

How to Register for an Extension Course

SU Tech Support

Video script text (5-18-16)

To register for an SU online extension course, go to <http://store.summituniversity.org>. Here you will find a list of available SU online classes and materials for purchase. You can view a class' description by clicking on **View description** below the title. Click **Back to Class List** to return to the main class list.

When you have decided on a class to register for, click **Select Class**. This will take you to a shopping cart page where you can see the class that you have just selected. You can register for another class by clicking the **Select Another Class** button. If you have a coupon, you can enter it here and click **Apply Coupon Code**. When you are ready to complete your registration and pay, click **Continue**.

Under the **Student Registration** column, select the appropriate option of either a **returning student** or a **new student**. Returning students will need to enter their username and password and confirm their contact information. New students will be asked to select a username and password, as well as fill out some basic contact information. It is very important that you input your email address correctly, since this is the email address that your login information will be sent to. When you are finished, click **Submit**.

You will see a final total on this next page, before being directed to pay. If this total is correct, click **Submit Payment**.

Complete your payment using either your PayPal account or a debit/credit card. Once your payment is complete, **you will receive an email receipt from PayPal. You will also receive a receipt from Summit University and a separate email notifying you of your successful enrollment. This email is very important, as it contains your username, password, and instructions for how to access your SU online extension course.** Read this email carefully so that you can get started in your course right away.

If you have any questions, or do not receive your registration emails, contact SU Tech Support at <http://summituniversity.org/help>.