REGISTERING MADE EASY | Issue 01

Registration Management System

STEP ONE:

After you have selected the course you would like to enroll in click the “Register Now” button.

STEP TWO:

You will be taken to your shopping cart. If you are finished shopping through the course listings, select “Register Now.”

STEP THREE:

If you have a GatorLink account, select “GatorLink ID.” Students without a GatorLink account will select “No GatorLink ID.” After the course registration is processed, instructions for how to create a GatorLink account will be emailed to the student.

STEP FOUR:

You will be asked to enter your zip code and review your charges which will include the textbooks if relevant.
STEP FIVE:
Next you will be asked for your mailing address.

STEP SIX:
Please tell us why you decided to take the course and where you heard about our course. This will allow us to expand our program offerings, providing you with additional development opportunities.

STEP SEVEN:
You are almost done, but first we need to know how you will be paying for the course.

STEP EIGHT:
Please provide us with your credit card information, we promise to keep your information safe.

STEP NINE:
Check your email, you will get a notification and summary of payments. Please be sure to read this email carefully. If any registration documents are missing, you will be sent an email requesting them.

STEP TEN:
After all the information has been received, you will receive an email within 1 business day with your UFID and instructions for how to create your GatorLink. Once created, you will be given access to the course and may begin.