



## REGISTRATION INSTRUCTIONS

Click on the desired offering **link** listed under *Offerings* on the Four Point Learning (4PL) home page or on the **register** link at the bottom of the related flyer. You will be directed to the login page. **You must have a 4PL account, regardless if you're enrolling yourself and/or other(s).**

### ❖ If you do NOT have an account with 4PL

- 1) Click on the "Create new account" button. When you submit the New Account form, you will receive an email titled "Four Point Learning: account confirmation". Open the email and click on the web link it contains. Your account will be confirmed and you will be logged in. Click on the "Home" button to go back to the home page.
- 2) Select again the webinar, course or resource you want to access. You will automatically be directed to the Enrolment page of the webinar, course or resource you selected.

### ❖ If you already have an account with 4PL

- 1) Once you are logged in, you will automatically be redirected to the Enrolment page of the webinar, course or resource you selected.

### ❖ Registration Procedure

- 1) If registering **another**, click on the "Add Registrant" button and enter their email address. Repeat for as many email addresses<sup>1</sup> as there are registrants. If you do **not intend** to register yourself *as well*, click on the delete icon next to your email address.
- 2) Click on one of the payment buttons<sup>2</sup> for **instant** enrolment.
- 3) You also have the option to pay via email money transfer. Just follow the instructions on the Enrolment page.

If you need technical assistance, **contact** the site administrator.

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<sup>1</sup> Ensure that the email address(es) of the registrant(s) correspond to the one associated with their 4PL account or else an "incorrect email address" error will display.

<sup>2</sup> A PayPal account is not needed to pay by credit card.