GEORGETOWN UNIVERSITY
School *of* **Continuing Studies**
Center for Continuing and Professional Education

Corporate Portal Registration Instructions

1. Visit your affiliated Corporate Portal (link provided)
2. Add each of the courses to your cart individually,
   a. Click on the course name to access the section.
   b. Click "Add to Cart"
   c. Hit the "HOME" button in the top left corner to return to the portal home and access the list of courses.

3. Once you have added all the courses, click on the "Continue Checkout" button.

For New Students
(having never setup an identity at Georgetown University in the past)

1. Select the radio button next to: "I am a new student."

2. Enter your email address (to receive all communications from the university)
3. Click the "Create Profile" button.

4. Follow the prompts to complete your profile.
5. When you reach the portion of the profile titled: Group Affiliations,
    a. Add the code provided for your group
    b. Click on "Add Group"
    c. Your group/organization name will now appear in your associated groups.

Group Affiliations

Please enter the Group Code provided to you for self-association to group. You may also choose to self-associate to an available group listed below by clicking on the Add Group button. If you wish to hide an available group, click on the Decline button.

Group Code

[ ]   **Add Group**

Currently Associated Groups
You are an employee of the following employer(s) or are a member of the following group(s). If this is incorrect, please update your profile or contact Georgetown School of Continuing Studies (SCS) for assistance.

Code	Name	
	Not currently a member of any group.	

The Employer and Group Affiliation(s) listed above allow you, when applicable, to defer billing to your employer/group or to take advantage of membership discounts when you enroll for courses.

6. Once your profile is complete, click "Continue Checkout"

| Professional Development Course | Enroll in 7-9 months |

To select more than one option, hold down the CTRL key

Other Learning Goals   **Other Timeframe**

For additional information or assistance, please contact Georgetown School of Continuing Studies (SCS).

Privacy Policy

Continue Checkout

ABOUT SCS	**FOR STUDENTS**	**MEDIA ROOM**
Getting Here	Georgetown Email & Google Apps	News & Events
History & Mission	Blackboard	Media Inquiries
Degrees & Programs	MyAccess	Space Requests
Admissions	Library	Awards & Recognition
Financial Aid	Student Services	

GEORGETOWN UNIVERSITY

7. Select your Payment Method (most will use pay by credit card)
8. Click "Continue Checkout"
9. Check the policy box to indicate you have read the policy
10. Click "Continue Checkout"
11. Enter payment information and "Submit Payment."

For Existing Students
(with active NetID's from Georgetown University)

1. Select the radio button next to, "I am a returning student."
2. Enter your NetID and Password to access your profile.
3. Click on "SIGN IN"

4. Scroll down your profile to find the section titled: Group Affiliation,
   a. Add the code provided for your group
   b. Click on "Add Group"
   c. Your group/organization name will now appear in your associated groups.

5. Once your profile is updated, click "Continue Checkout"

6. Select your Payment Method (most will use pay by credit card)
7. Click "Continue Checkout"
8. Check the policy box to indicate you have read the policy
9. Click "Continue Checkout"
10. Enter payment information and "Submit Payment."