

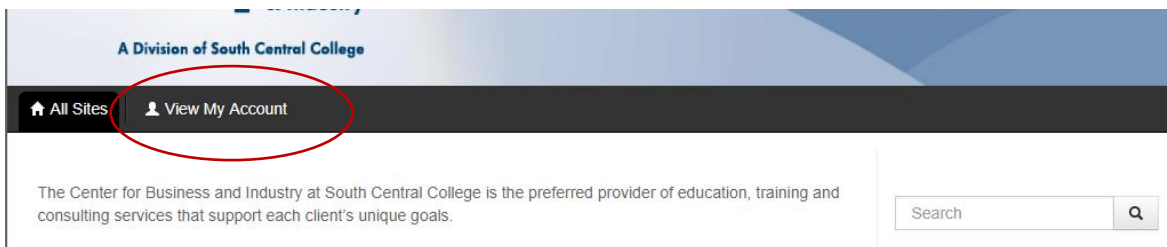
# Live Online Courses

## REGISTRATION PROCESS GUIDE

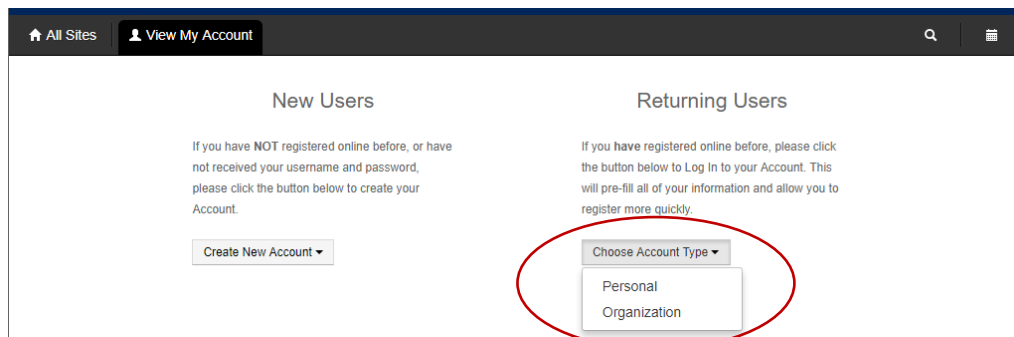
If you have any questions throughout this process, please contact The Center for Business & Industry at 507-389-7203.

1. To register for a Live Online course, visit [southcentral.edu/liveonline](https://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.

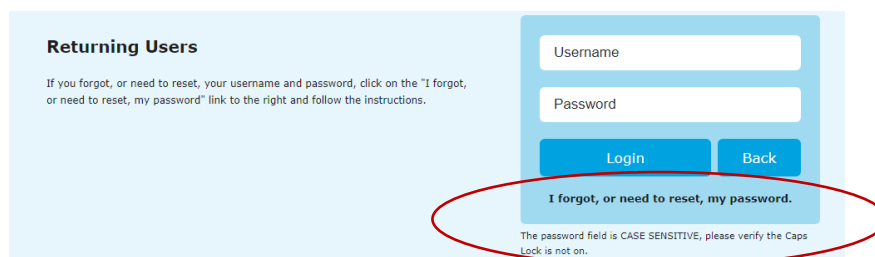
2. Click on **View My Account**



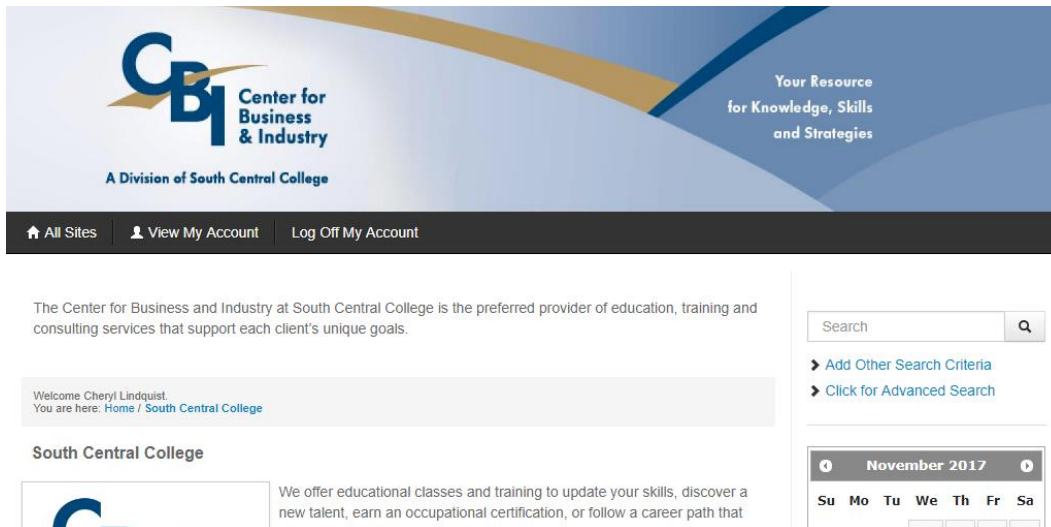
3. If you/your company has never registered before, click on **Create New Account** under New Users and select **Organization**. Follow the on-screen prompts to set up a new account, **then skip to Step 8**.
  - a. **NOTE:** If you are unsure whether you might have an account, call 507-389-7203 to check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



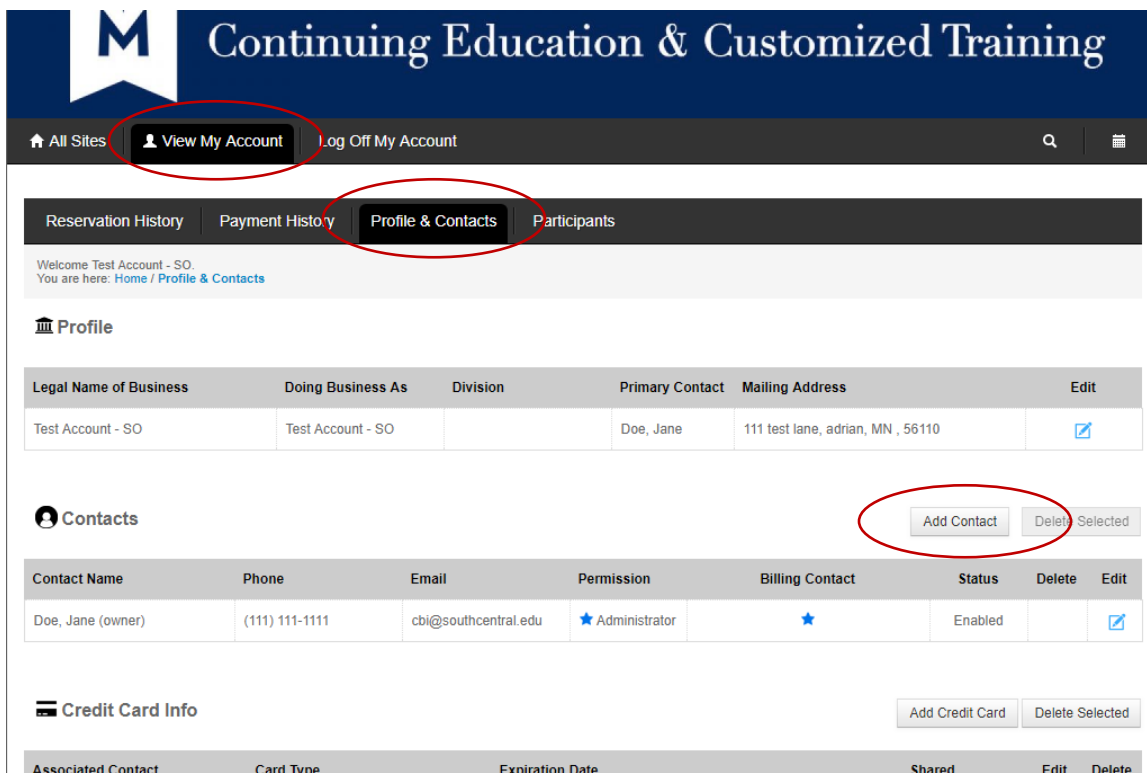
5. Enter your Username and Password – if you have not set-up a Username and Password yet, please contact CBI at 507-389-7203 to verify the email address that is associated with the account.
6. Once the email address is verified or updated, you may then proceed to reset your password by clicking on **I forgot, or need to reset, my password** under the login area.



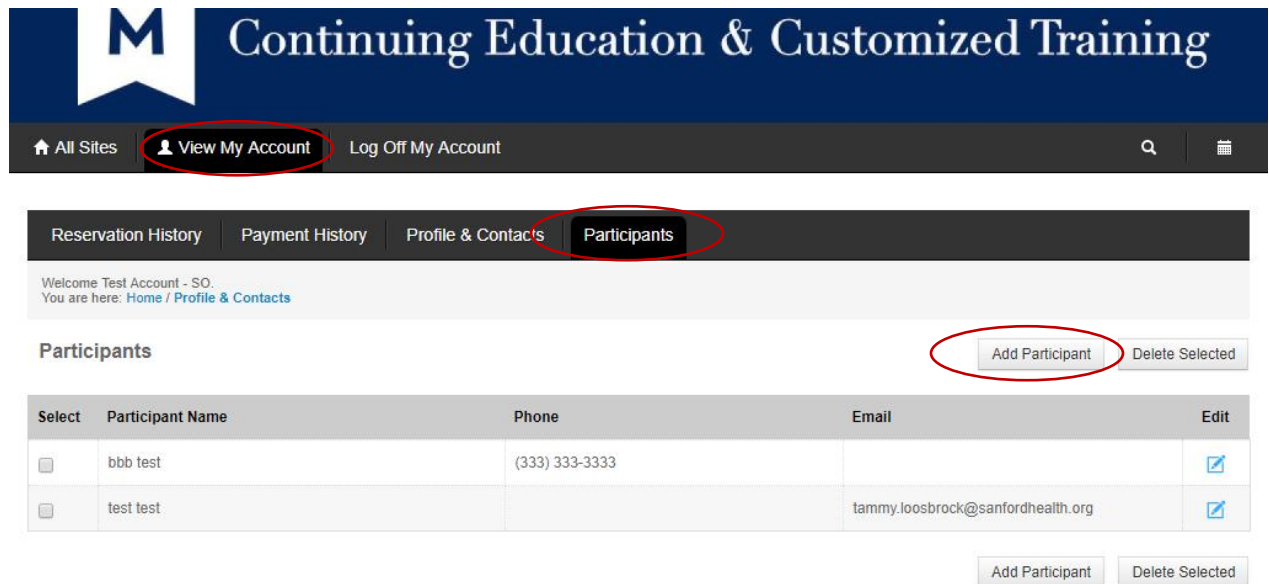
- After the username and password have been reset you may login to your account as stated above.
- You should now be logged in to your account, which should look like this:



- 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.



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.
- 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.



The screenshot shows the 'View My Account' page. The 'View My Account' link in the top navigation bar is circled in red. Below it, the 'Participants' tab in the sub-navigation bar is also circled in red. The 'Add Participant' button in the top right corner of the main content area is circled in red. A table of participants is displayed below, with two entries: 'bbb test' and 'test test'. The 'test test' entry has an email address 'tammy.loosbrock@sanfordhealth.org'. There are 'Add Participant' and 'Delete Selected' buttons at the bottom right of the table area.

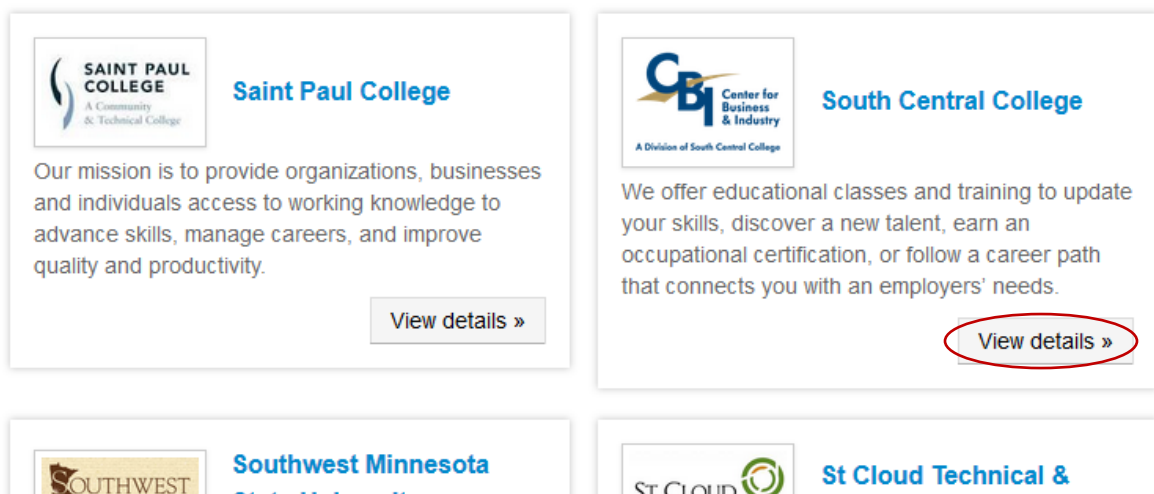
Select	Participant Name	Phone	Email	Edit
<input type="checkbox"/>	bbb test	(333) 333-3333		<a href="#">✎</a>
<input type="checkbox"/>	test test		tammy.loosbrock@sanfordhealth.org	<a href="#">✎</a>

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



The screenshot shows the 'All Sites' page. The 'All Sites' link in the top navigation bar is circled in red. Below it, the 'Welcome Cheryl Lindquist' message is visible. A search bar is located on the right side of the page.

12. Then scroll down to **South Central College** and click on **View Details**.



The screenshot shows a grid of college profiles. The 'South Central College' profile is highlighted. The 'View details »' button for South Central College is circled in red. The profile for South Central College includes the logo for the Center for Business & Industry and the text: 'We offer educational classes and training to update your skills, discover a new talent, earn an occupational certification, or follow a career path that connects you with an employers' needs.'

13. Click on the **Live Online** category and then click on the sub-categories to view courses.

### Live Online



Live, interactive training in a virtual classroom.

Business

Computer & Technology

Manufacturing

Workplace Safety

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.**