

INSTRUCTIONS to Register for CEET classes

Go to CEET.SLU.EDU,

Scroll past "Available Trainings" and click on the blue box that says "Register"

On the next page, select from the top "My Account" and click on the link *"If you are a new user/student, click here to create a new account."* Complete and submit the form. **You must complete a student account for each person taking a class.**

Find the class you'd like to attend by using the drop-down lists or enter the course number (ie OSHA 500) in the search box. Select your class date and click "Add to cart".

If you are registering more than 1 person for a class, put a mark in the box "Multiple Enroll" before clicking "Add to Cart." On the new page, enter the last name of another person to enroll in the search box, put a mark next to the correct last name in the search results, and click "Add". The new name will appear at the top of the page with your first enrollee. Repeat for each person that needs to be registered then click on "Continue" to go on.

Click on "register" on the left hand side of the page (you'll see your name & classes selected).

The payment form will appear. Provide payment information and submit. **Print off final page as receipt.**

You will get 2 separate confirmations:

- 1) a payment confirmation from the credit card authorization company and
- 2) a class confirmation email with important information concerning the class from CEET.

If you do not get the CEET email, check your spam folder and allow mail from CEET_info@slu.edu to go to your In box

If a company is going to pay for the class, on the payment page, select "Other payment" and in the box below, enter that the company will call CEET with the credit card information or mail a check. Then submit. Print off the last page and give it to your accounts payable and ask them to call me with credit card information and I'll run the card in the finance office and email back the receipt. If you are mailing a check, please be sure to include information on the class & student taking the class and **address the envelope exactly as below:**

St. Louis University – **CEET**
Attn: Diana Rupprecht
3545 Lafayette Ave., **SALUS Center**
St. Louis, MO 63104

NO certifications or cards will be given unless class fees have been paid by the start of class.