

BAYSTATE EMPLOYEES: How to Register for a Conference

(You have an EN / PN)

Step 1: Login

- Click “Login” in the upper right corner of the screen
- Click “You already have an account” in the visitor box
- Enter your Username and Password

Step 2: Choose a conference

- Click the “Conference” tab
- Click on the **title** of the course you wish to attend
- Click the “Register/Take Course” tab

For Free Courses:

Click the “Take Course” button. This enrolls you in the course.

Note: Directions for evaluating the course and receiving credit will be provided at the course.

For Tuition Based Courses:

About Coupons: If there is a coupon associated with this course and it applies to you, you will see it listed below the Price of the course.

- Copy the Coupon code.
- Click the “Add to Cart” button
- Enter the coupon code in the box under Coupon Discounts
- Click the “Apply to Order” button
- Click the “Checkout” button

Step 3: Checkout & Payment

- Enter your Billing Information
- Under **Payment Method** click on the circle for the payment method you want to use
 - Credit/Debit card if you are paying online¹, or
 - Check, Money Order or Interdepartmental Funds Transfer²
- Click the “Review Order” button
- Click the “Submit Order” button

¹Charge card payments: An email confirmation of your paid registration will be sent to the address in your profile.

²Check, Money Order or Interdepartmental Funds Transfers: If payment is being made by Interdepartmental Transfer, please be sure to notify your supervisor of your registration to the

conference so the transfer of funds can be made. An email confirmation of your *Enrollment (with payment pending)* will be emailed to the address in your profile. Once payment has been received, you will be sent an email confirming your *registration and payment* to the course.