

Before Registering:

- To check your certificate status/completed courses log in to the student portal <https://outreachregistration.uga.edu/portal/logon.do?method=load>, go to “My Certificates and Designations”, select “Accountability Court Coordinator Certificate Program”. The next screen lists any previously completed courses and any remaining ones still to be completed. See screenshot below.

Accountability Court Coordinator Certificate Program

Participant Account: Tiffany Smit
My Profile: tiffanysmith@uga.edu — X00010

My Enrollment History
My Conference History
My Course Schedule
My Application
My Certificates and Designations
My Account History
My Saved Items
Certificate Reprint Requests
Forms and Policies
Special Requests
Announcements
Help

Carl Vinson Institute of Government – Custom Training and Retreats

Certificate Status

Status:	In Progress	Enrollment Date:	Nov 29, 2021
Required:	8 Course(s)	Completed:	0 Course(s)
GPA Minimum Required:		Calculated GPA:	

Certificate Courses

Required for Stream:	8 Course(s)	Completed:	0 Course(s)
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Course	Enrollment Date	Status	Shelf Life	Applicable
0118 – Succession Planning and Delegation			No Expiry	Yes

- To print confirmation of course completions, go to “My Enrollment History”, select “Completed”, locate the course, then click “Print” on the right, select “Confirmation of Completion” and click “Print” again. To print your transcript, click “Print Transcript”. See screenshot below.

My Enrollment History

Participant Account: Holly Murkers
My Profile: hmurkerson@gradyco.org — X365923

My Enrollment History
My Course Schedule
My Applications
My Certificates and Designations
My Account History
My Saved Items
Transcript or Completion Certificate Requests
Forms and

Below is a comprehensive list of all courses you have taken with any of the University of Georgia Public Service and Outreach Units. If you have any question about a course, please contact the Unit listed below the Course name.

Enrolled **Completed**

My Completed Courses

This list contains a list of all the courses and events that you have attended or the event date has past

Print Transcript

Course No. and Title	Enrolled	Contact Hours	Final Grade	Action: Status
0071 – 001 – Intermediate Governmental Accounting Carl Vinson Institute of Government – Financial Programs	Jul 9, 2020	30.0	Credit Achieved	Print...

- Please contact tiffanysmith@uga.edu with any questions regarding ACCC certificate status.

To Register:

- After **clicking on the course registration link at the top of the next page**, click on the **Single Registration** button to start the process. The course will then be added to your cart, and you can proceed to **Checkout**.
- After reviewing your cart, click on **Checkout** again.
- You will then be taken to a page where you will have the opportunity to login or create an account.
- **Create new user profile. ***When creating a new user profile you may receive a message that a user name already exists in the new system which was migrated from the old system. If you receive this message you will have an opportunity to request a new password.*****
- Important for creating a new user profile:
 - **Please DO NOT create a new user profile if you have previously attended CVIQG or other UGA Public Service and Outreach events.**
 - Each registered participant must have a unique email address. The same email address cannot be used for multiple registrants.
 - In the Address and Telephone section, be sure to select the correct 'Type' (e.g. 'Office') from the drop down selections. *****Please enter a valid shipping address recognized by UPS (i.e. not a P.O. box) in the event hard copy materials need to be delivered prior to the course.*****
 - In the Employment Information section, enter at minimum your Employer and Job Title.
 - Optionally enter demographic information.
 - Select your preferred Marketing Opt in and Privacy options, and click the boxes to indicate that you have read and understand the privacy policies.
- Complete the Questionnaire at the bottom of the form to let us know about any accommodations or specific needs.
- Check the box at the bottom of the page to confirm that you have read and understand the policies regarding registration and payment.

After Registering:

You will receive several emails which will be directed to the email address you provided when setting up your user profile. The sender name on the emails will be **no-reply-outreach@uga.edu**.

1. **(Applicable to new users only) New Account notification; password action required** (*Subject line: Vice President for Public Service and Outreach New Account*) - This email is being sent because you set up a new user account in the registration system. The email will include a link that you must click on in order to choose a password for future access. Please take immediate action upon receipt of this notice.
2. **Enrollment confirmation** (*Subject line: Carl Vinson Institute of Government Enrollment Notification for 'Your Name'*) - This email provides verification that your enrollment has been received and processed.
3. **Confirmation** (*Subject line: Carl Vinson Institute of Government Confirmation*) - This email provides details of the course you enrolled in, including the cancellation policy.