

Registration Instructions for Continuing Education / Review Courses

1. Go to this address: <http://utsouthwestern.mrooms3.net/course/category.php?id=9>

Select the course you would like to enroll in.

UT Southwestern: P-O Continuing Ed...

UT SOUTHWESTERN
MEDICAL CENTER

UT Southwestern > SSHP > Prosthetics-Orthotics > P-O Continuing Education

Course categories:

OR

Contemporary Orthotics: A Review
Teacher: Leslie Gray
Teacher: Susan Kapp
Cost: \$385.00

Contemporary Limb Prosthetics: A Review
Teacher: Leslie Gray
Teacher: Susan Kapp
Cost: \$385.00

Search courses: Go

Getting Started Participating in a course Facilitating a course Designing a course

[Participant Help](#) [Instructor Help](#) [Administrator Help](#)

2. Select 'Create new account'

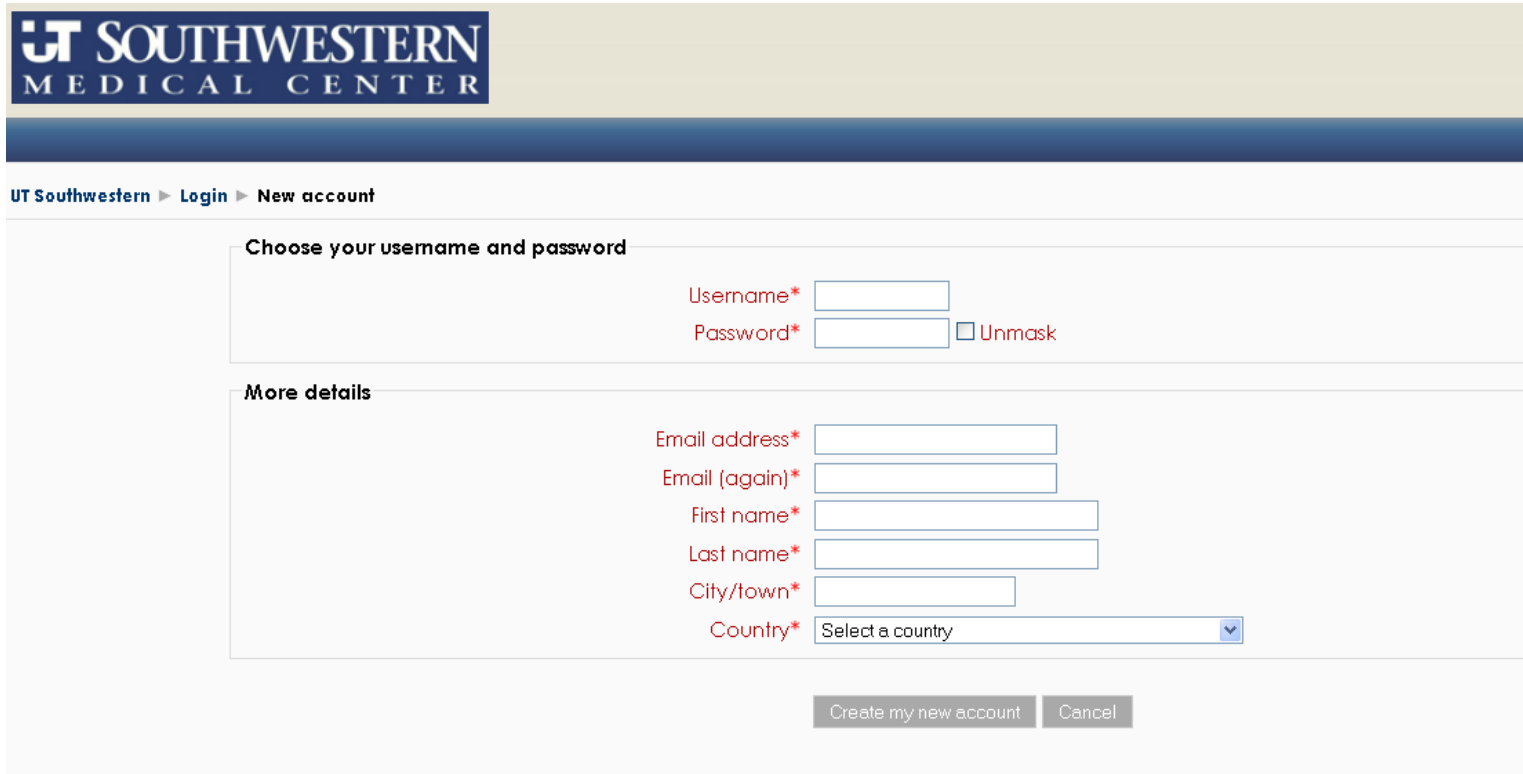
The screenshot shows a web browser window with the title "UT Southwestern: Login to the site". The page header features the "UT SOUTHWESTERN MEDICAL CENTER" logo. Below the header, a navigation bar contains the text "UT Southwestern > Login to the site".

The main content area is divided into two columns. The left column is titled "Returning to this web site?" and contains the following text: "Login here using your username and password (Cookies must be enabled in your browser)". Below this text are two input fields: "Username" and "Password", followed by a "Login" button. At the bottom of this column, there is a link: "Forgotten your username or password?" with a sub-link "Yes, help me log in".

The right column is titled "Is this your first time here?" and contains a "Create new account" button. A yellow arrow points to this button.

At the bottom of the page, there is a dark grey footer with the following navigation links: "Getting Started", "Participating in a course", "Facilitating a course", and "Designing a course". Below these links are three buttons: "Participant Help", "Instructor Help", and "Administrator Help".

3. Fill in the required information to create your account and select the 'Create my new account' button.



The screenshot shows the account creation page for UT Southwestern Medical Center. At the top left is the logo with the text "UT SOUTHWESTERN MEDICAL CENTER". Below the logo is a navigation breadcrumb: "UT Southwestern > Login > New account". The page is divided into two main sections: "Choose your username and password" and "More details".

Choose your username and password

Username*

Password* Unmask

More details

Email address*

Email (again)*

First name*

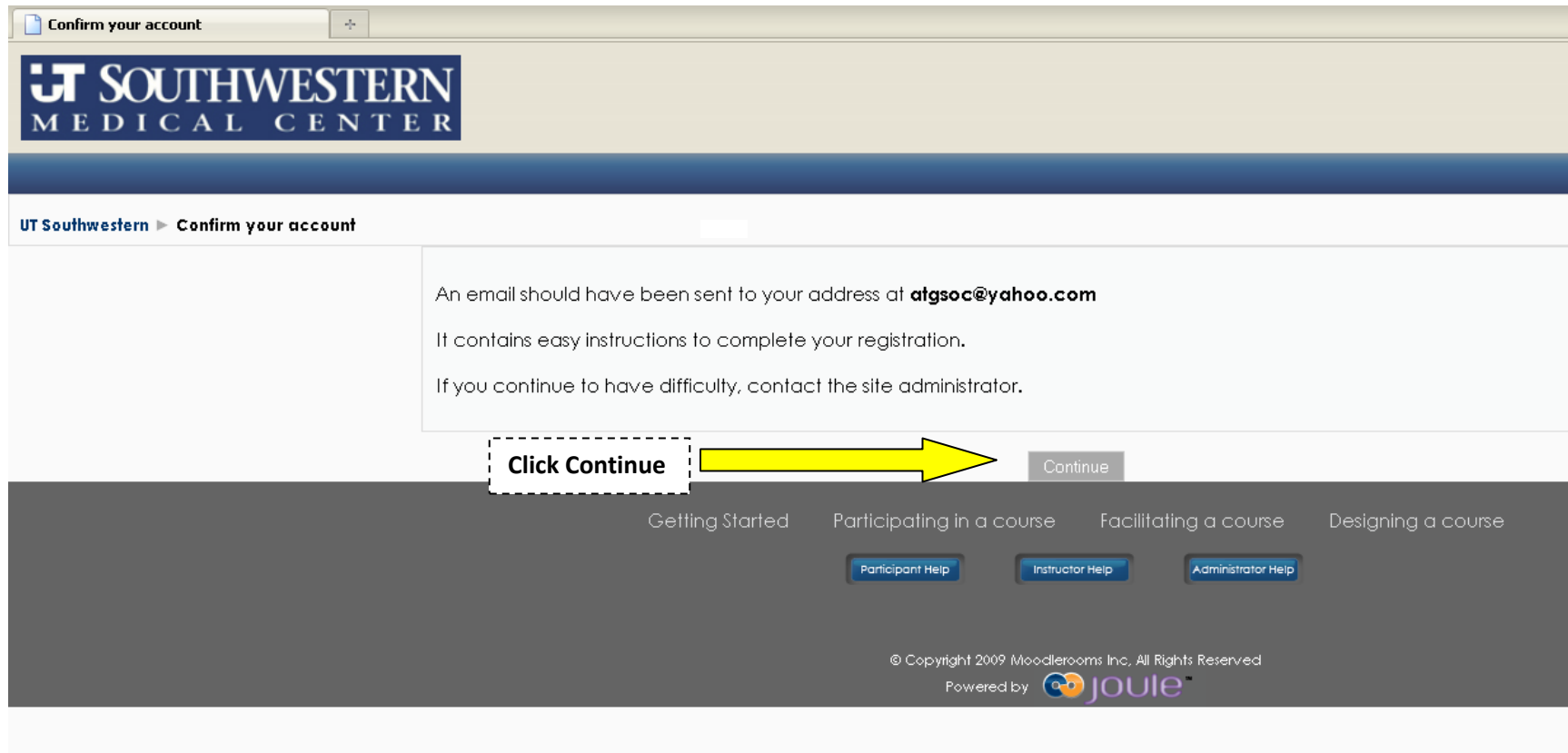
Last name*

City/town*

Country*

At the bottom of the form are two buttons: "Create my new account" and "Cancel".

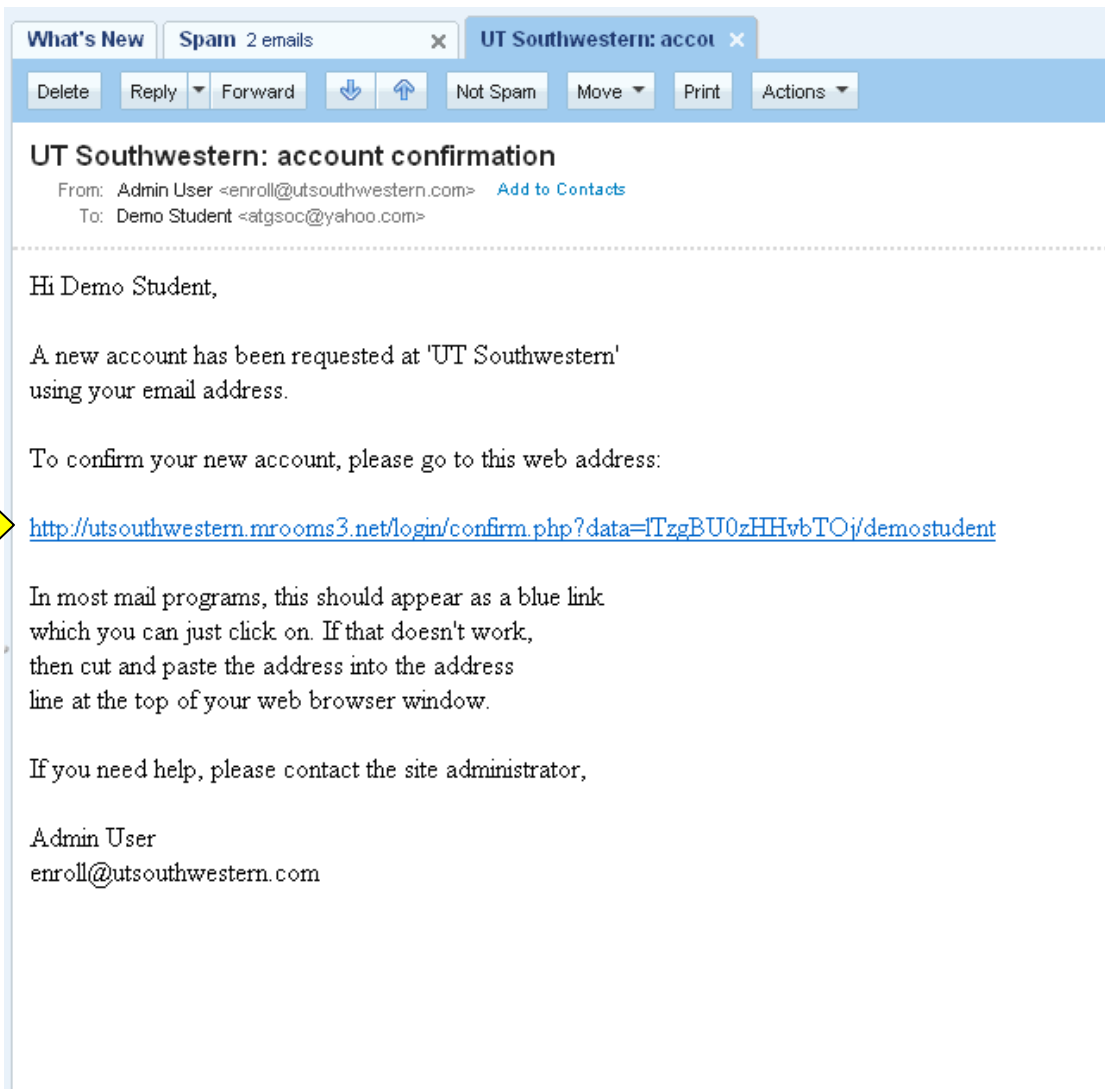
4. You will receive the following message on your screen:



5. Go to the email address you provided and look for a message sent by 'Admin User' with a subject 'UT Southwestern: account confirmation'

***Be sure to check you Spam / Junk Folder if you do not see this message in your Inbox ***

6. Click on the link provided in the email message.



The screenshot shows an email client window with three tabs: 'What's New', 'Spam 2 emails', and 'UT Southwestern: accot'. The 'UT Southwestern: accot' tab is active. Below the tabs is a toolbar with buttons for 'Delete', 'Reply', 'Forward', download and upload icons, 'Not Spam', 'Move', 'Print', and 'Actions'. The email content is as follows:

UT Southwestern: account confirmation
From: Admin User <enroll@utsouthwestern.com> [Add to Contacts](#)
To: Demo Student <atgsoc@yahoo.com>

Hi Demo Student,

A new account has been requested at 'UT Southwestern' using your email address.

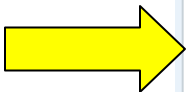
To confirm your new account, please go to this web address:

<http://utsouthwestern.mrooms3.net/login/confirm.php?data=ITzgBU0zHHvbTOj/demostudent>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

Admin User
enroll@utsouthwestern.com



7. You will then be directed to the course payment page

8. Choose the 'Send payment via Paypal' option.

You do not need a PayPal Account. This will allow you to use a PayPal account or pay with a credit card.

*Do not select the enrollment key option or 'enroll me in this course'. This will not provide you with access to the Review Course.

The screenshot shows the course payment page for 'Contemporary Orthotics: A Review' at UT Southwestern Medical Center. The page includes the university logo, breadcrumb navigation, course title, teachers (Leslie Gray and Susan Kapp), and a cost of \$385.00. A central section prompts the user to choose an enrollment method, with a yellow arrow pointing to the 'Send payment via Paypal' button. Below this, there is an enrollment key field and an 'Enroll me in this course' button, which is not to be selected according to the instructions.

UT Southwestern MEDICAL CENTER

UT Southwestern > Courses > Login to CEU ORTH 1.0

Contemporary Orthotics: A Review


Teacher: Leslie Gray
Teacher: Susan Kapp

Cost: \$385.00

Please choose one of the following methods of enrollment.

This course requires a payment for entry.

Cost: USD 385



Use the button below to pay and be enrolled within minutes!



This course requires an 'enrollment key' - a one-time password that you should have received from Leslie Gray.

Enrollment key:

9. Now you may choose to either login to your Paypal account to pay via PayPal
Or Select 'Pay with debit or credit card'.


Welcome to the new PayPal checkout - a faster, easier way for you to complete your purchase.

UT Southwestern School of Health Professions

Your order summary

| Descriptions | Amount |
|--|-----------------|
| Contemporary Orthotics: A Review | \$385.00 |
| Item number: CEU ORTH 1.0 | |
| Item price: \$385.00 | |
| Options: User: Demo Student | |
| Quantity: 1 | |
| Item total | \$385.00 |
| Total \$385.00 USD | |

Choose a way to pay

Log in to my PayPal account 

Email

PayPal password

[Forgot your email address or password?](#)

Pay with debit or credit card
If you don't have a PayPal account

[Cancel and return to UT Southwestern School of Health Professions.](#)

Choose this option if you do not have a PayPal account or prefer to pay with a debit or credit card


10. Complete the necessary fields to finish the payment transaction

Southwestern College of Health Professions

Your order summary

| Descriptions | Amount |
|--|-----------------|
| Contemporary Orthotics: A Review | \$385.00 |
| Item number: CEU ORTH 1.0 | |
| Item price: \$385.00 | |
| Options: User: Demo Student | |
| Quantity: 1 | |
| Item total | \$385.00 |
| Total \$385.00 USD | |





Choose a way to pay

[Log in to my PayPal account](#) 

Pay with debit or credit card
If you don't have a PayPal account

Country

Credit card number

Payment Types    

Expiration date mm / yy /

CSC
[What is this?](#)

First name

Last name

Address line 1

Address line 2 (optional)

City/State

ZIP code

Telephone 555-555-1234

Email

11. You will be provided with immediate access to your course.
Be sure to bookmark the course page for easy access.