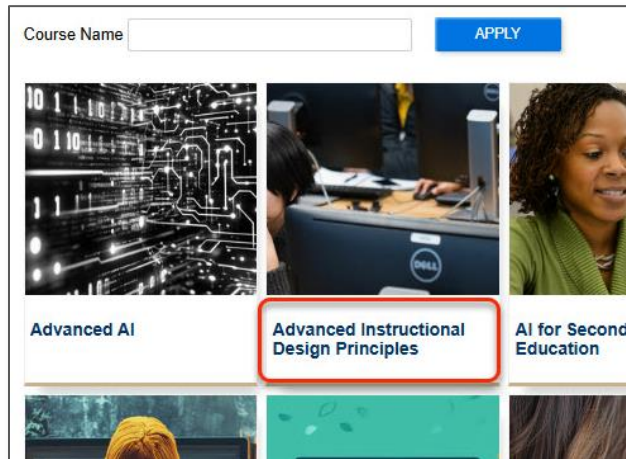
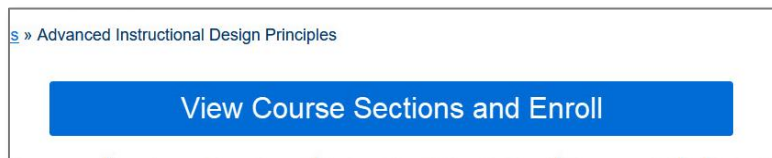


Register for an ION Course

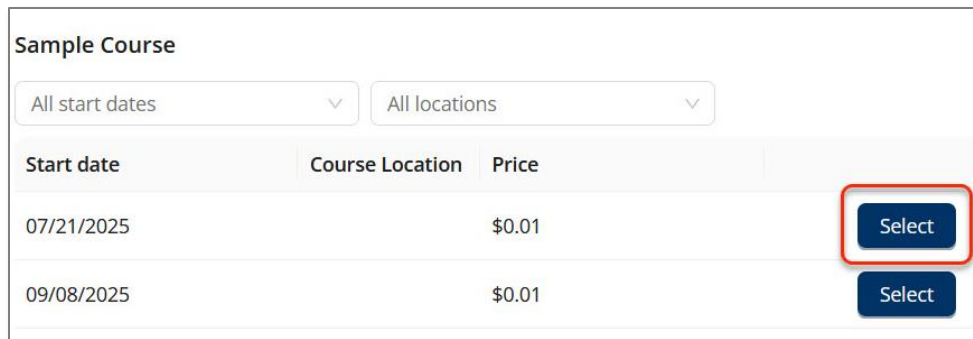
1. Go to the [ION Course Catalog](#) and find the course you want to register for.
2. Click on the course title.



3. Click **View Course Sections and Enroll**.



4. If multiple course sections exist, click **Select** to choose your preferred start date.



5. Login or enter your email address to create an account.
 - a. *Be sure to use your work email address when creating an account. This will ensure you receive any organizational discounts available.*

1. Click **Go to Participant details**.

If you are an institutional contact and want to register multiple people from your organization, please contact ION at ion@uis.edu. We can bulk enroll participants from a list.

6. Verify your personal information and click **Go to Payment and confirmation**.

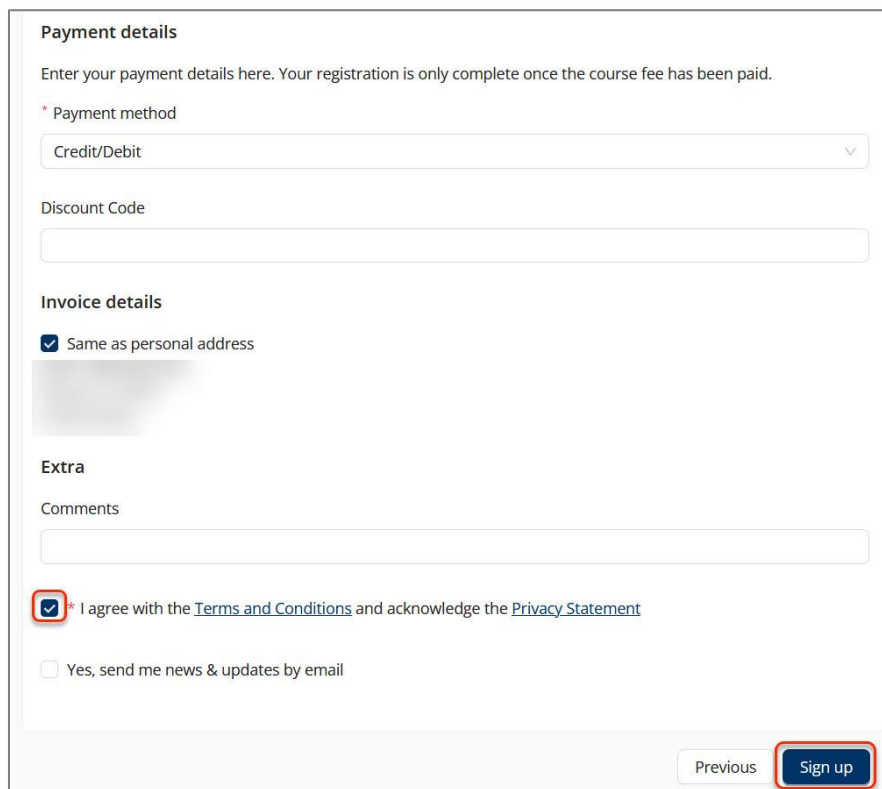


A registration form with the following fields: * City, * State/Province, * ZIP code, * Phone (with a country code dropdown), and a button '+ Add another participant'. At the bottom right, there are two buttons: 'Previous' and 'Go to Payment and confirmation', with the latter highlighted by a red rectangle.

7. Enter any discount codes.

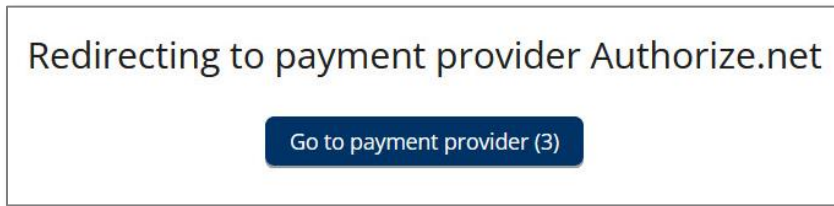
8. Check the box to agree with the terms and conditions.

9. Click **Sign up**.



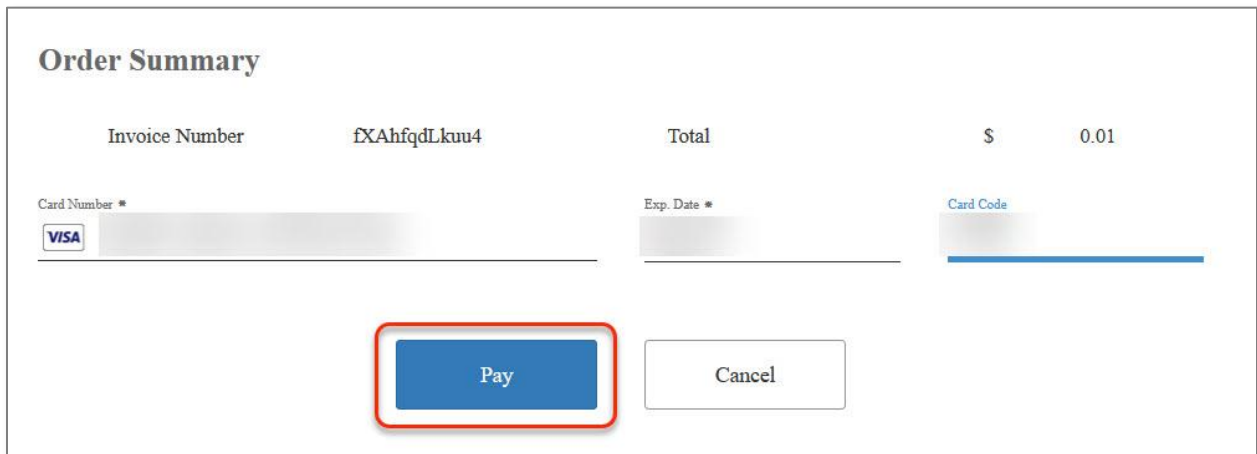
A registration form with the following sections: 'Payment details' (with a note 'Enter your payment details here. Your registration is only complete once the course fee has been paid.'), 'Payment method' (dropdown menu), 'Discount Code' (text input), 'Invoice details' (with a checked box 'Same as personal address'), 'Extra' (with a 'Comments' text input), and a section for terms and conditions. The terms and conditions section has a checked box and the text 'I agree with the [Terms and Conditions](#) and acknowledge the [Privacy Statement](#)'. Below this is an unchecked checkbox 'Yes, send me news & updates by email'. At the bottom right, there are two buttons: 'Previous' and 'Sign up', with the latter highlighted by a red rectangle.

10. You will be transferred to the payment screen and will see this redirect message:



11. On the payment screen, enter your payment information.

12. Click **Pay**.

A screenshot of a payment screen titled "Order Summary". It displays an "Invoice Number" of "fXAhfqdLkuu4" and a "Total" of "\$ 0.01". Below this, there are input fields for "Card Number" (with a VISA logo), "Exp. Date", and "Card Code". At the bottom, there are two buttons: a blue "Pay" button and a white "Cancel" button. The "Pay" button is highlighted with a red rectangular border.

13. You will receive a confirmation of your payment on screen and in your inbox.



14. ION staff will review and confirm your registration and information. You will receive a separate confirmation email and login information for your course(s). Please allow 1-2 business days to receive these emails.