



## **Steps for Registering Online for Continuing Education Courses (Credit Card Payments)**

# 1. Select the Desired Course(s) You Wish to Take:

To begin adding courses to your account, click on the “**Register Now**” button at the bottom of the specific courses page:

Apr 22	12 Hours	Varies	\$195.00	TBA	Available	Online
May 1	12 Hours	Varies	\$195.00	TBA	Available	Online
May 6	12 Hours	Varies	\$195.00	TBA	Available	Online
May 15	12 Hours	Varies	\$195.00	TBA	Available	Online



From there, you will need to select your desired start date:

	<b>Budgets &amp; Managing Money</b> DBM01/Cont Ed Class/D044	4/22/2020 - 6/21/2020	Continuing Education	0.00	\$195.00	Varies 12:00 PM - 12:01 PM; Online, ONLINE	20 of 20	
Instructors: TBA, TBA								
	<b>Budgets &amp; Managing Money</b> DBM01/Cont Ed Class/D051	5/1/2020 - 6/30/2020	Continuing Education	0.00	\$195.00	Varies 12:00 PM - 12:01 PM; Online, ONLINE	20 of 20	
Instructors: TBA, TBA								
	<b>Budgets &amp; Managing Money</b> DBM01/Cont Ed Class/D053	5/6/2020 - 7/5/2020	Continuing Education	0.00	\$195.00	Varies 12:00 PM - 12:01 PM; Online, ONLINE	20 of 20	
Instructors: TBA, TBA								
	<b>Budgets &amp; Managing Money</b> DBM01/Cont Ed Class/D052	5/15/2020 - 7/14/2020	Continuing Education	0.00	\$195.00	Varies 12:00 PM - 12:01 PM; Online, ONLINE	20 of 20	

**\*Please note you can only make (1) start date selection per course.**

**\*\*Our online courses have continuous intake, where participants can start the material within 24-48 hours – regardless of the start date they have chosen. Our system is unable to articulate this information.**

For the purchase of single courses, click on the “**Proceed to Registration**” button to continue to the next step:

Showing 1 - 7 of 7					Course Added <span>Hide</span>	
Course	Date	Session	Credits	Fees		
<b>Budgets &amp; Managing Money</b> DBM01/Cont Ed Class/D041	4/1/2020 - 5/31/2020	Continuing Education	0.00	\$195.00	<div style="border: 1px solid red; padding: 5px;"> <b>Budgets &amp; Managing Money: DBM01/Cont Ed Class/D044 was added to your cart.</b>  <input type="button" value="Cart"/> <input type="button" value="Proceed to Registration"/> </div>	
Instructors: TBA, TBA						
<b>Budgets &amp; Managing Money</b> DBM01/Cont Ed Class/D042	4/15/2020 - 6/14/2020	Continuing Education	0.00	\$195.00	Varies 12:00 PM - 12:01 PM; Online, ONLINE	19 of 20 <input type="button" value="Add"/>
Instructors: TBA, TBA						
<b>Budgets &amp; Managing Money</b> DBM01/Cont Ed Class/D043	4/8/2020 - 6/3/2020	Continuing Education	0.00	\$195.00	Varies 12:00 PM - 12:01 PM; Online, ONLINE	20 of 20 <input type="button" value="Add"/>
Instructors: TBA, TBA						

For the purchase of multiple courses, click on the “**Add a Course**” button on the left hand side. Click on this button for each additional course that you wish to add to your cart:

Password

- [Forgot My Password](#)
- [Forgot My User Name](#)
- [Request Account](#)

**Options** ▲

- [Open Sections Only](#)
- [New Search](#)
- [Add a Course](#)

Sort By

Showing 1 - 7 of 7					Course Added <span>Hide</span>	
Course	Date	Session	Credits	Fees		
<b>Budgets &amp; Managing Money</b> DBM01/Cont Ed Class/D041	4/1/2020 - 5/31/2020	Continuing Education	0.00	\$195.00	<div style="border: 1px solid red; padding: 5px;"> <b>Budgets &amp; Managing Money: DBM01/Cont Ed Class/D044 was added to your cart.</b>  <input type="button" value="Cart"/> <input type="button" value="Proceed to Registration"/> </div>	
Instructors: TBA, TBA						
<b>Budgets &amp; Managing Money</b> DBM01/Cont Ed Class/D042	4/15/2020 - 6/14/2020	Continuing Education	0.00	\$195.00	Varies 12:00 PM - 12:01 PM; Online, ONLINE	19 of 20 <input type="button" value="Add"/>
Instructors: TBA, TBA						
<b>Budgets &amp; Managing Money</b> DBM01/Cont Ed Class/D043	4/8/2020 - 6/3/2020	Continuing Education	0.00	\$195.00	Varies 12:00 PM - 12:01 PM; Online, ONLINE	20 of 20 <input type="button" value="Add"/>
Instructors: TBA, TBA						

You can search courses by either a course title or a course code:

## Section Search

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Basic Search

Advanced Search

Keywords (ex: First Aid)

Course Code (ex: PY1040)

Period

Registration Type

Credit  Continuing Education  Both

Search

Clear

Click on Search to view all available courses

**\*Repeat until all courses have been added. Then, click on "Proceed to Registration" to move to the next step.**

## 2. Proceeding to Registration:

Once you have clicked the “Proceed to Registration” button, you will come across the following screen:

**2.**

**Continuing Education**

Identify Yourself Review Schedule Finalize Payment Complete

**Important Information for Parents Registering Children in Athletic Programs**

Each child needs to have an account under his/her own name and personal information, using a unique email address during the account creation process.

If you have more than one child, and need to create accounts, please first contact myGPRC support at 780-539-2704 ([mygprc@gprc.ab.ca](mailto:mygprc@gprc.ab.ca)) for assistance.

**Important Information for All Registrants**

Forgotten usernames and passwords can be retrieved using the links on the left side.

**Existing Users**

**New Users**

E-mail: \*

**Create a New Account**

**Log In**

If you do not know your Student ID or would like to confirm your Student ID number, contact us  
Email: [ce@gprc.ab.ca](mailto:ce@gprc.ab.ca)  
Phone: 780-539-2975

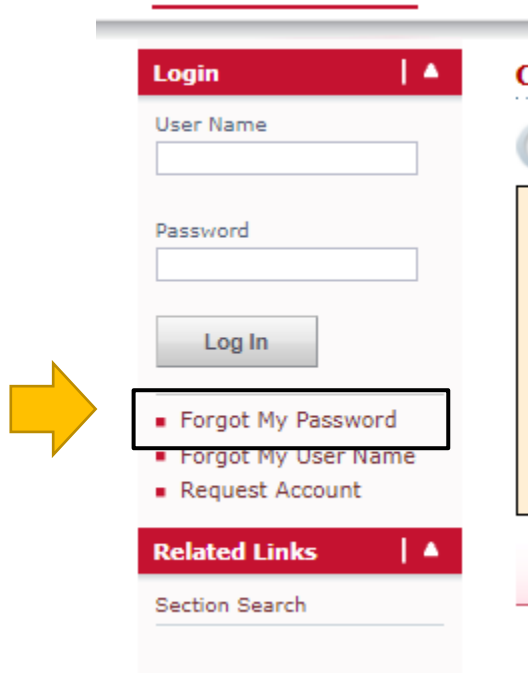
If you have never applied or taken a credit or non-credit course at GPRC and would like to register in a Continuing Education course, create a new account.

**1.**

You have (1) of (2) options in order to complete your transaction:

1. If you have **not** taken GPRC courses before (Academic, Trades or Continuing Education), then you will want to create new account
2. If you **have** taken GPRC courses previously, you will want to log into your account:
  - In the event that you do not know your Student ID number or would like to confirm your Student ID number, please contact *Continuing Education* at:
    - Email: [ce@gprc.ab.ca](mailto:ce@gprc.ab.ca)
    - Phone: 780.539.2975

- In the event that you do know your Student ID but *not your password* and would like to reset your password, please click on the “**Forgot My Password**” hyperlink:



The screenshot shows a login form with a red header 'Login'. Below the header are fields for 'User Name' and 'Password', followed by a 'Log In' button. A list of links is shown below the button, with 'Forgot My Password' highlighted by a black box and a yellow arrow pointing to it from the left. Other links in the list are 'Forgot My User Name' and 'Request Account'. Below the links is a red header 'Related Links' with a 'Section Search' field.

Once you have clicked on the hyperlink, it will ask you to enter your “**User Name**” which is your *Student ID* and then click submit:

### Forgot My Password

Enter your User Name and select Submit.

\* = Required

User Name

\*

Enter your (7) digit Student ID number here

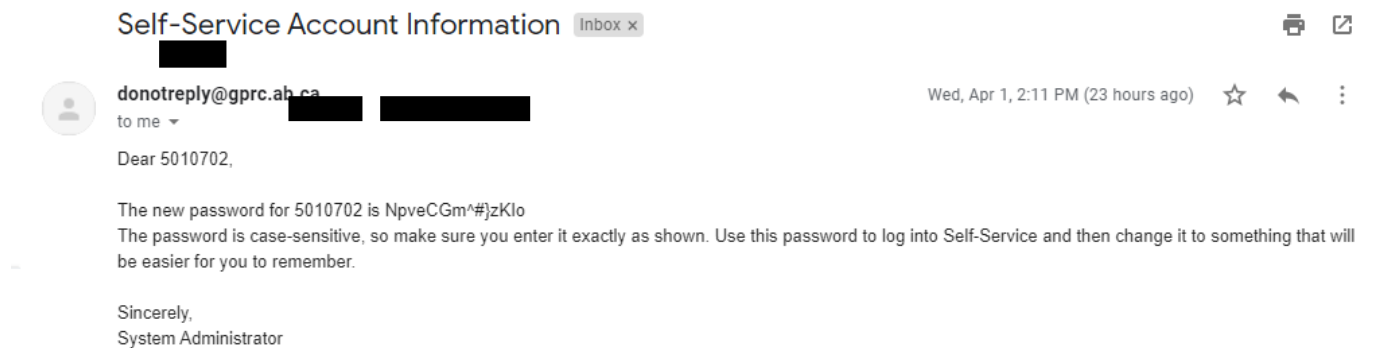
Submit

Cancel

**\*Please note that the system will send a password reset link to the corresponding e-mail address on your account.** To confirm the email address on your account, please contact *Continuing Education* at:

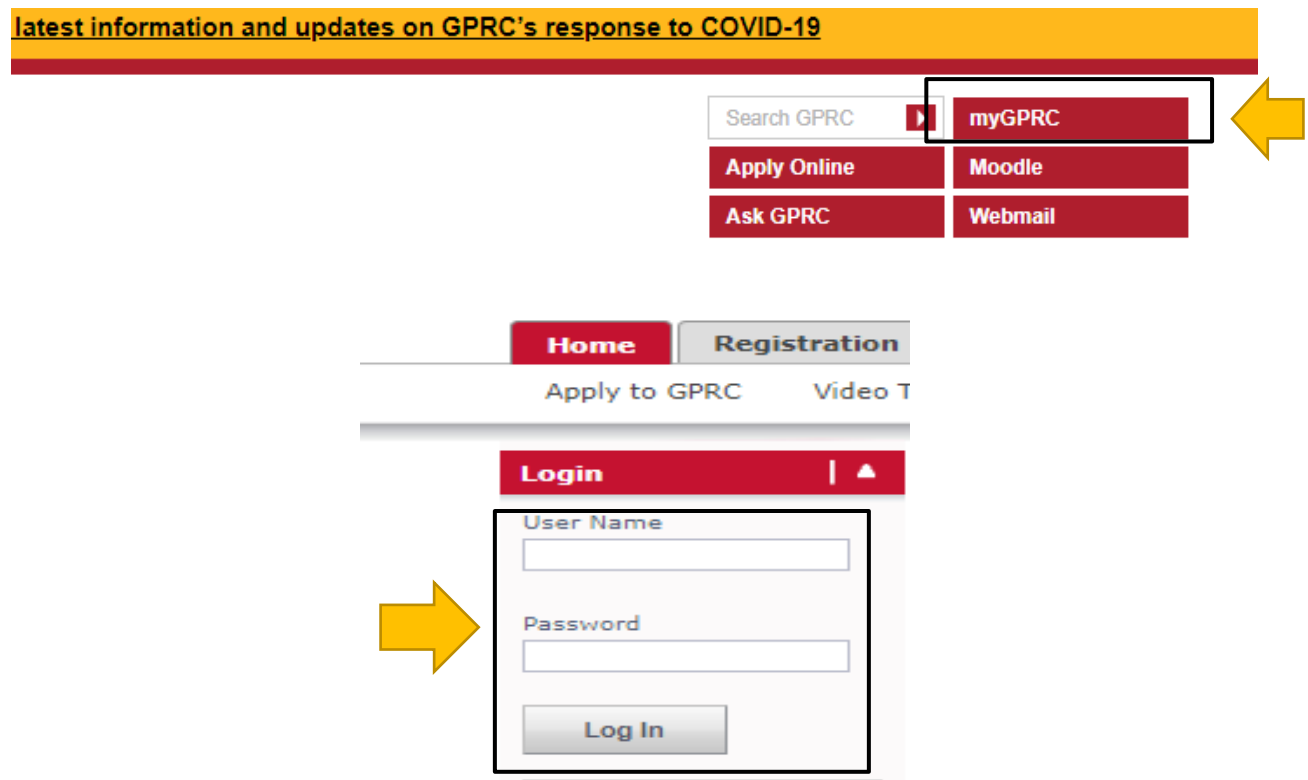
- Email: [ce@gprc.ab.ca](mailto:ce@gprc.ab.ca)
- Phone: 780.539.2975

Once you have submitted your request to reset your password, you will receive the following automated e-mail. If you do not receive it within your e-mail inbox, please ensure to check your junk mail folder:



**\*If you have checked both folders and still have not received an e-mail, please contact Continuing Education so that your issue can be investigated further.**

Login into *myGPRC* using your Student ID number and the provided temporary password, where you will then have the opportunity to change your password:



You are required to change your password. Enter your current password and then your new password twice for confirmation. Your new password must be at least 8 characters long and should include numbers, upper-case and lower-case letters, and at least one special character (like !, @, #, %, \$, &, or \_).

\* = Required

Current Password \*

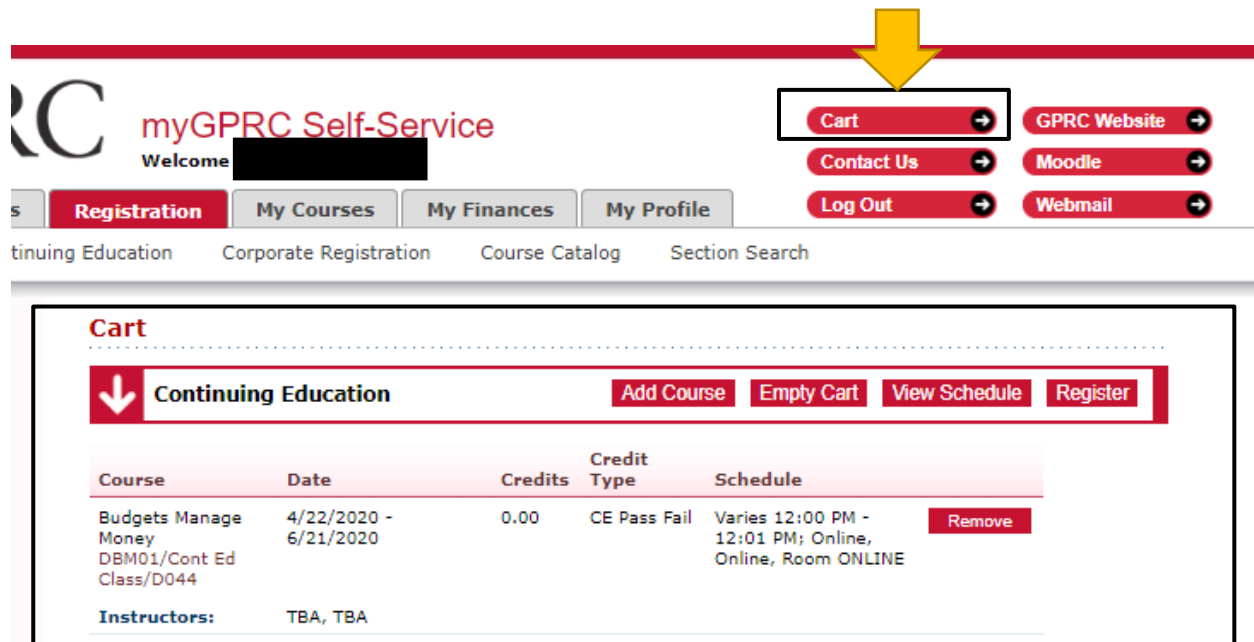
New Password \*

Confirm New Password \*

Update

**\*It is recommended that you copy and paste the temporary password into the fields, so that you do not encounter issues pertaining to human error.**

Once you have reset your password and have gained access to your account, check your **“Cart”** to ensure that your course(s) have been added successfully:



The screenshot shows the myGPRC Self-Service website interface. A yellow arrow points to the 'Cart' button in the top navigation bar. Below the navigation bar, the 'Cart' page is displayed, featuring a table of course information and a 'Remove' button.

Course	Date	Credits	Credit Type	Schedule	
Budgets Manage Money DBM01/Cont Ed Class/D044	4/22/2020 - 6/21/2020	0.00	CE Pass Fail	Varies 12:00 PM - 12:01 PM; Online, Online, Room ONLINE	Remove

**Instructors:** TBA, TBA

Clicking on the **“Cart”** button, you will see your full viewing of courses. If your course(s) have been added correctly, then you can proceed to **“Registration.”**



In the event that your courses have not all been added correctly, you can add or remove courses if necessary:

**myGPRC Self-Service**  
Welcome [redacted]

Cart → GPRC Website →  
Contact Us → Moodle →  
Log Out → Webmail →

Registration | My Courses | My Finances | My Profile

Continuing Education | Corporate Registration | Course Catalog | Section Search

### Cart

Continuing Education

**Add Course** | Empty Cart | View Schedule | Register

Course	Date	Credits	Credit Type	Schedule
Budgets Manage Money - DBM01 /Cont Ed Class /D044	4/22/2020 - 6/21/2020	0.00	CE Pass Fail	Varies 12:00 PM - 12:01 PM; Online, Online, Room ONLINE
<b>Instructors:</b>	TBA, TBA			

**Remove**

Once you have confirmed your course(s), you can proceed with your registration:

### Continuing Education

Identify Yourself | **Review Schedule** | Finalize | Payment | Complete

#### Courses to Add

+	Course	Date	Credit Type	Fees	Schedule	Location	Status
<input checked="" type="checkbox"/>	Budgets Manage Money - DBM01 /Cont Ed Class /D044	4/22/2020 - 6/21/2020	CE Pass Fail	\$195.00	Varies, 12:00 PM - 12:01 PM;	Online, Online, Room ONLINE	In Cart
<b>Instructors:</b>	TBA, TBA						

**Remove**

#### Registered Courses

Course	Date	Credit Type	Schedule	Location
Respect in the Workp - WRK01 /Cont Ed Class /C111	11/15/2019 - 11/15/2019	No Grade	Fri, 8:30 AM - 12:00 PM;	GP, GP Campus, Room L123
<b>Instructors:</b>	Caseley, Jennifer			

Previous | **Next**

## Continuing Education

Identify Yourself Review Schedule **Finalize** Payment Complete

Your updated schedule is displayed below. To confirm your schedule and complete your registration, you must now pay for these courses.

Updated Schedule					
Course	Date	Credits	Credit Type	Schedule	Location
Respect in the Workp -WRK01 /Cont Ed Class /C111	11/15/2019 - 11/15/2019	0.00	No Grade	Fri, 8:30 AM - 12:00 PM;	GP, GP Campus, Room L123
<b>Instructors:</b>	Caseley, Jennifer				
Budgets Manage Money -DBM01 /Cont Ed Class /D044	4/22/2020 - 6/21/2020	0.00	CE Pass Fail	Varies, 12:00 PM - 12:01 PM;	Online, Online, Room ONLINE
<b>Instructors:</b>	TBA, TBA				

Account Information	
New Charges/Credits:	Amount
DBM01 - CE Tuition	\$195.00
<b>Total:</b>	<b>\$195.00</b>

Payment Information
<b>Payment Due: \$195.00</b>

Previous **Next**

### 3. Submitting Payment:

After clicking on the “Next” button after *Finalize Your Order*, you will then be able to submit payment. The online system only processes credit card payments.

**\*Please note that you only have 20 minutes to complete the payment, if you have not completed your payment within that timeframe – your session will expire and you will have to start again.**

The billing information fields will be auto-filled, based off of your profile information. In the event that you need to make updates, please do so here:

The screenshot shows a web form titled "Credit Card Payment" with three main sections:

- Billing Information:** Fields for First Name, Last Name, Phone, Fax, Email, Street Address, City, Province, Postal Code, and Company.
- Credit Card Information:** Fields for Type (set to Visa), Number, Expiry Date (MM/YY), and Amount (\$195.00).
- Terms and Conditions:** A scrollable area containing the text: "These Terms and Conditions apply to all online payments made to Grande Prairie Regional College. PLEASE READ THE TERMS AND CONDITIONS, AS WELL AS INFORMATION PERTAINING TO YOUR USE OF THIS ONLINE SERVICE". Below this is a checkbox labeled "I agree to the Terms and Conditions" which is currently unchecked.

At the bottom of the form are two buttons: "Submit" and "Cancel". Yellow arrows point to the Billing Information, Credit Card Information, and Terms and Conditions sections.

Once you have verified the fields under *Billing Information*, enter your **Credit Card Information**. Then, click in the “I agree to the Terms and Conditions” box and submit your payment.

**\*Please ensure to have your pop-up blockers disabled, so that the receipt window will appear after your registration. Failure to do so will prevent the opportunity for you to save or print your receipt. If you require a copy of your receipt, please contact Continuing Education.**