



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.

The screenshot shows a registration portal interface. On the left, there is a navigation menu with links for 'Home', 'Student Login', and 'Shopping Cart'. Below this is a 'CONTACT US' section with contact information for the Georgetown School of Continuing Studies (SCS) and the Center for Continuing and Professional Education. A red arrow points to the 'Home' link in the navigation menu. The main content area is titled 'GETTING STARTED' and contains a welcome message. Below the welcome message is an 'INSTRUCTIONS' section with a dropdown menu for 'Courses'. Under 'Courses', there is a list of three courses under the heading 'Business & Management':

Course ID	Course Name	Status
XBUS-464	The Future of Franchising	Available
XCPD-462	Managing a Franchise Business	Available
XCPD-463	Building Blocks of Franchising	Available

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.”

The screenshot shows a registration form for new students. On the left, there is a sidebar with contact information (202) 687-7696 and the website georgetown.edu. Below this is an 'ADDITIONAL RESOURCES' section with links for 'Change Your NetID', 'Password', and 'Online Course Materials'. The main form area has a radio button selected next to the option 'I am a new student.'. Below this, there is a text box for an email address and a 'Create Profile' button. A red arrow points to the radio button.

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

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 1-2 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).

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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"

GETTING STARTED

Home
Student Login
Shopping Cart

Georgetown School of Continuing Studies (SCS)
(202) 687-8700
scsinfo@georgetown.edu

Center for Continuing and Professional Education
(202) 687-7000
ccpe@georgetown.edu

SCS NonCredit Student Accounts
(202) 687-7696

Checkout

Log In
Please select one of the following options:

I am a returning student.

Password **SIGN IN**

* For your security and privacy, please be sure to log out and close the browser window when you have
If you cannot remember your password or are having trouble logging in, please call (202) 687-8700 for :
attempt to sign up again using a different email address, as this will cause further delays in restoring y
Current students, alumni, and staff - log in here with your Georgetown University NetID and passw
Why am I being asked to log in again?
[Forgot your NetID?](#)
[Forgot your Password](#)

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.

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.



5. Once your profile is updated, 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

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[Continue Checkout](#)

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