1. **Register for Parents Forever Online:**
   https://learning.umn.edu/search/publicCourseSearchDetails.do?method=load&courseId=2757885

2. Click the + in the tan box labeled *Ext XFD.0011-003*

3. Click the maroon *Add to Cart* button

4. A pop-up box should appear – click the maroon *Checkout* button.

Course EXT XFD.0011 - 003 was added to your cart.
Click checkout to complete the transaction.

Close   Checkout

5. If you have been approved for a reduced fee, you can enter in the coupon code you received by clicking the box next to Apply a Discount. Enter the code here. Then, click the maroon *Checkout* button. You may have to hit *Checkout* twice to advance to the next page. If you do not have a coupon code, simply click the maroon *Checkout* button.

Cart (1 Item)

🔒 Checkout

Welcome to the University of Minnesota's secure shopping cart. To complete registration, you will be guided through the following process:

- Confirm your course/conference selections
- Log in with your University credentials or create a new account
- Review your account profile
- Complete the checkout and/or make a payment

Item	Options	Quantity	Subtotal

Course
4 Hour Parents Forever Online Course
EXT XFD.0011 - 003
Fee: $69.00
Remove
	Fee:
	  Regular Price $69.00
	Delivery Options:
	  Self Paced Online $0.00
	☑ Apply a discount ⓘ
	[Coupon Code]
		1	$69.00

		Subtotal	**$69.00**

6. Click the maroon *Create Account* button under *I'm new to the University*.

My Profile / Payment / Receipt

Log In or Create a new Guest Account

Please select one of the following options

I have a University Internet Account	I'm new to the University

I have an account already

Log in using your existing account information.

University Alumni: If you have not used your University email account in the past 90 days, it is probably inactive. Reactivate your University account to login. Contact University Tech Support at T: 612-301-4357 | **HELP@umn.edu.** Request to have your "Google email and internet account activated." The other option is to use a non-umn.edu email address and create a "New to the University" guest account.

Continue

If you do not have a University internet account, you can create a University guest account to complete the registration process. Note: parents/guardians of youth participants must be users in the system (either with a University internet account or a University guest account) before the youth participant can register.

Create Account

7. Fill out all of the fields on the *Create Guest Account* form.

8. At the bottom of the form, create a password. You can click the '***i***' icon to show the password requirements.

9. You will be brought to a new screen once your guest account has been created. Click the grey/blue *Continue* button.

10. This next form should have auto-filled all of your contact information from the Guest Account creation page. There are only 2 steps you need to take on this page – scroll down to *Mailing List Preferences* and select whether or not you want to receive future emails from the University of Minnesota.

Mailing List Preferences

May we contact you about future opportunities? Please note that your selection is specific to marketing communications related to the courses, conferences, and events contained in this registration system.*

Your information will not be shared with outside parties. You may change your selection at any time. Please note that we may still send you emails regarding factual, transactional and/or servicing information in connection with the products or services that we are providing to you or the organization through whom you are known to us. **More on privacy & policy.**

The University of Minnesota may still send marketing emails based on other affiliations you have with the University. Contact the email sender for their opt out or unsubscribe information.

- ○ Yes, by any method
- ○ Yes, but only by the following methods (please check the methods that we may use to contact you)

- ☐ Email
- ☐ Mail
- ● No, please do not contact me

11. Scroll a bit farther down to the *Privacy Policies* section. Enter in your initials twice.

Privacy Policies

The Family Educational Rights and Privacy Act (FERPA) is a United States law that protects the privacy of student records. The University of Minnesota must have your permission to release non-public information.

The Employer/Affiliation entered above may allow you to have your employer/group billed or to take advantage of membership discounts (if applicable) when you enroll for courses. If you choose these options, you are providing permission for your personal information to be shared with that employer or group contact. This choice will be presented to you each time you enroll.

Please type your initials into each of the boxes below to indicate that you have read and understand these privacy policies:

| kw |

* **I understand that the University of Minnesota abides by FERPA regulations and will not release my student information unless I expressly give the University of Minnesota permission to do so.**

| kw |

* **I understand that if I choose one of the following:**
- **Affiliate my course enrollment(s) with a company or group, OR**
- **Request that my company or group be billed directly for my courses**

The University of Minnesota will release the following enrollment details to the appropriate company or group: my account number, my student type, my course(s), course schedule(s), delivery method(s) and location(s), units, tuition amount(s), and fees due.

12. Scroll down to *Select a Payment Method* and select *Pay online by credit card*. Scroll a little bit farther down and tick the *Policy Confirmation* box.

Select a payment method:*

⦿ Pay online by credit card   ○ Direct Bill my department using an EFS chartstring (UMN employee only)

The University of Minnesota accepts credit card payments for courses. After clicking Continue Checkout, you will be redirected to another page to complete your purchase securely.

University staff or faculty members who wish to pay via ChartField String should select the "Direct Bill" option and enter a valid ChartField String number.

Policy Confirmation

Enrollment Policies and Procedures

Your contract with the University:

By registering for professional development and continuing education courses, you enter into a legally-binding contract with the University to pay all tuition and fees, including

☑ * I have read and understand the registration and privacy policies and approve charging the above indicated amount on my credit card, or, if authorized, to my University department chart string.

Print Registration Policies

13. You will be brought to a new screen to enter in your payment information using a secure form. Enter in your payment information and click the *Pay Now* button one time.

UNIVERSITY OF MINNESOTA
Driven to Discover℠

Checkout

My Profile / Payment / Receipt

Please click the "pay now" button only once!

Multiple clicks can lead to multiple charges. Transactions can take some time depending on your internet connection.

Do not navigate away from this page until you receive confirmation that your transaction is complete.

Order Information	* Required Fields
	Total: $89.00 (USD)

Payment Information

VISA MasterCard AMERICAN EXPRESS Cards DISCOVER

Card Number: [   ] * (enter number without spaces or dashes)

14. Registration complete! You will receive an email confirmation of your registration. You can then access the online course using this link: https://canvas.umn.edu/courses/165009