

**The Institute of Government is transitioning to a new registration system which is being used for this training. Following are some steps to guide you through the process.**

**To Register:**

- 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. Select the **I am a new user** option and enter your primary password. Click **Create Account** to proceed.
  - **NOTE: All users will need to create an account in the new system.**
  - If you have an existing student record with the Institute of Government, it will be migrated and merged with the student record you create in the new system. The merge activity will not complete until January.
- Complete the User Profile form:
  - In the Address and Telephone section, be sure to select the correct 'Type' (e.g. 'Office') from the drop down selections.
  - 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.
  - Once completed, click **Continue Checkout**.
- 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. **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.

**Reminders:**

- **Asynchronous** learning happens on your schedule and online classes will be available on an ongoing basis. During the course, an instructor will provide materials for reading, lectures for viewing, and exams for evaluation so that you can access and satisfy these requirements within a flexible time frame. Participants will have 90 days to complete the course from the time of enrollment. There will be no cap on the number of students who can enroll in each online course. Registration for online courses will be coordinated by CVIOG staff through their online registration portal. The online courses will be hosted through eLC (eLearning Commons).
- **In-person (or virtual classroom) courses** are limited to 30 attendees. If the course is facilitated via Zoom (due to the COVID-19 pandemic), the instructor requires all participants to join the Zoom classroom using a desktop computer, laptop or tablet with a clear audio connection. Additionally, a video connection is preferred but not required.