



Center for Professional Development

www.nnu.edu/cpd

REGISTERING FOR A COURSE

We can work with you to achieve your professional development goals.

Complete the following steps to register for a course

If you have technical difficulties, please view the tutorials located on NNU's Resources page or contact a CPD Representative at NNU 208-467-8439 or by e-mail to cpd@nnu.edu

URL: www.nnu.edu/cpd

Click on **'Take A Course'**

Login to PDLearn (the Login button is in the top right hand corner)



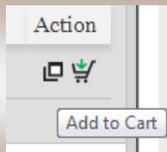
Hover over **'Find a Course'**

Click on **'Search Courses'**

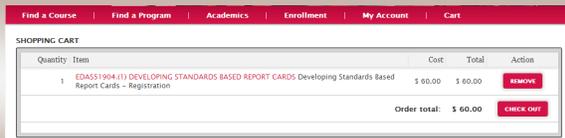
Enter course offering code (example: **EDID53703**) Click on Search. Click on the course offering code (in red)



Under **'Action'** click on the green arrow to place the order in your cart.

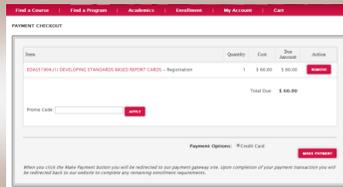


Click on the cart



Click **'Check Out'**

Paying with a *Promo Code*: Type the code and click **Apply**



Paying with a *Credit Card*: Click on **'Make Payment'**

Fill out the appropriate fields and click on **Submit**



Click on **Continue to Next Step**



Order Completed

