

INSTRUCTIONS to Register for CEET classes

Visit- CEET.SLU.EDU or

<http://www.slu.edu/public-health-social-justice/training>

Scroll past the heading that says "Available Trainings" and click on the blue box that says [Register Online](#)

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, mark 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, 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 "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 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**