

How to Register

OTHER PARTICIPANTS

How to register:

1. Go to **cpe.gcsu.edu/gcsu**.
2. Create an account in your (parent/guardian/payer) name.
3. Add the course(s) you would like to pay for to your cart.
4. Continue to checkout by either clicking "checkout" on the cart popup, or click "Cart" at the top right of the page then "check out".
5. Choose **"Other Participants"**
6. Review your personal information and click "next".
7. Click **"Add New Participant"** and enter your participant's information and click "save".
 - a. If you are enrolling multiple participants, repeat the "Add New Participant" process again.
8. Check the box next to the name of the participant(s) that you are enrolling into the course(s). Click "next".
9. Click "next" again.
10. Check the box next to the participant(s) that will be enrolling in the course. If you are registering for multiple courses, use the drop-down to assign the student(s) to each course.
11. Click "next" until you reach the promo code screen.
12. If you have received a Promo code for the course(s) you are buying, enter it on this screen. If not, press "next".
13. Confirm billing information. Click "next".
14. Click "purchase" and complete the payment information in the payment processing system.

Trouble registering?

Contact GCSU Continuing & Professional Education

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