Online Registration Instructions for Executive Education Courses

If you need assistance, please contact the Executive Education office at 303-871-4685 or executive.education@du.edu

**Step 1.** Review the list of courses, or search by title. Click on details to view course information.

**Step 2.** Click on **ADD TO CART** to begin the course registration process.

The message "**Item has been added to your cart**" will be displayed. You can continue to review course information and add additional courses to your cart.
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**Step 3.** When ready to checkout, click on the **SHOPPING CART** cart icon in the upper right.

![Shopping Cart](image)

The shopping cart opens a new browser window. You can remove courses from your shopping cart, return to shopping, or CHECKOUT.

![Shopping Cart](image)

**Step 4.** **CHECKOUT:** If checking out for the first time, you will need to create a new account. Click **New Account.**

**CREATE ACCOUNT:** Fill in First Name, Last Name, and Email address. Click **New Account.**
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YOUR DETAILS: Enter the required details (marked with *) and click Next.

USERNAME & PASSWORD: Your email address will be automatically assigned as your username. You will need to create a password containing at least 6 characters. Create a security question and an answer. Click Next.

ADDRESS: Provide your address information and phone numbers. Click Next.

You may be asked to review your address information. Click Use Suggested if accurate; otherwise, click Use Entered.

YOUR CURRICULUM: Course information will appear under Your Curriculum. Course titles are displayed above Your Curriculum. Place allocated indicates you have reserved a spot in the course. Click Next.
(Note: The system shows one course at a time. Click Next through each course offering.)

If a course is full with a waitlist, Waitlist will be indicated instead of Place allocated.
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Step 5. PAYMENT: Review the fees associated with your course. Fees for waitlisted courses will appear as $0.

Enter any Discount Codes and click Apply. You will be able to view your discount in the fees area. (Note: Only one discount can be applied per course.)

Read the Terms and Conditions and check to accept. Click Next.

You will be directed to the secure payment gateway. Enter your credit Card account number and click Continue to fill in other required credit card information.

Review payment information and click Submit Payment.

Once payment processes, you will receive an email receipt of your payment, and will be redirected back to the registration site. Click Next.
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COMPLETE: Your enrollment is complete. You will receive an email confirmation of your registration.

RECORD OF PAYMENT: If you need a record of payment, you can click on the Finance tab and review the credit card payment in Transactions.
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**Note:** You can sign back into the system and review your receipt, update contact information, or review course documents (including Course Details and parking instructions) at the following link: https://us-elevate.elluciancloud.com/app/du/f?p=1202.

To update **contact information**, click on your name.

Then click on the pencil **Edit** icon to update any contact information.