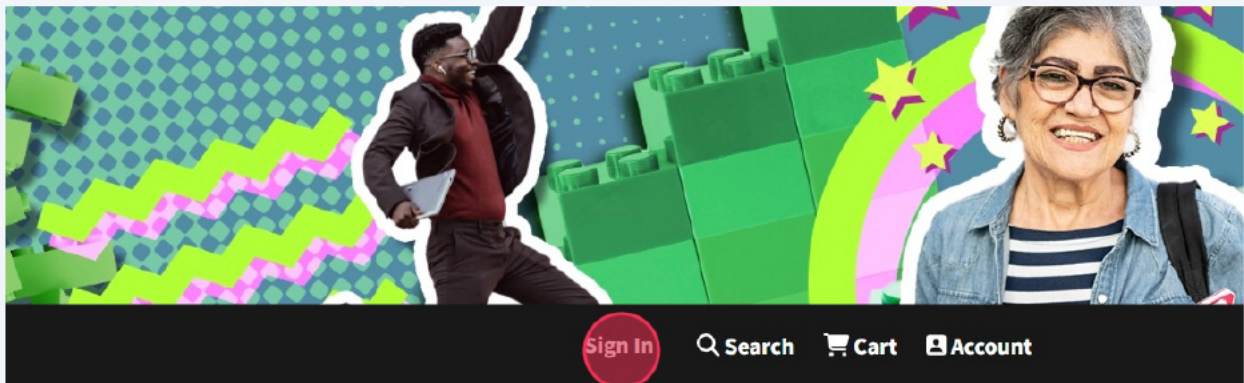


How to Register in ProLearning

1 Navigate to <https://prolearning.unt.edu>

2 Navigate to the 'Sign In' page.



Professional Learning

g Learning!

ential through a wide range of professional learning opportunities. Whether you're looking to enhance your credits for your certifications, or become a certified employment specialist in Texas, we have the resources to

3

If you've taken training with UNT WISE before, sign in to the existing account we created.

When creating your password: Choose something unique to you. It must be a minimum of six characters. You use case letters, numbers, and special characters (!@#\$%^&*+= | <>?/\). Password is case-sensitive and must be entered exactly the same way

Need to access your Canvas account? Click [HERE](#) to log in to Canvas.

Sign In to Existing Account

Email:

Password:

Sign In

Create New Account

Email:

Password:

Retype password:

Create Account

4

If it is your first time taking training with UNT WISE, create a new account.

...

When creating your password: Choose something unique to you. It must be a minimum of six characters. You may use any combination of letters, numbers, and special characters (!@#\$%^&*+= | <>?/\). Password is case-sensitive and must be entered exactly the same way

Need to access your Canvas account? Click [HERE](#) to log in to Canvas.

Sign In to Existing Account

Create New Account

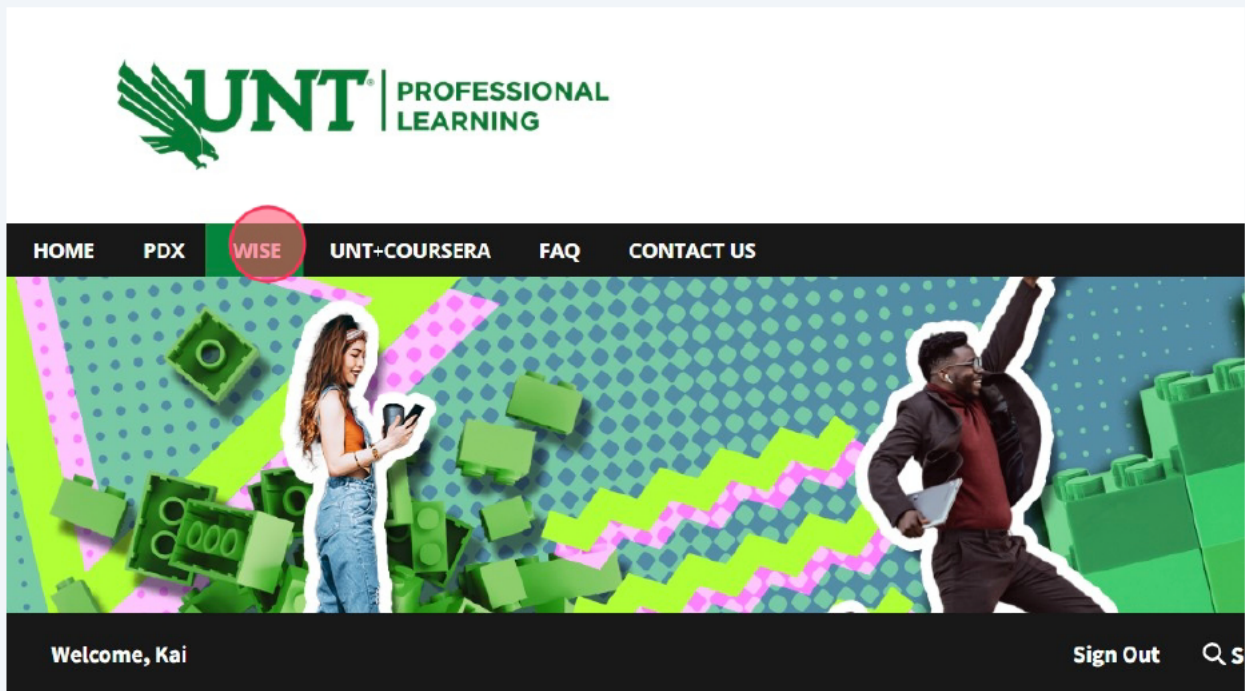
Email:

Password:

Retype password:

Create Account

5 Browse the UNT WISE catalog.



6 Click on the catalog card that fits your needs.



7

Once your preferred training has been added to your cart, you can check out, or return to course catalog to browse for more training.

NT WISE:

30

NAL WISE

Start Date: 10/28/2024

SUBTOTAL (1 ITEMS) \$336
Discount codes are calculated at checkout.

[RETURN TO COURSE CATALOG](#)

CHECK OUT

TOP

8

When in your cart, you can begin the checkout process.

	PRICE	DETAILS
	\$336.00	Remove item

\$336.00

How did you hear about us?

--Select One--

TOP

Check Out

9 Registration - click "Myself" if you are the participant enrolling in training.

Welcome, Kai Sign Out

REGISTRATION

WHO WOULD YOU LIKE TO REGISTER?

Myself

Other Participant(s)

[Previous](#) [Next](#)

10 Registration - click "Other Participant(s)" if you've requested an Organization Profile with UNT WISE and are registering your employees.

Welcome, Kai Sign Out

REGISTRATION

WHO WOULD YOU LIKE TO REGISTER?

Myself

Other Participant(s)

[Previous](#) [Next](#)

11

Check Out: My Information - this is your account information page. If you need to make any changes, click "Edit Profile" at the bottom of the page.

ing emails.

Edit Profile

Next

NAL
EXPERIENCE

ation Building

WISE

Chilton Hall

1155 Union Circle #311456

Denton, Texas 76203

untwise@unt.edu

FOLLOW US

PDX

f X y @ in ☰

12

Once your account information has been updated, click "Save Changes".

ing emails.

Save Changes

NAL
EXPERIENCE

ation Building

1155

WISE

Chilton Hall

1155 Union Circle #311456

Denton, Texas 76203

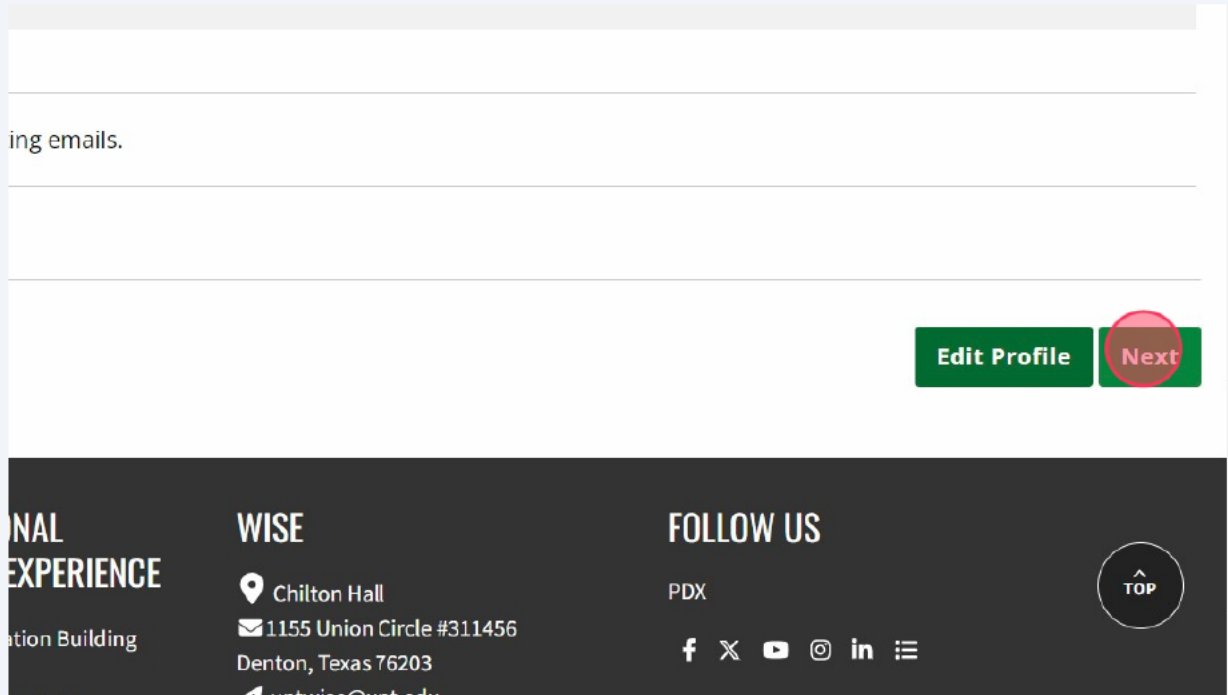
untwise@unt.edu

FOLLOW US

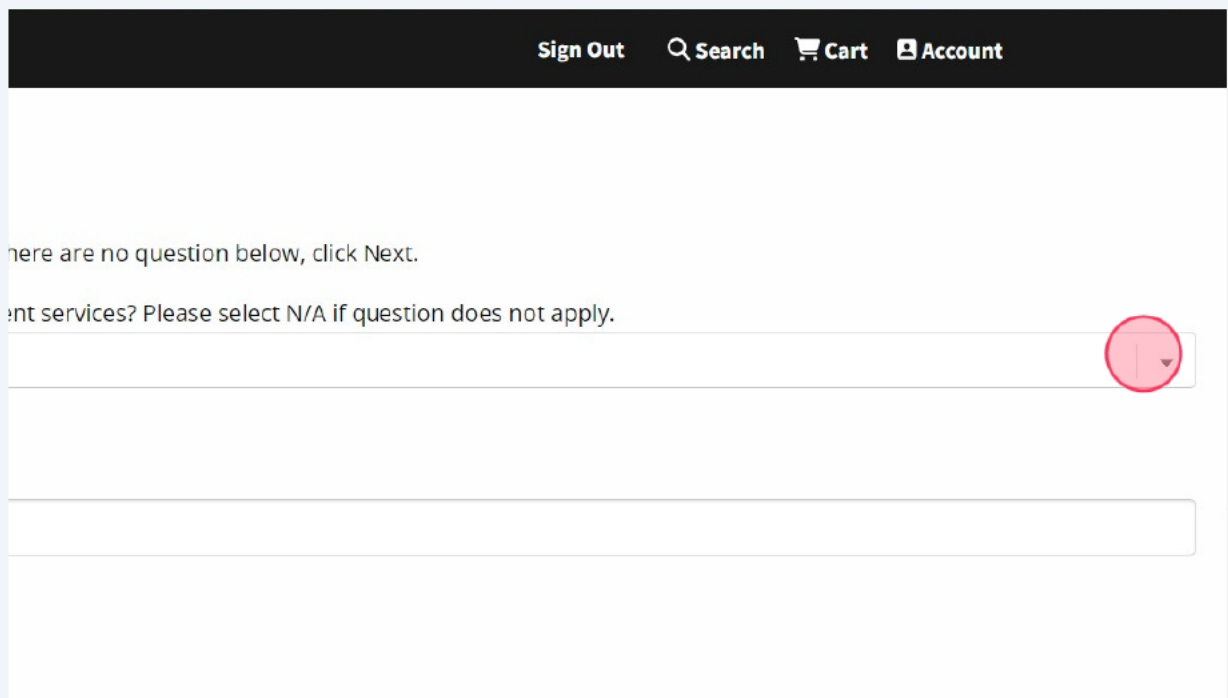
PDX

f X y @ in ☰

13 Click "Next".



14 Check Out: More Info - Select the TX county you provide services in.



15 Click "Next"

There are no questions below, click Next.

ent services? Please select N/A if question does not apply.

[Previous](#) [Next](#)

16 Check Out: Apply promo codes - If you have a promo code, enter the promo code and click "Apply" then, "Next". If you don't have a promo code, simply click "Next".

Click the next button to continue.

[Previous](#) [Next](#)

17

Check Out: Payment Method - Select the "Credit or Debit Card" payment type and click "Next"

appropriate information, and click Next.

Previous

Next

18

Check Out: Billing Information - If your billing information is the same as the address on your account, check this box. If it is not, update the billing information.

Welcome, Kai

Sign Out



Check Out: Billing Information

Enter your billing information and click Next.

BILLING INFORMATION

My contact and billing information are the same

Required fields are indicated by an asterisk (*)

Title:

None

* First name:

Kai

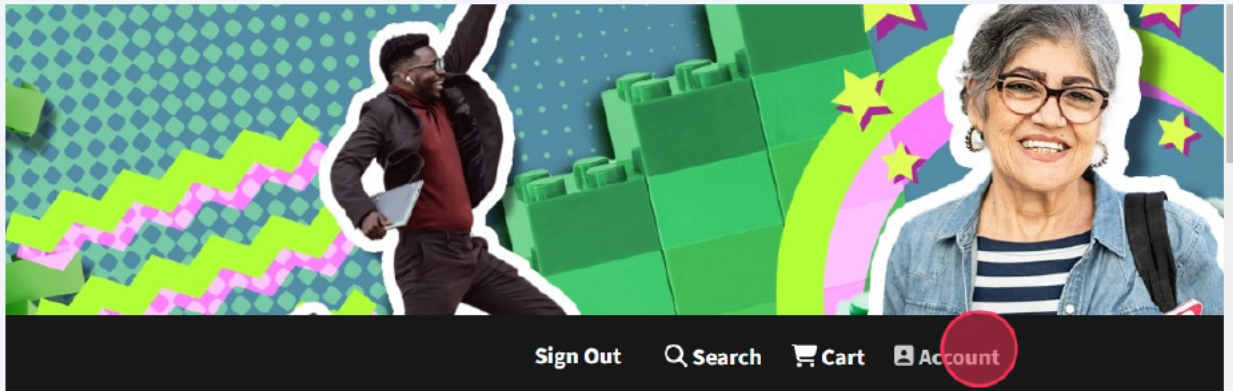
19 Once your billing information is updated, click "Next".

A screenshot of a web form for updating billing information. At the top, there are four input fields for a phone number, with a hyphen and the text "Ext." between the second and third fields. Below this is a single-line text input field. At the bottom right of the form area, there are two green buttons: "Previous" and "Next". The "Next" button is highlighted with a red circle. Below the form is a dark footer section with the following content: "PERSONAL EXPERIENCE" on the left, "WISE" in the center with a location pin icon and address "Chilton Hall, 1155 Union Circle #311456, Denton, Texas 76203", and "FOLLOW US" on the right with social media icons for Facebook, X, YouTube, Instagram, LinkedIn, and a menu icon. A circular "TOP" button is also present in the footer.

20 Check Out: Purchase - When you're ready to pay, click "Purchase". Only click this button when you're ready to pay.

A screenshot of a checkout page. The main content area is mostly blank, with the text "Payment service" visible at the bottom left. At the bottom right, there are two green buttons: "Previous" and "Purchase". The "Purchase" button is highlighted with a red circle. Below the buttons is a circular "TOP" button. At the bottom of the page is a dark footer section with the following content: "PERSONAL EXPERIENCE" on the left, "WISE" in the center, and "FOLLOW US" on the right with social media icons for Facebook, X, YouTube, Instagram, LinkedIn, and a menu icon.

21 When you've successfully purchased your training, navigate to your Account page.



ie transaction was declined, please try again.

22 Click "Access My Active Course(s)" to log in to ProLearning Canvas and begin your training.

Account Overview

The Account Overview page allows you to review and correct your contact information (My Profile), change your you've placed, see and access the classes you've signed up for, and more.

My Profile

Email and Password

[Access My Active Course\(s\)*](#)

Class List

*For **live classes** - connection information will be delivered to your email before the session

*Course access restricted to the dates listed. If you do not see a course, content is not open at this time

Make a Payment

History

23

You'll log in with your email address and password. If you need to reset your password, you can click "Forgot Password?" to begin resetting your password.

UNT

Email Address

Password

Stay signed in

[Forgot Password?](#)

Log In

[Resources](#) [Privacy Policy](#) [Cookie Notice](#) [Acceptable Use Policy](#)

[Facebook](#) [X.com](#)