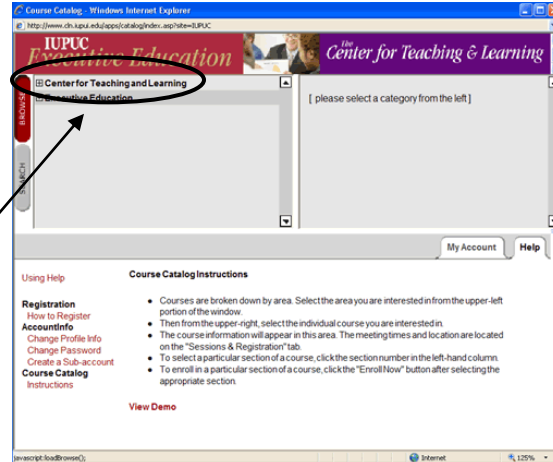


Center for Teaching and Learning Registration Tip Sheet

1. Go to: www.columbusctl.com
2. Click on the **Workshop Registration** link at the top of the home page

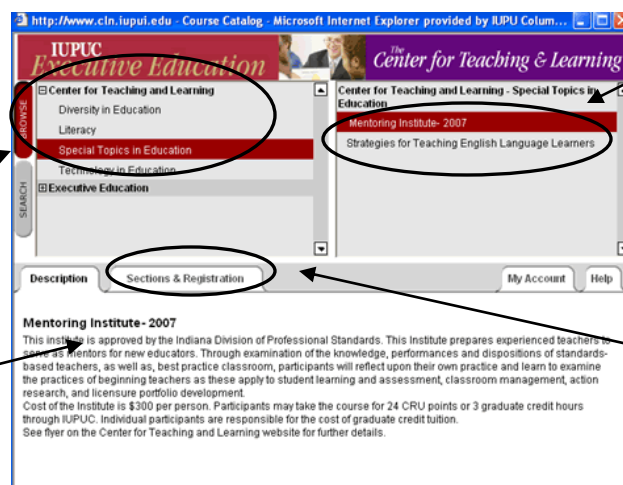
You will be linked to the registration system for the
Center for Teaching and Learning and
IUPUC Executive Education



3. Click on the "Center for Teaching and Learning" link to open list of workshop areas offered by the CTL
4. Courses are broken down by area.

4a. **Select** the area you are interested in from the upper-left portion of the window

4c. The course description and information will appear in this area

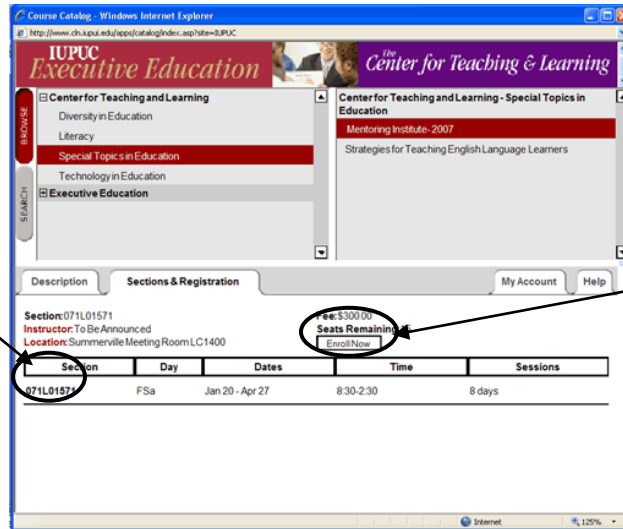


4b. Then from the upper-right, **select** the individual course you are interested in

4d. The meeting times and location are located on the "Sessions & Registration" tab

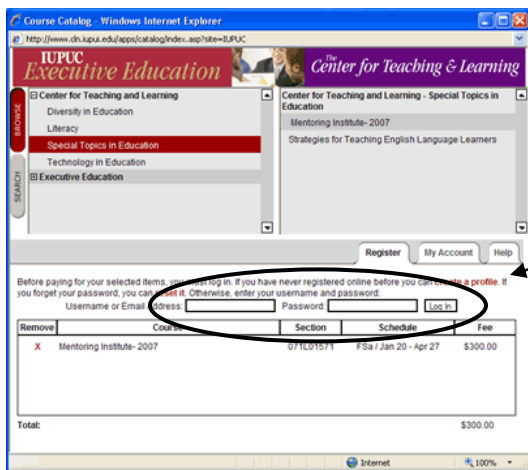
5. **Click** on the "Sessions & Registration" tab to see sections offered for the course you selected

6. To select a particular section of a course, click the section number in the left-hand column.

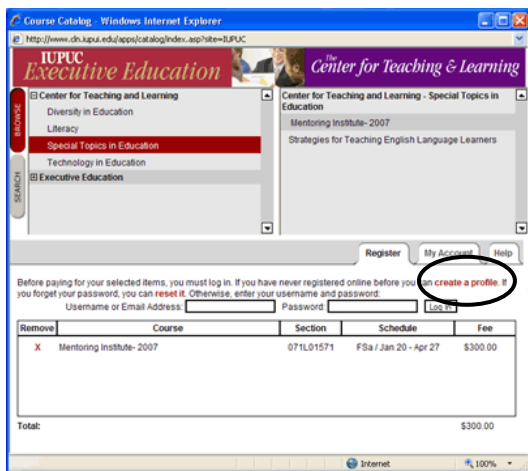


7. To enroll in a particular section of a course, **click** the "Enroll Now" button after selecting the appropriate section.

8. To enroll in more than one workshop, Repeat steps 4a – 7



If you have previously participated in a workshop offered by the CTL, login in here and then skip to Step 13.



If this is your first time participating in a workshop offered by the CTL, you will need to Create a Profile, proceed to Step 9.

9. Select "Create a Profile"

- Enter your name, address, phone number and email
- Assign yourself a Username and Password - Retain this for future registration

The screenshot shows a web browser window with the URL <http://www.ctc.iupui.edu>. The page title is "User Account Services - Microsoft Internet Explorer provided by IUPUI Columbus". The header features the IUPUC Executive Education logo and "The Center for Teaching & Learning". The main heading is "Create New Profile". The form contains several input fields: First Name, Last Name, Street Address, City, State, Zip, District Phone, Home Phone, Email Address, Username, Password, Verify Password, and a Mailing List checkbox. A "Submit Information" button is circled in red. Below the form are navigation tabs: "Log In", "Create Profile", "Password", "Catalog", and "Help".

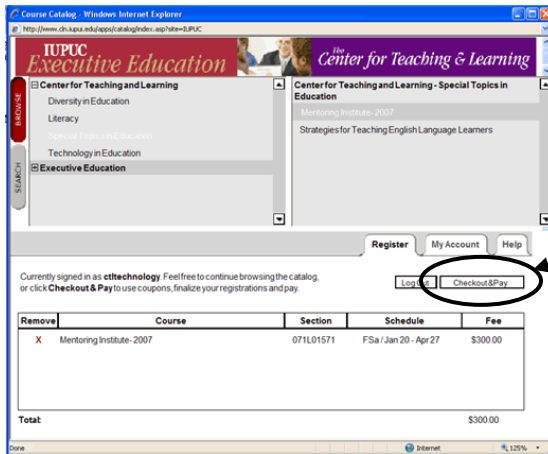
10. Click on "Submit Information"

The screenshot shows the user profile page for "User: Amy Wentworth". The page indicates "You currently have no recorded registrations." At the bottom, there are navigation tabs: "Courses", "Profile", "Password", "Log Out", "Catalog", and "Help". The "Catalog" tab is circled in red.

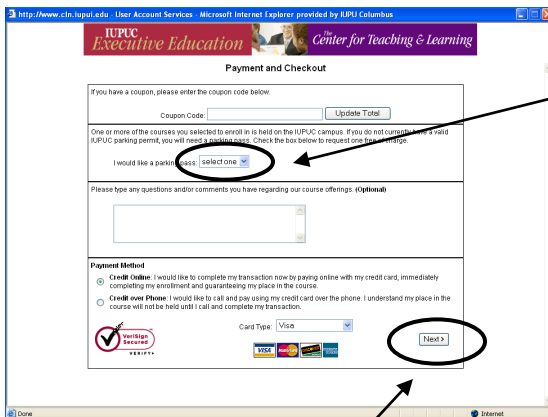
11. Click on Catalog tab

The screenshot shows the "Course Catalog" page. The heading is "Course Catalog" and the text below says "To view the course catalog: [Jump to Course Catalog](#)". The "Jump to Course Catalog" link is circled in red. At the bottom, there are navigation tabs: "Courses", "Profile", "Password", "Log Out", "Catalog", and "Help".

12. Click on Jump to Course Catalog



13. Click on "Checkout & Pay"



14. Fill out Payment form

- Select **NO** for parking pass. Visitor parking is available in front of the Columbus Learning Center off Central Avenue
- SELECT Credit Online to pay by Credit Card

OR

- SELECT Credit over Phone to pay by P.O., Check or Cash.

!!! IMPORTANT !!!

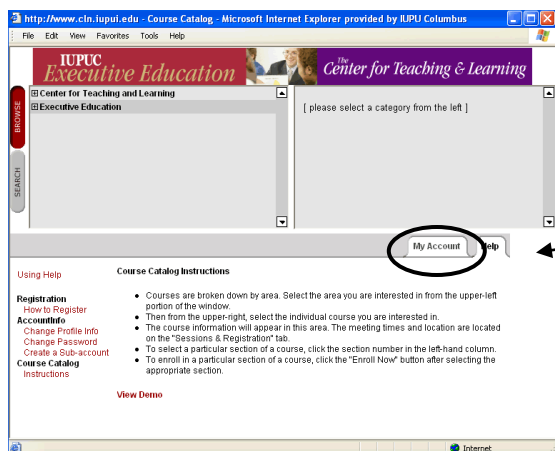
- ❖ Be sure to select Credit over Phone if you are paying by PO, Check or Cash to get your name in the queue for web registration. Make payment arrangements by calling 314-8709. After your payment information is updated your profile will show that you are registered for the class.

15. **Click** "Next" once you have filled out the payment form.

- ❖ If you chose to pay by credit card you will be prompted for that information.
- ❖ If you chose to pay over the phone you will see transaction complete page. Follow the instructions on this page to complete your registration.

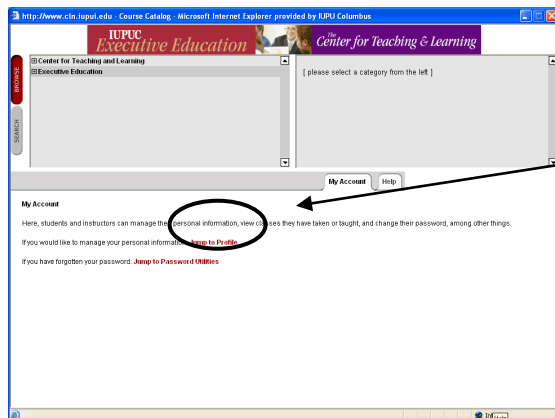
16. Even though you have clicked on “Next”, your registration is not complete until your payment has been made. Don’t forget to call 314-8705 to make your PO, cash or check payment by phone. Once this has been done, check back in 24 hours to see if your registration has been complete.

❖ Instructions for logging onto your account start with Step 17.

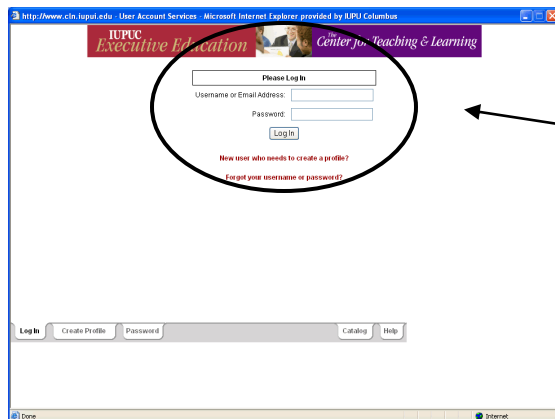


17. Return to www.columbusctl.com and click on the workshop registration link.

18. Then click on the “My Account” tab



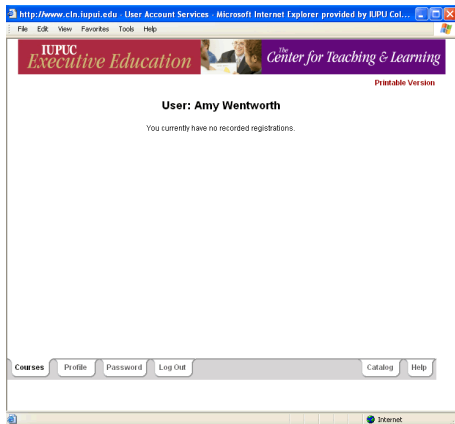
19. Click on “Jump to Profile”



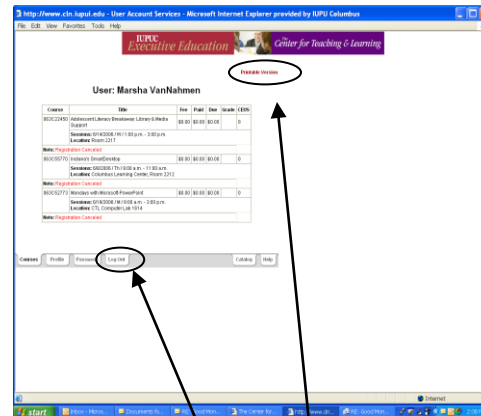
20. Enter User Name and Password then click “Log In”

21. Once you have logged in you will be directed immediately to your courses page. Below are two examples of what you may see.

This page shows that you are not registered for any courses



This page shows that you are registered for one or more courses with the session date, time and location



If you believe the registration information is incorrect, please call 314 – 8709 immediately.

If the registration information is correct print the page by selecting the “Printable Version” link at the top of the page. The page that comes up will be in a format that works well for printing. Click on the “Print Record” button then close the page.

Once you have printed a copy of the registration record you will need to “log out” of the registration site if you are not adding any more courses.