

# Northwestern | FINTECH BOOT CAMP



Follow these instructions if you have paid tuition in full, or are paying tuition via a payment plan.



Do **NOT** follow these instructions if you are a Northwestern University employee using tuition benefits.



Do **NOT** follow these instructions if you are using a student loan

**Attention:** In order to finalize your registration and be entered into CAESAR, the university's student enterprise system, you must complete the following step-by-step process **BY THE DEADLINE STATED IN YOUR REGISTRATION EMAIL.**

**Step 1: Complete your enrollment with the School of Professional Studies through [this link.](#)**

1. *Scroll down.* Find the listing for your upcoming course
  - Confirm that all course information on the website matches the course that you have enrolled in *before clicking "Add to Cart."*
  - *EXAMPLE:*

Winter 2020				
Start/End Dates	Day(s)	Time	Building	Section
02/24/20 - 08/15/20 Additional Day: Saturdays	MWSa	6:30 – 9:30 p.m. Additional Time: 10:00am - 2:00pm	Wieboldt Hall, 339 E Chicago Avenue Room 408	21
Instructor	Course Location	Status	CAESAR Course ID	
TBA	Chicago Campus	Open	27832	

Schedule Notes :

Weeknights: Class meets 6:30 - 9:30 pm. Office hours are 5:45 - 6:30 pm and 9:30 - 10:00 pm.

Saturdays: Class meets 10:00am - 2:00 pm. Office hours are 9:15 - 10:00 am and 2:00 - 2:30 pm.

Course Materials :

**Registration is limited to admitted students only.** Admitted students: Please ensure you are registering for the correct section.

**ADD TO CART**

2. Click the "Add to Cart" button for your course
3. Click the Checkout button.

4. On the next page, enter your email address. Then, click the Checkout button.
  - *Note: You will need to use this **same** email address in Step 8.*
5. You will be directed to a new page within CAESAR, the University's student record system.
6. Click on SPS New User Registration.
7. Click on the button "I don't have a NetID".
8. Fill out the registration form with your name and personal details.
  - This information will be entered into CAESAR, the University's student enterprise system. Please enter your name as you wish it to appear officially on your certificate and student record.
  - *Use the **same** email address you used before!*
9. Select your program.
10. Click the Register button.
11. You will automatically be emailed a NetID.
  - This is your electronic identity at Northwestern University, and you will need it to access University services, including WiFi.
  - You will also be emailed, separately, a temporary password. You **must** use the temporary password to activate your NetID, then reset the password with one of your choosing at [northwestern.edu/login](http://northwestern.edu/login). You must complete this activation step.
12. Continue to Checkout.
13. Continue with the course in your cart to the final checkout and click Enroll.

**IMPORTANT UPDATE:** As of Fall 2020, registration for all professional development courses will require students to:

- 1) Register for their course
- 2) Complete an acknowledgement of Northwestern University's Student Expectations and COVID-19 Code of Conduct.

Further instructions on how to complete part 2 of this process will be sent via email within 24 hours of registration and must be completed within 48 hours.

#### Registration Checklist - PAY IN FULL OR PAYMENT PLAN

Task:	Additional Information:	Completed by:	Complete
Attend Orientation	Zoom link emailed from <a href="mailto:support@bootcampspot.com">support@bootcampspot.com</a>	1 week prior to the start of class	<input type="checkbox"/>
Register for your course in CAESAR	Registration Instructions PDF emailed from your Trilogy Student Success Manager <i>and</i> SPS Boot Camps ( <a href="mailto:spsbootcamps@northwestern.edu">spsbootcamps@northwestern.edu</a> ) just prior to the course Orientation. NOTE: If you have not received this email the day of your orientation, please check your spam or junk folder.	Prior to the start of class	<input type="checkbox"/>

Activate your Northwestern NetID	Your NetID, activation instructions, and activation code are emailed from the Northwestern SPS Registrar's Office ( <a href="mailto:pdp-reg@northwestern.edu">pdp-reg@northwestern.edu</a> ) in TWO (2) separate emails. You will need both emails to complete your NetID activation.	Prior to the start of class	<input type="checkbox"/>
<a href="#">Login to CAESAR</a> using your NetID and password	In CAESAR, confirm that your name, mailing address, and emergency contact information is correct.	Prior to the start of class	<input type="checkbox"/>
<a href="#">Activate your Northwestern email address</a>	Use <a href="#">this link</a> for further details regarding your Northwestern email address	Prior to the start of class	<input type="checkbox"/>
Complete your acknowledgment of Northwestern University's Student Expectations and COVID-19 Code of Conduct. Instructions will be sent within 24 hours of registration.	Sent via PDF from the SPS Registrar's Office <a href="mailto:onlinereg@northwestern.edu">onlinereg@northwestern.edu</a> .	Within 48 hours of registration	<input type="checkbox"/>

### Need help?

- Please refer to the Schedule Notes for the class times.
- Use a [recommended browser](#). [Clear your browser cache](#), then close your browser application completely. Reopen a new browser window and retry the enrollment process.
- **Having an issue with online class enrollment?** If the online class enrollment is not successful on your first or second attempt, please do not continue to try multiple times in a row. Instead, contact the School of Professional Studies Office of the Registrar either by calling (312) 503-6951 or emailing [onlinereg@northwestern.edu](mailto:onlinereg@northwestern.edu). Please be as specific as you can about the error you are encountering. You are welcome to include screenshots in an email, or speak with the Registrar's Office by telephone and share your computer screen for assistance.
- **Employees / Previous NU students or applicants:** If you were a previous student or applicant to NU, you may already be in CAESAR, the student record system. You may not be able to register online if your NetID requires reactivation. If this is the error you encounter, you will need to contact the School of Professional Studies Office of the Registrar for assistance either by calling (312) 503-6951 or emailing [onlinereg@northwestern.edu](mailto:onlinereg@northwestern.edu).

Please let us know if you have further questions. We look forward to having you in the program.

