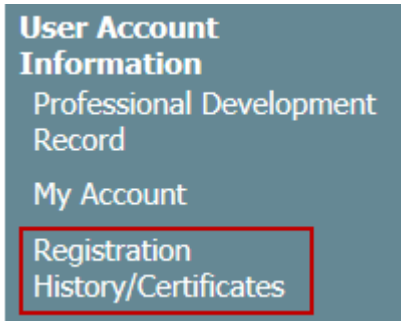# Changing a Registration

Go to the registration website

Click the **sign in** button [sign in] and sign into your account. Click the **Registration History/Certificates** link in the left hand navigation bar.

User Account Information

Professional Development Record

My Account

Registration History/Certificates

Find the session for which you would like to change dates. Click the **Change Registration** link.

Registration History/Certificate			Registration Cart: 0 items

Upcoming Sessions	Past Sessions	WaitingList	Online Sessions

Session ID	Title	Start Date	Location
26715	Web Design for Distance Educators *Designing for the Learning Management System (LMS)* Change Registration | Cancel Registration | Print Confirmation	8/20/2014 8:00 AM	Administration, RM 201

A page will display information about changing your registration. Note that you are only able to change to another session of equal value on another date. Click the radio button next to the session you want to change to and click Change Registration.

Registration History - Change Registration	Registration Cart: 0 items

This is the change registration page. It allows you to change your current registration to a session that has the same cost, but occurs at a different date, time, or location. *Once you have submitted this page, you will be removed from the current session and registered for the new session .*

Web Design for Distance Educators
In this two day session, you will learn techniques and design principles that will improve your web materials for online instruction. The training will include advanced concepts in alignment, proximity, organization, and structure of materials, student management, and group techniques.Incorporation of Web 2.0 tools and instructional strategies will make this a must for distance educators.

Current Session

Session ID: 26715
Fee: $160.00
Start Date: 8/20/2014
Location:
Administration, RM 201

Available Sessions

○ Session ID: 27588
Administration, RM 201
8/21/2014 (8:00 AM - 8:15 AM)

[Change Registration] [Previous Page]

A confirmation will be displayed.

Registration History - Change Registration   Registration Cart: 0 items

Your registration has been successfully changed.
Be sure to print out a confirmation page that indicates the change was made.

Return to Registration History

You can return to Registration History and return to the previous session without charge as long as the session is not within 7 days of the event.

Registration History - Change Registration   Registration Cart: 0 items

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8/21/2014 (8:00 AM - 8:15 AM)

[Change Registration] [Previous Page]

Please note: If you select to cancel your registration from the Registration History link, you will see the following page:

Registration History - Cancel Registration   Registration Cart: 0 items

This is the registration cancellation page. Please read the message below before continuing.

You are currently registered for:

Web Design for Distance Educators
In this two day session, you will learn techniques and design principles that will improve your web materials for online instruction. The training will include advanced concepts in alignment, proximity, organization, and structure of materials, student management, and group techniques.Incorporation of Web 2.0 tools and instructional strategies will make this a must for distance educators.
Session ID: 26715
Fee: $160.00
Start Date: 8/20/2014 at 8:00 AM
Location: Administration, RM 201

By clicking on 'Cancel Registration', you will be removed from the session listed above. Depending on your payment status and the number of days before this session, you maybe eligible for a refund. For more information please contact Registration Services.

Cancel Registration   Previous Page

If there is a fee for the session, a warning will be displayed that asks if you are sure you want to cancel. A cancellation fee will be charged.

Message from webpage

Click OK to be removed from the session listed. Please also note a processing fee of 25% of the registration cost with a minimum fee of $35 will be applied to the refund. No refunds for online courses, nonattendance, or cancellations submitted one to six days prior to the event.

OK   Cancel