

Instructions to register through Minot State University:

Go to the registration link:

https://epayment.ndus.nodak.edu/C22800_ustores/web/index.jsp

****Effective January 1st 2017, all late adds into Professional Development Graduate Classes will be charged a \$25 late fee. Please make sure everyone gets registered on time.**

Once the registration page opens, please ignore the Home/Register/Log In/My Cart section at the top of the page and

1. Click on **MiSU Professional Development Workshops**.
2. Click on the **Spring 2018** link.
3. Click on the **Building Bridges to the Future** link.
4. On the next page, click on **Add to Cart**.
5. When the next page appears, check your "order" and click on **Checkout**.
6. The Delivery Address page will then open. Be sure that every item marked with an * is filled in (use n/a if necessary) and click on the **Continue Unregistered** button.
7. On the next page, Payment Methods, please complete the required sections. Near the bottom of the page there is a section for the billing address. If your delivery and billing addresses are the same, check the "Use current delivery address as billing address." If your billing address is different, you will need to complete that section. When you have completed all of the sections, click on the **Use This Payment Method** button.
8. Please review the information below, and then click the "Submit Your Order" button. (located near the top of the screen)
9. The final screen is the one you can print out for your records.
10. You will also receive a confirmation email with your "order number" and details.