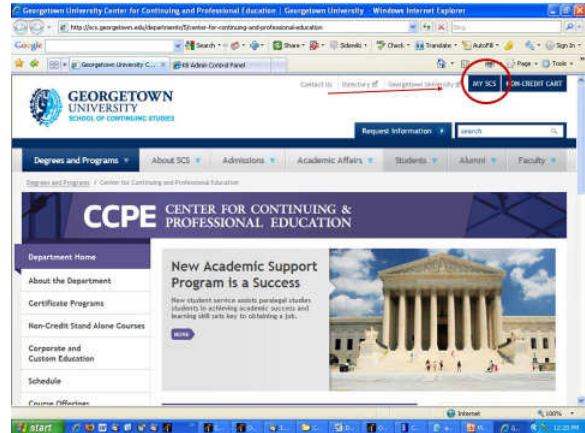




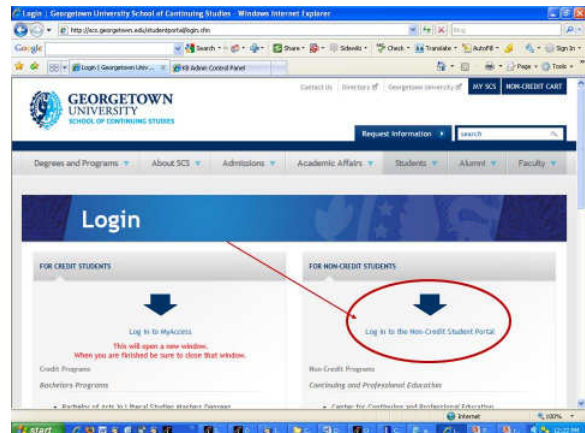
## Enrollment Instructions for Georgetown University's *Center for Continuing and Professional Education*

### Step One: Establish User Name (NetID) and Password

1. Visit <http://ccpe.georgetown.edu/>
2. Click MY SCS on the top right corner.
3. Click Log In to the Non-Credit Student Portal on the right side of the page.

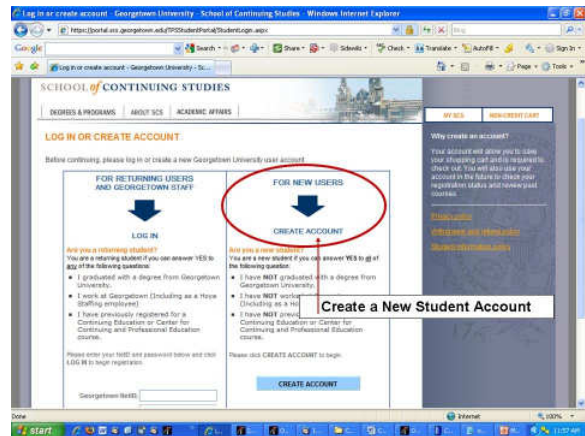


3. Click Log In to the Non-Credit Student Portal on the right side of the page.



4. Click CREATE ACCOUNT.

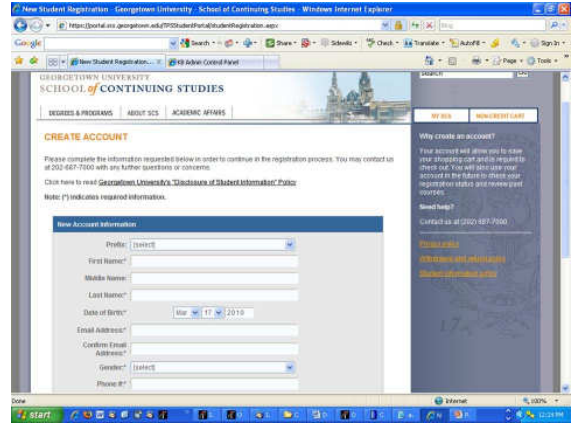
(If you have taken courses at The Center for Continuing & Professional Education within the last 3 years, please call 202-687-7000 before proceeding)





5. Follow prompts to create an account. Do NOT include a Social Security Number.

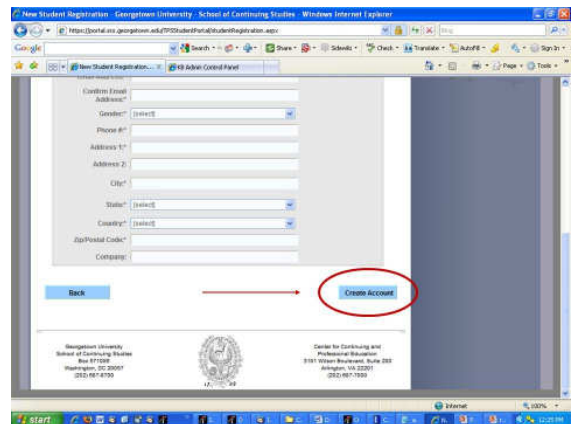
For Application Program students, In order to setup your account, please use the e-mail address specified in your program application.



6. Click CREATE ACCOUNT.

A NetID and temporary password will be emailed to you in approximately 10 minutes. Your temporary password will expire 72 hours after the account is established. Be sure to change the password promptly.

If you encounter any issues establishing a NetID, please call 202-687-7000.

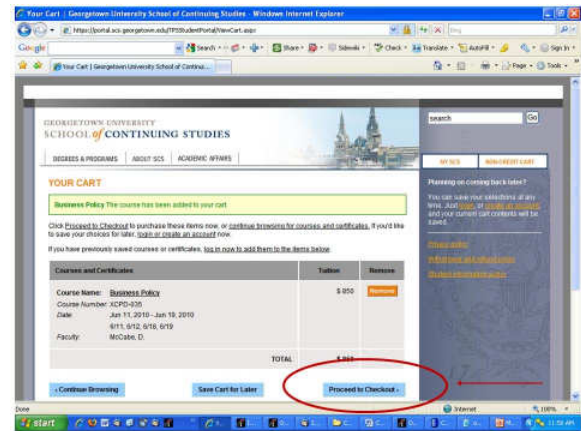
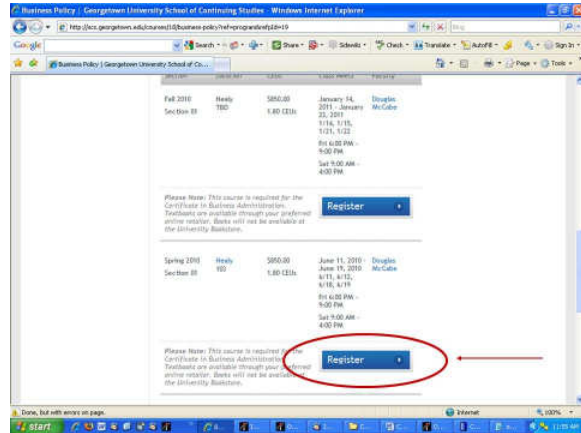




## Step Two: Registration

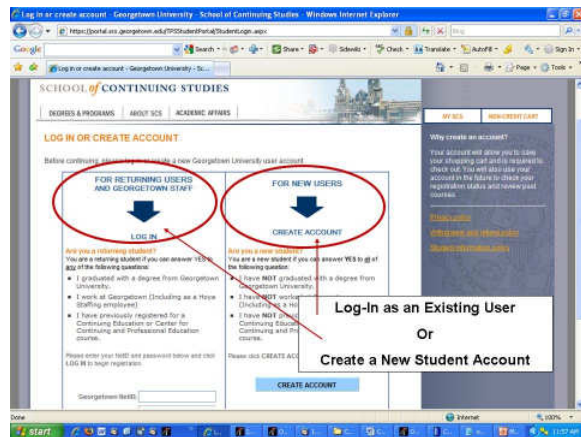
### For Open Enrollment Certificate Courses

1. Go to: <http://ccpe.georgetown.edu>
2. From the web page of the course you would like to be registered for, click on the button that says REGISTER.
3. Once you have all the classes in your Shopping Cart that you want to take, click on the PROCEED TO CHECK OUT button.



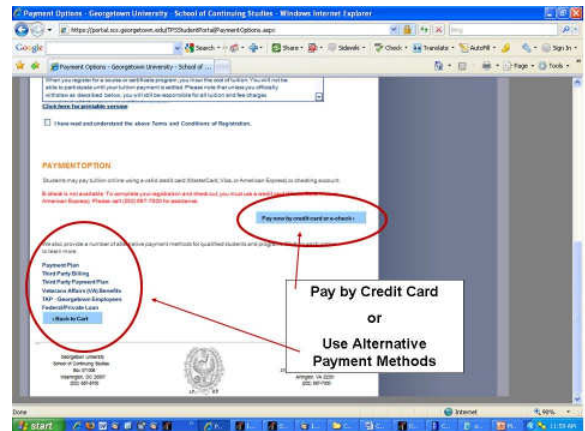
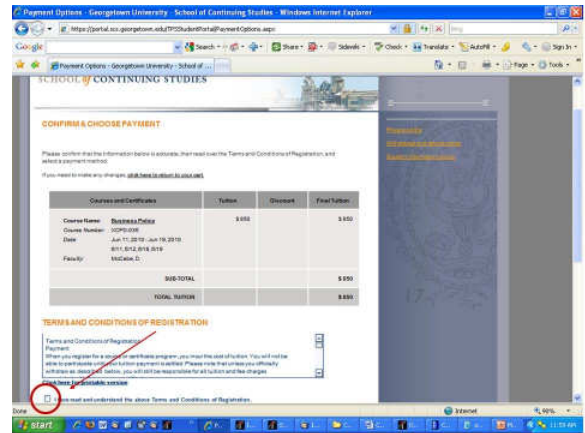
4. Follow the prompts to log into your student account or create a student account if you don't already have one established.

See "Establish your User Name (NetID) and password" above.





5. Review the Terms and Conditions of Registration.
6. Click the checkbox to confirm you have read CCPE policies.
7. Select the appropriate payment option and follow prompts to complete payment.
8. Print the Payment Confirmation page for your records.
9. Log out of MY SCS.



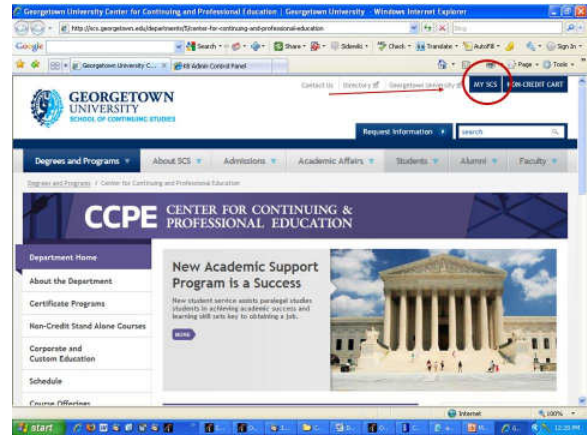
- OR -



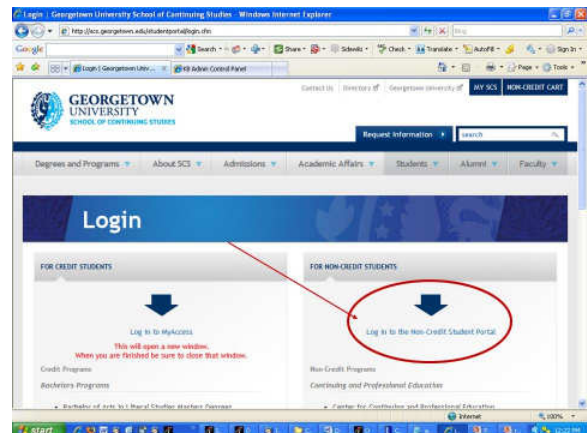
## For *Application* Certificate Programs

You may register only after you have established a NetID and password (see Step One).

1. Visit <http://ccpe.georgetown.edu/>
2. Click MY SCS on the top right corner.

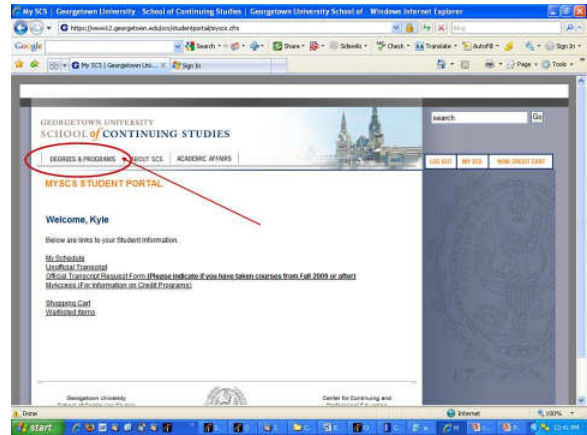


3. Click LOG IN TO NON-CREDIT STUDENT PORTAL on the right side of the page.
4. Enter your new Georgetown NetID and Password. As long as you are logged in, three buttons will appear in the top right corner: Logout, MY SCS, and Non Credit Cart. Allow time for login to process.

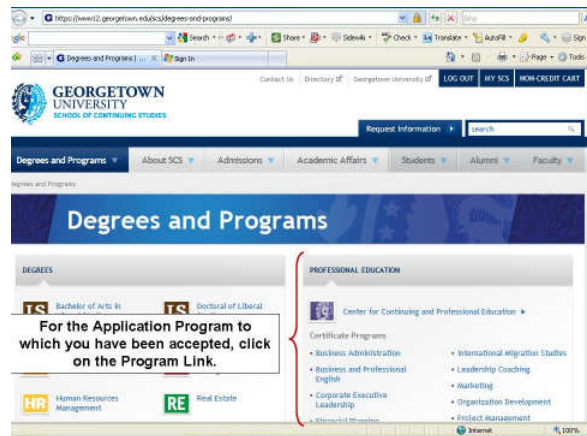




- Click DEGREES AND PROGRAMS at the top of the page. (Do not click Continue Browsing)



- Select the Application Program link to which you have been accepted.



- Click the REGISTER Button at the top right of the page.

All cohort courses will be placed into your shopping cart.

If the button appears as APPLY NOW, confirm that you are logged into MY SCS. If you are logged into the system but still see the APPLY NOW button, please call 202-687-7000.





8. Review your courses.
9. Click PROCEED TO CHECKOUT.
10. Review the Terms and Conditions of Registration.
11. Click the checkbox to confirm you have read CCPE policies.
12. Select the appropriate payment option and follow prompts to complete payment.
13. Print the Payment Confirmation page for your records.
14. Log out of MY SCS.

