

# How to Register for a Professional Development Course

External Participants (Open Enrollment)

Course Cost: \$25.00



# Step 1: Select Your Course

1. Visit our Professional Development webpage.
2. Review the list of available course options.
3. Click on the course you would like to take.
4. You will be routed to the course registration page.



# Step 2: Add the Course to Your Cart

1. On the registration page, scroll to the bottom.
2. Click the **Add to Cart** button.

Add to Cart





# Step 3: Create Your Profile (New Users Only)

If you are new to the system:

1. Click **Create Profile / Sign In**.
2. Select **Create Profile**.
3. Complete all required fields.

Create Profile / Sign in

CREATE PROFILE

If you already have an account, simply sign in.



# Step 4: Complete Your Registration

1. Return to your Cart after logging in.
2. Select yourself as the attendee.
3. Proceed to **Checkout**.
4. Submit payment of **\$25.00**.

Checkout

Payment is required to finalize registration.



# After You Register

After completing checkout, you will receive:

- A receipt and confirmation email for your records
- An email from KU IT
- An email from Canvas with course access instructions

These emails are typically sent within minutes.





# Important Account Information

You will have **TWO** separate accounts:

## 1. Jayhawk Global Profile

- Created during registration
- Stores your enrollment record

## 2. Canvas Account

- Provides access to the online course

Your **Canvas account** is different from your **Jayhawk Global Profile**.

Please keep a record of **BOTH usernames and passwords**.

# Important Reminders

- Once you log in to Canvas, you will have **four (4) weeks** to complete the course.
- You may begin the course as soon as you are ready.

You are all set once registration is complete!





# Need Assistance?

For Canvas access issues:

Contact KU IT at [ithelpdesk@ku.edu](mailto:ithelpdesk@ku.edu) or call 785-864-8080.

For registration assistance:

Contact the KU Registration Specialists at [jayhawkglobal@ku.edu](mailto:jayhawkglobal@ku.edu) or call 785-864-6779.