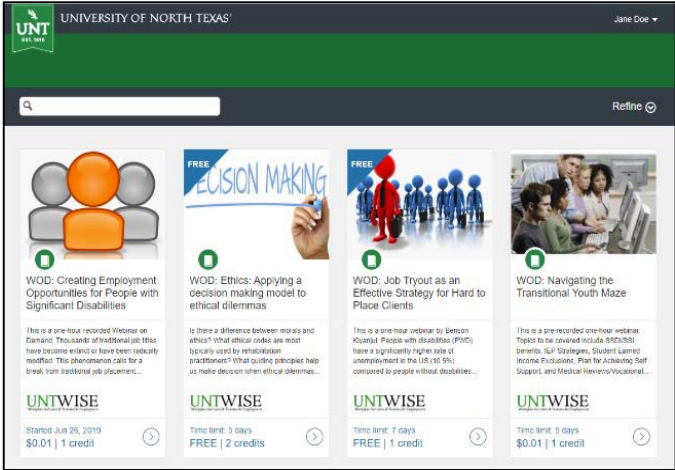# Catalog Registration Process for Paid Courses

This handout will provide you with the instructions on how to:

- Access the online catalog.
- Register & pay for an online course.
- Access online course.

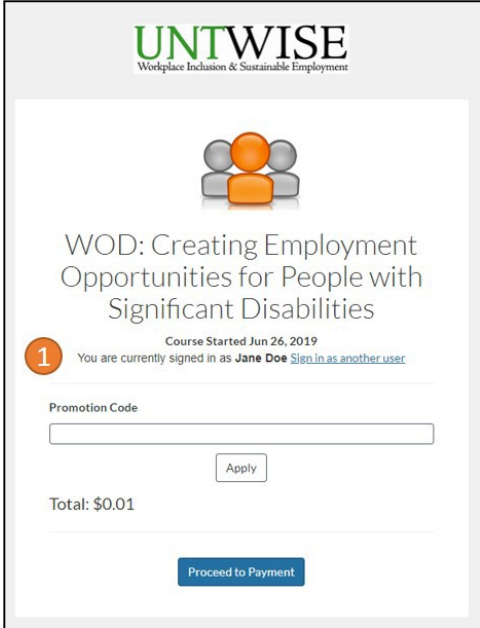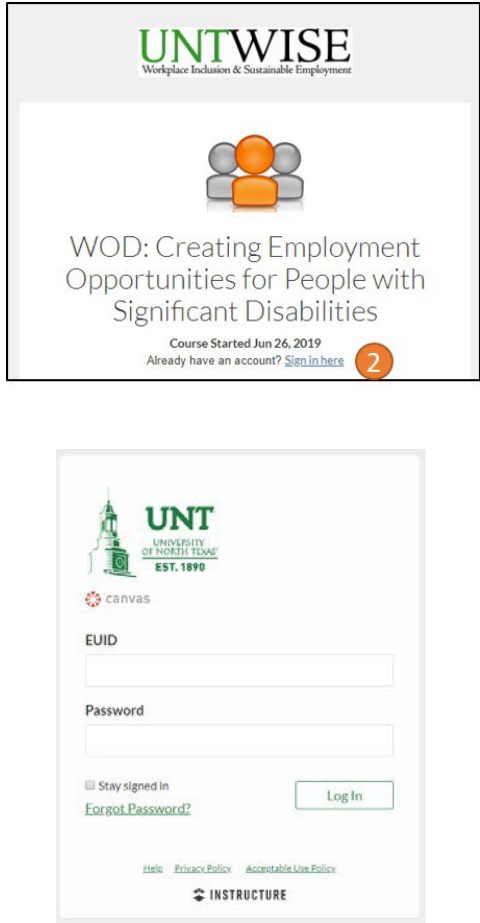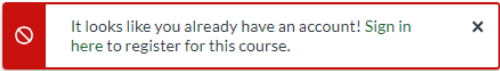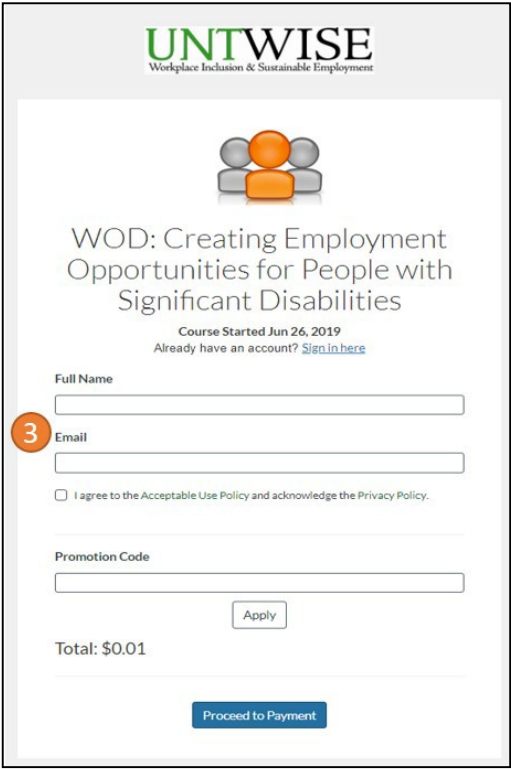| Instructions	Screenshot
Access Online Catalog UNTWISE has multiple catalogs: On-Demand courses: https://untwise.catalog.instructure.com/browse/untwise/on-demand Select a course to view additional information. Select a course.	
View Course Information Once a course is selected, the page will provide more information about the course and allow you to enroll. Select 'Enroll'.	

Complete Enrollment

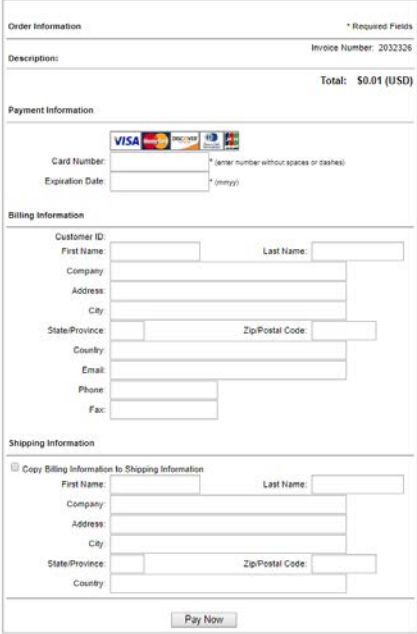To complete enrollment, the student must be signed in. There are three options;

1. Student has a Canvas account and is signed in.
2. Student has a Canvas account but is not signed in.
3. Student does not have an account.

If you have taken courses with UNTWISE within the last couple of years, you may already have an account. Your sign-in would be your first initial, last name and a number. Example: jdoe14.

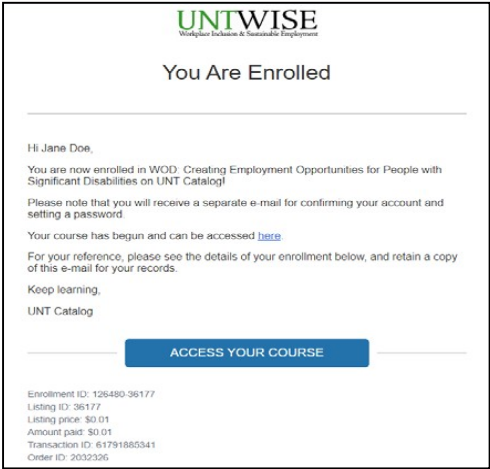Review each of the account options below:

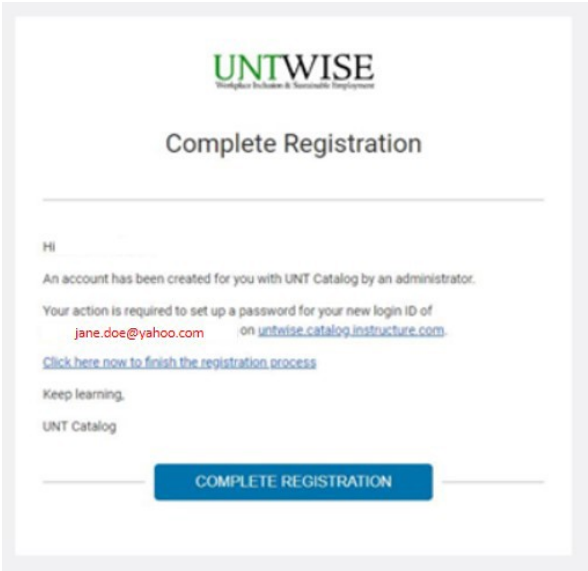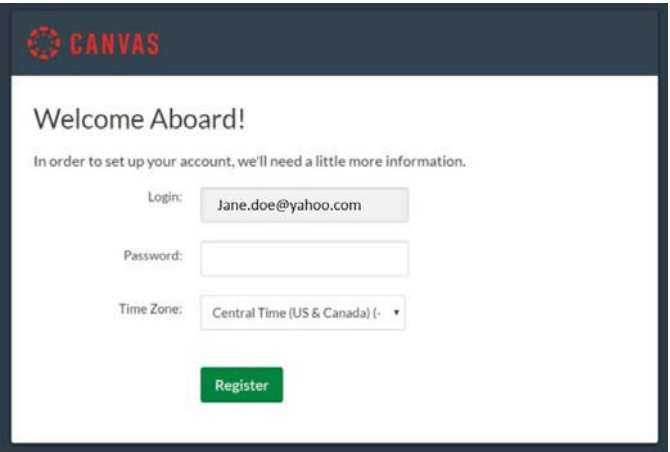| Instructions	Screenshot
1. Has a Canvas account and is signed in: Below the course title on the enroll screen, it will state how the student is signed in. In this example, the student is signed in as 'Jane Doe.' The student may also choose to sign-in as another user. If you are signed-in, Select 'Proceed to Payment' option.	
2. Has a Canvas account but not signed in: Below the course title, there is a 'Sign in here' link. If you know, or think, you have an account with UNTWISE, Select 'Sign in here'. The Canvas sign-in screen will open. Enter username and password. Once signed in, the system will be redirected back to the previous screen. Select 'Proceed to Payment' option. If you know you have an account but it will not let you sign-in, please contact UNTWISE at 940-565-4000.	

Instructions	Screenshot
3. Does not have an account: If you are a new user with UNTWISE, you will need to create a new account. To create new account: • Enter full name. • Enter valid email address. • Select the '*I agree to the Acceptable Use Policy and acknowledge the Privacy Policy'* checkbox. Select 'Proceed to Payment' option. If there is already an account using that email address, the system will display a box stating: *'It looks like you already have an account! Sign in here to register for this course.'* ⊘ It looks like you already have an account! Sign in here to register for this course. ✕ Each user must have their unique email address and cannot use a 'group' or 'company' email address.	**UNTWISE** Workplace Inclusion & Sustainable Employment WOD: Creating Employment Opportunities for People with Significant Disabilities Course Started Jun 26, 2019 Already have an account? Sign in here **Full Name** ③ **Email** ☐ I agree to the Acceptable Use Policy and acknowledge the Privacy Policy. **Promotion Code** Apply Total: $0.01 Proceed to Payment

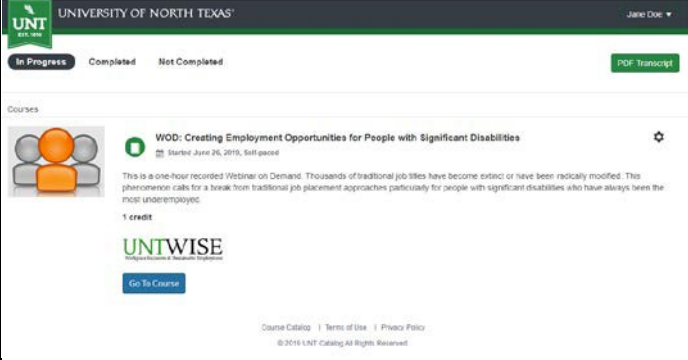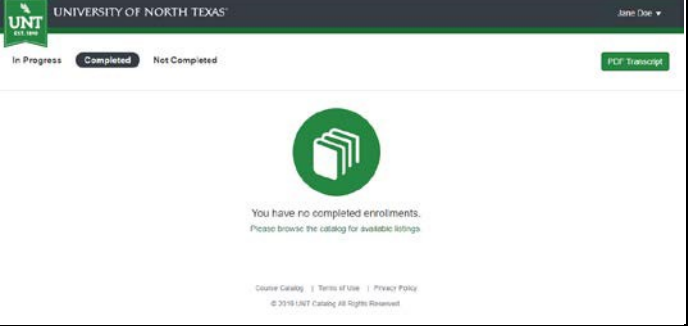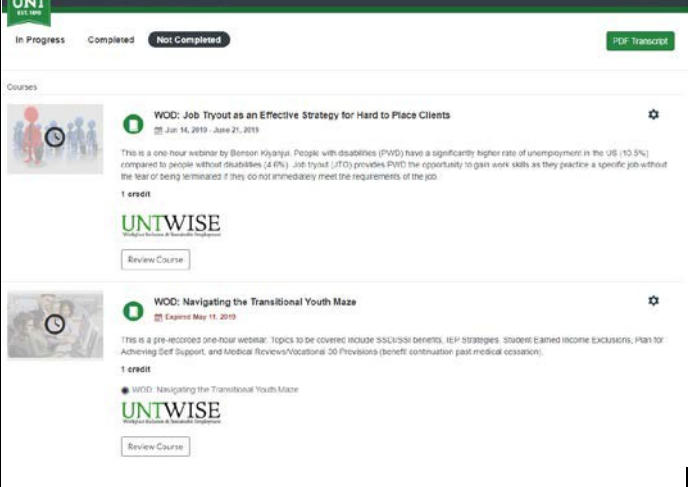| Instructions	Screenshot
Complete Payment Complete Card and Billing Information. There is a space for Shipping Information. Leave blank or select the 'Copy Billing Information to Shipping information' checkbox. **Select 'Pay Now'** The user will receive an automated email with further instructions.	

Notifications

Once a user registers for an event, they will receive an automated email notification. The notification email is different depending on the account type.

Instructions	Screenshot
Active Account: If the student signed in using an active account, they get the '*You Are Enrolled*' email. There are two links in the email. Clicking either link goes to the Student Dashboard in Catalog. The bottom of email will display the listing price, order ID and other ID's.	

Instructions	Screenshot
New Account Notifications If the student created a new account, they get the *'Complete Registration'* email. This confirmation email will provide instructions on completing the registration process. It states: *Your action is required to set up a password for your new login ID of [email address] on [catalog website]. Click here now to finish the registration process.* Either link will go to the Create Password step.	
Create Password A Welcome Aboard message from Canvas will open and display the email address that was used to create the account. - Enter the desired password. - Select the time zone. Select Register. The student is taken to the Student Dashboard in Canvas. The student also receives the *'You Are Enrolled'* email.	

Student Dashboard in Catalog

The student dashboard in Catalog will allow the student to view their courses that are In Progress, Completed and Not Completed.

Instructions	Screenshot
In Progress tab Course listing will be displayed. **Select 'Go To Course' link.** Course opens in Canvas	
Completed tab Any previously enrolled courses that have been completed will be listed.	
Not Completed tab Any previously enrolled courses that have not been completed will be listed.	

For any technical issues, please contact UNTWISE at 940-565-4000.