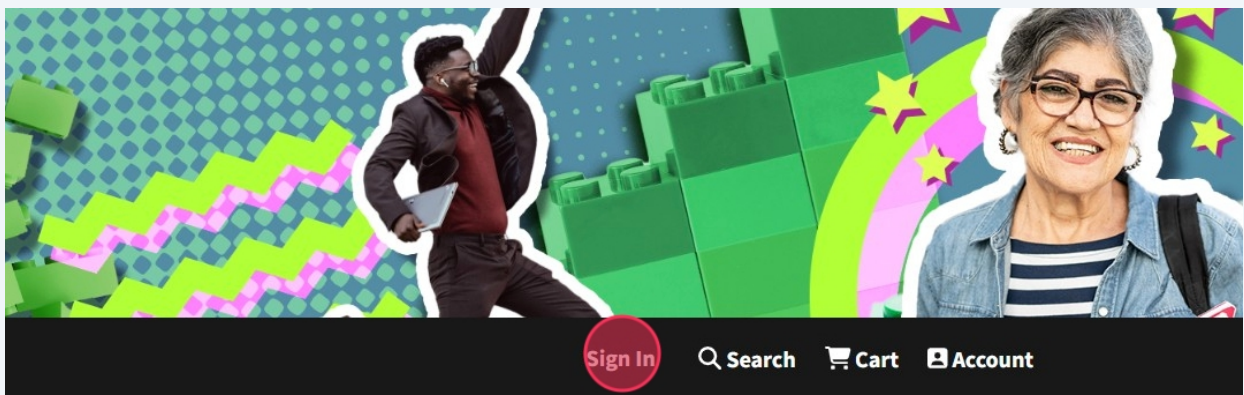


How To Register Other Participants in ProLearning

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

- 2 Sign In to your ProLearning account.



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 Organization admin(s) should sign in using their email address and password.

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 twice.

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

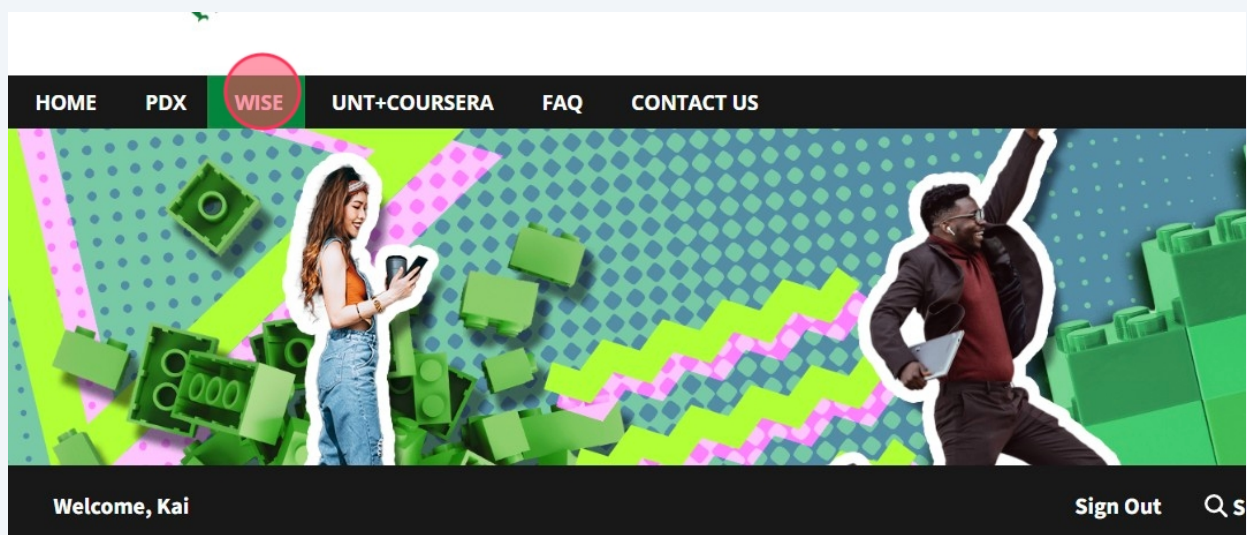
Email:

Password:

Retype password:

Create Account

4 Navigate to the WISE catalog.



Shopping Cart

5

Start browsing and adding the desired trainings and/or fees for your employees to your cart.

UNT WISE



6

Once everything you need is in your cart, click "Check Out".

A screenshot of the UNT WISE checkout page. The page is divided into two main sections. The left section is a dark blue area with white text, partially obscured by a red circle. The right section is a white area with black text. It shows a subtotal of \$440 for 3 items, a return to course catalog link, and a prominent green "CHECK OUT" button. A red circle highlights the "CHECK OUT" button. A "TOP" button is also visible in the bottom right corner.

and Self-Paced

transfer to a later course session. Please contact

ility.

ctor-Led courses only (Non-refundable)

their instructors to grade assignments and open

\$280

Start Date: 10/28/2024

TRANSFER

SKU: FY25WTR10001 **Price** \$25

Start Date: 9/1/2024

SUBTOTAL (3 ITEMS) **\$440**

Discount codes are calculated at checkout.

[RETURN TO COURSE CATALOG](#)

CHECK OUT

TOP

7

After verifying your cart, begin the Check Out process.

A screenshot of a checkout page. At the top right, the total amount is \$440.00. Below this, there is a question "How did you hear about us?" followed by a dropdown menu showing "--Select One--". A green button with the text "Check Out" is highlighted with a red circle. At the bottom, there is a dark navigation bar with links for "PERSONAL EXPERIENCE", "WISE Chilton Hall", and "FOLLOW US PDX". A circular "TOP" button is also visible.

8

Registration - select "Other Participant (s)".

A screenshot of a registration page. At the top, there is a black header bar with "Welcome, Kai" on the left, "Sign Out" on the right, and a search icon. Below the header, the word "REGISTRATION" is displayed in large green letters. Underneath, the question "WHO WOULD YOU LIKE TO REGISTER?" is followed by two radio button options: "Myself" and "Other Participant(s)". The "Other Participant(s)" option is highlighted with a red circle. At the bottom, there are two green buttons labeled "Previous" and "Next".

9 Move to the next page.

Registration

WHO WOULD YOU LIKE TO REGISTER?

- ☐ Myself
- ☒ Other Participant(s)

Previous

Next



10

Check Out: My Information - This is your account information page. To make any changes, click 'Edit Profile' at the bottom of the page.

11 After updating your account information, click 'Save Changes'.

A screenshot of a web form. At the top, there is a dropdown menu with the option "Other" selected. Below it is a text input field. Further down, there is a section titled "ing emails." followed by a large text area. In the bottom right corner of the form, a green button labeled "Save Changes" is highlighted with a red circle. The footer of the page is dark and contains the following information: "ONAL EXPERIENCE", "WISE" with a location pin icon and address "Chilton Hall", "1155 Union Circle #311456", "Denton, Texas 76203", "untwise@unt.edu", "FOLLOW US", "PDX", and a "TOP" button with an upward arrow icon.

12 Click "Next".

A screenshot of a web form. It features several horizontal lines for text input. Below the input fields, there is a section titled "ing emails." followed by a large text area. In the bottom right corner of the form, a green button labeled "Next" is highlighted with a red circle. To the left of the "Next" button is another green button labeled "Edit Profile". The footer of the page is dark and contains the following information: "ONAL EXPERIENCE", "WISE" with a location pin icon and address "Chilton Hall", "1155 Union Circle #311456", "Denton, Texas 76203", "untwise@unt.edu", "FOLLOW US", "PDX", and a "TOP" button with an upward arrow icon.

- 13 In the Student Name field, you can search for a specific employee (s).

s) to Register

lected

Previous

ister

nt Name

Test Org

STUDENT ID

FIRST NAME

LAST NAME

EMAIL

To select participants for registration, search them by **Student name**, **Student ID** or **Email**.

- 14 To view a complete list of employees under the organization profile, simply click 'Search'.

ster

Previous

Next

Search

FIRST NAME

LAST NAME

EMAIL

icipants for registration, search them by **Student name**, **Student ID** or **Email**.

- 15 Select the checkbox next to the employees you want to enroll in training.

CHECK ALL	STUDENT ID
<input type="checkbox"/>	
<input type="checkbox"/>	kchurch76
<input checked="" type="checkbox"/>	tlandry01
<input type="checkbox"/>	tsama01
<input type="checkbox"/>	mtest02

Page first page 1 last page

- 16 Click "Next"

Previous

Next

TOP

17

If you have more than one training in your cart, you can switch between them by using the drop-down menu and selecting the course you'd like to start enrolling employees in. If there's only one training in your cart, you won't need to use the drop-down.

Click the box next to the students you want to enroll in that class.

Repeat this process until you have gone through each class.

Click 'Next' when done enrolling.

You are currently registering people for:

Skills Training

[2024]: Job Skills Training

3 of 3 Records Selected

FY25WJS10001

Enroll students by:

CHECK ALL

STUDENT ID

FIRST NAME

LAST NAME

18

Select the checkbox next to the employee (s) you wish to enroll in each training session(s), then navigate to the next page.

CHECK ALL

STUDENT ID

☐☐

tlandry01

☒

tsama01

☐

mtest02

0 of 3 Records Selected

19

Select the county each employee will be providing services in, then navigate to the next page.

The screenshot shows a web interface with a header bar containing 'Sign Out', 'Search', 'Cart', and 'Account' links. Below the header, the title 'Test Landry' is displayed. The main content area contains the text 'ent services? Please select N/A if question does not apply.' followed by a large, empty text input field. A red circle highlights a dropdown arrow icon on the right side of the input field.

20

This page will provide an itemized summary of your cart.

The screenshot displays a cart summary page. At the top right, the text '\$280.00' is visible. Below it, the text 'Total Amount: \$280.00' is shown. A dark gray bar contains the text 'TOTAL AMOUNT DUE' and '\$440.00'. At the bottom right, there are two buttons: 'Previous' (green) and 'Next' (red, highlighted with a red circle). A circular 'TOP' button is also present. The footer section includes the text 'ONAL EXPERIENCE', 'WISE', 'Chilton Hall', 'FOLLOW US', and 'PDX'.

21

If there was an incorrect item on the previous page, click "Edit Item". If everything was correct, click "Next"

Previous		Next
QTY	STUDENTS	PRICE
1	*Test Sama	Unit Amount: \$135.00
		Total Amount: \$135.00
		Edit item
1	*Madison Test	Unit Amount: \$25.00
		Total Amount: \$25.00
		Edit item
1	*Test Landry	Unit Amount:

22

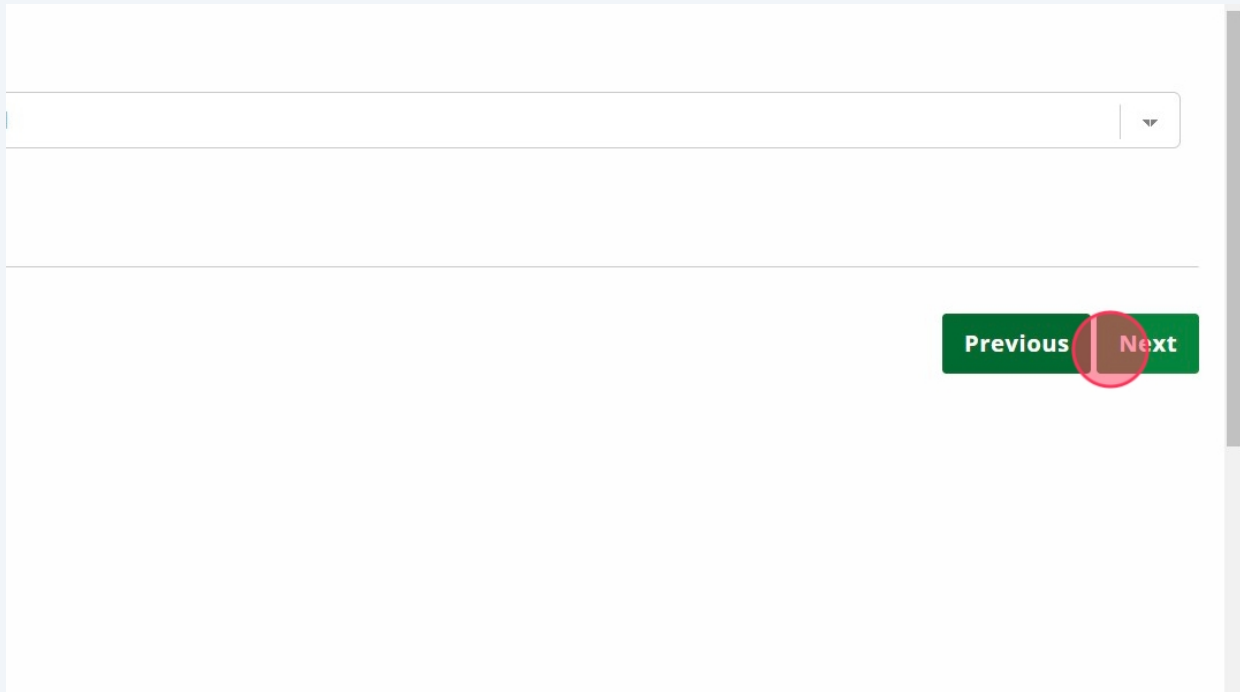
Select the "Credit or Debit Card" payment type.

Method

appropriate information, and click Next.

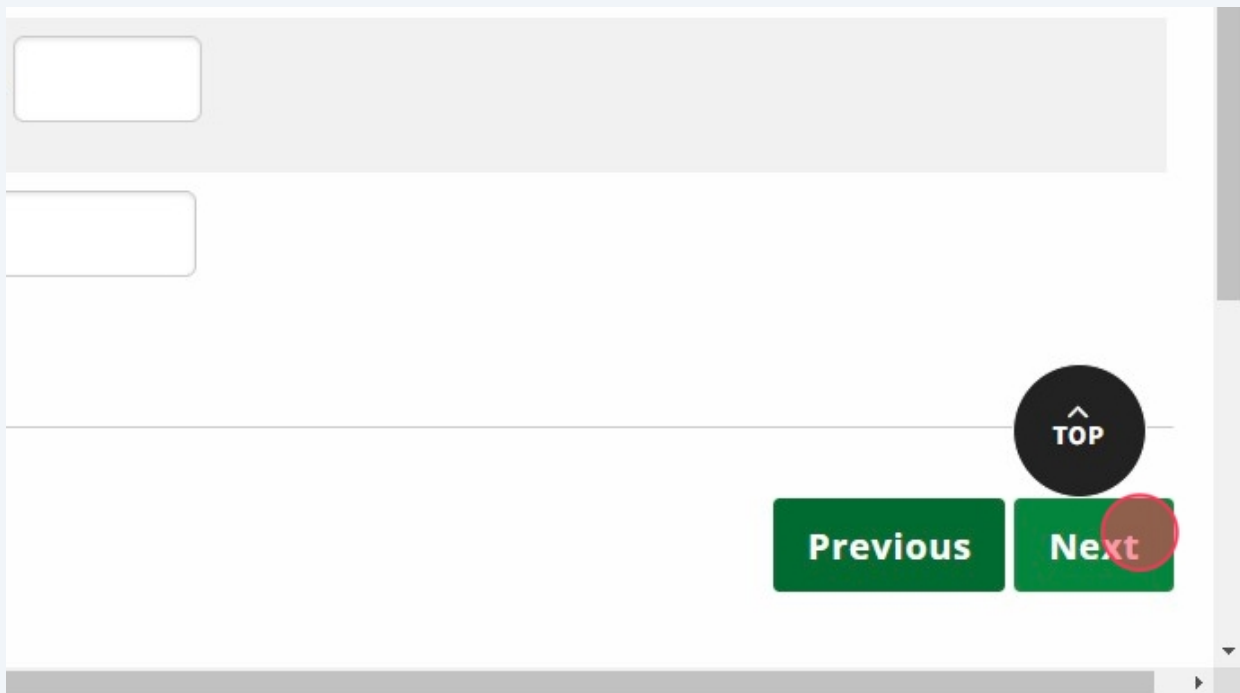
Purchase Order

23 Click "Next".



A screenshot of a web form. At the top, there is a long, empty text input field. Below it, there is a large, empty rectangular area. In the bottom right corner of this area, there are two green buttons: "Previous" and "Next". The "Next" button is highlighted with a red circle.

24 Enter / Update the billing information for your payment method, then click "Next".



A screenshot of a web form. At the top, there is a light gray rectangular area. Below it, there is a large, empty rectangular area. In the bottom right corner of this area, there are two green buttons: "Previous" and "Next". The "Next" button is highlighted with a red circle. Above the "Next" button, there is a black circular button with a white upward arrow and the text "TOP".

25

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

