Live Online Courses
REGISTRATION PROCESS GUIDE

If you have any questions throughout this process, please contact The Center for Business & Industry at 507-389-7203.

1. To register for a Live Online course, visit southcentral.edu/liveonline.
   a. Employers who are paying for their employees must create an account to register all employees.
   b. Individuals who are paying with a credit card may create their own account to register themselves.

2. Click on View My Account

3. If you/your company has never registered before, click on Create New Account under New Users and select Organization. Follow the on-screen prompts to set up a new account, then skip to Step 8.
   a. NOTE: If you are unsure whether you might have an account, call 507-389-7203 to check first.

4. If your organization has previously registered for a course, click on Login to My Account under Returning Users and select Organization, then continue to next step.

5. Enter your Username and Password – if you have not set-up a Username and Password yet, please contact CBI at 507-389-7203 to verify the email address that is associated with the account.

6. Once the email address is verified or updated, you may then proceed to reset your password by clicking on I forgot, or need to reset, my password under the login area.
7. After the username and password have been reset you may login to your account as stated above.

8. You should now be logged in to your account, which should look like this:

![Image of login page]

9. Click on View My Account and select Profile & Contacts to view the representatives from your organization listed on your account. You may edit existing contacts or click on Add Contact to add additional representatives.

![Image of View My Account page]
10. Under **View My Account**, select **Participants**. This is where you will add yourself and/or individuals that you want to register. You can Add, Edit, or Delete participants from this screen.
   a. Please Note: When adding new participants, please make sure **each participant has their own unique email address**. Email addresses cannot be shared between two participants.

11. To register participants into a course, click on **All Sites** (upper left.)

12. Then scroll down to **South Central College** and click on **View Details**.
13. Click on the **Live Online** category and then click on the sub-categories to view courses.

14. Select your desired courses and add them to the cart.

15. At this point, you will need to **Assign a Participant** to each course selected.
   a. If you do not find the correct individual in the current list of participants, you can add them to the list (refer to Step 10.)

16. Go back to the Live Online course catalog and select the next participant’s courses, add to the cart, and then select the participant (Steps 13-15).

17. At checkout, you will have the option to pay for your registrations with a credit card or by purchase order.
   a. **NOTE:** If you choose to pay with a purchase order, you will be required to upload a purchase order at checkout. Contact CBI at 507-389-7203 if you need help with this step.
   b. If you would like to pay with a purchase order and the option does not appear for you, please contact CBI at 507-389-7203 so that we can turn on the option for you.

18. Upon registration completion, participants will receive a confirmation email with their course details.

19. Participants will also receive an onboarding email at least 1 week prior to the course start date, which will include a student manual, course connection information, and any other necessary details.

   **If you have any questions on the registration process, please contact the CBI Office at 507-389-7203. For any other inquiries, please contact the college representative you partner with.**