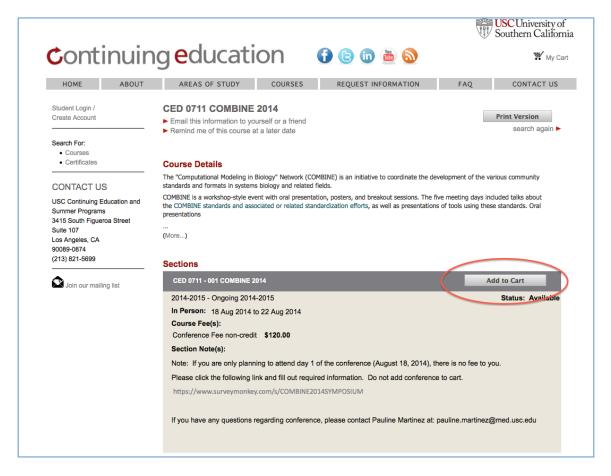
## **COMBINE 2014 Registration Instruction**

We are using the USC course registration website for the COMBINE 2014 registration. You don't need to fill out all information. Just follow this instruction, and it probably takes 5-10 minutes to complete the registration.

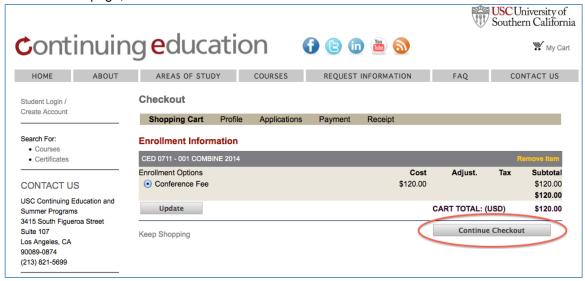
1. Go to the following link to register:

http://cecourses.usc.edu/search/publicCourseSearchDetails.do?method=load&courseId=777474

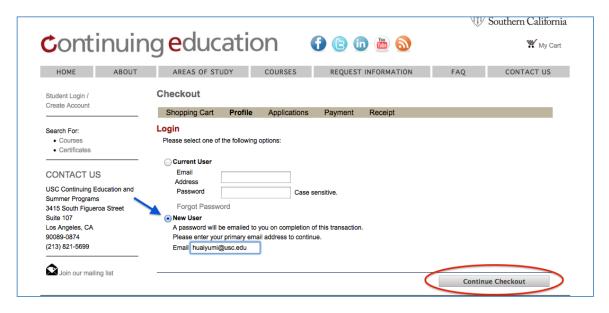
2. Click the "Add to Cart" button (red circle)



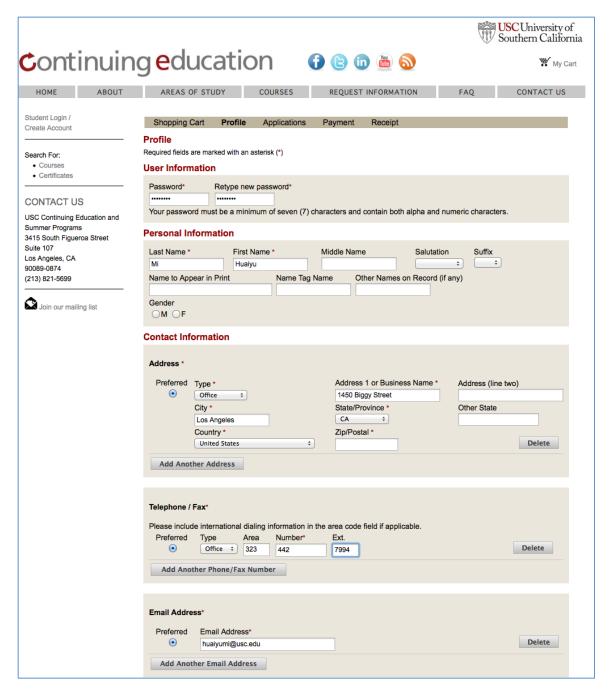
3. On the next page, click "Continue Checkout"



4. On the next page, check the "New User" radial button (blue arrow), and then enter your email address. When you come back again, you can check the "Current User" button with the password you created during the initial registration.



5. The next page asks for a lot of information. You only need to fill out the required fields (with the red asterisk). They are the User Information, Personal Information and Contact Information. You can ignore the rest.



5. (continued) Scroll down the page and enter initials in the Privacy Policies section. Click the Continue Checkout button.

## **Privacy Policies**

The Family Educational Rights and Privacy Act (FERPA) is a United States law that protects the privacy of student records. USC Continuing Education must have your explicit permission to release your contact information.

Your Employer/Affiliation(s) listed above allow you to choose to have your employer/group billed or to avail of membership discounts (when applicable) when you enroll for courses. 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:

нм

\* I understand that USC Continuing Education abides by FERPA regulations and will not release my student information unless I expressly give USC Continuing Education permission to do so.

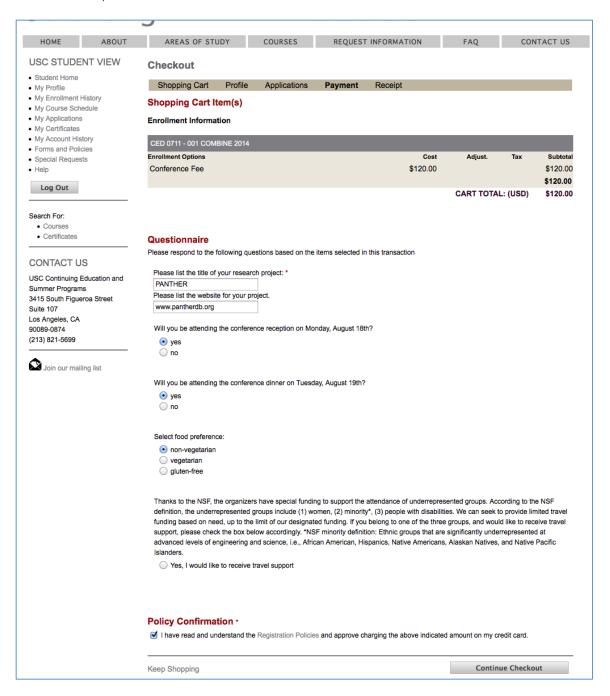


I understand that if I choose one of the following:

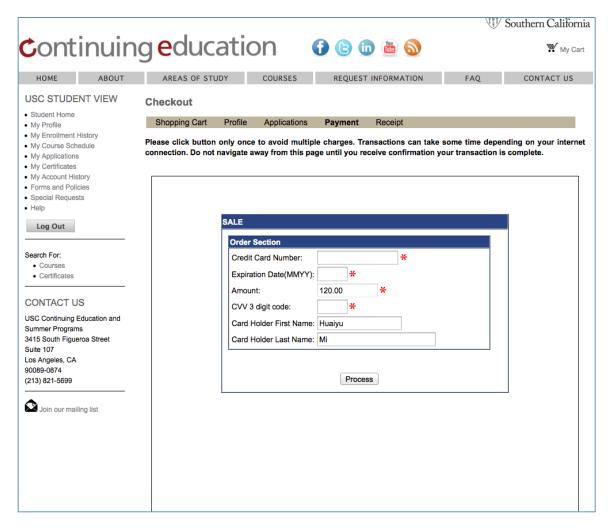
- . Affiliate my course enrollment(s) with a company or group, OR
- Request that my company or group be billed directly for my courses

USC Continuing Education will release to the appropriate company or group the following enrollment details: 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.

6. The next page contains COMBINE specific questions. Please fill out all of them. Please check the Policy Confirmation checkbox, and the click Continue Checkout.



7. The next page will allow you to enter your credit card information for the registration fee. Click the Process button.



8. The next page allows you to print your receipt. A receipt will also be emailed to you.

You are done...