Studies: The Middle East	Reserved	2	
Inside the Judiciary	Registered	1	1
LEGIS Congressional Fellowship		8	

[Collapse](#)

## Certificate Details

The certificate details will outline a brief description of the certificate requirements.


It will also show an unofficial transcript of

- required courses
- elective courses
- whether you have taken a version of the course,
- number of course units available, and
- number of units earned based on attendance.

Have a question?  
Tell us how we can help.

\* Subject

Description

 Upload File

## Contact Us

If you have any questions about the registration process, the status of a registration, or anything else related to executive development with WashU at Brookings, feel free to submit a question using the “Contact Us” form.

A representative will respond to you within 24-48 business hours.

We look forward to hearing from you!