

HOW TO REGISTER FOR NAVIGATING THE LIFE CYCLE OF A GRANT

STEP 1: GO TO THE [COURSE REGISTRATION PAGE](#)

STEP 2: CREATE AN ACCOUNT OR LOGIN

The screenshot shows a registration form with three main sections: 'Select course', 'Your details', and 'Participant de...'. The 'Your details' section is active. It contains two main paths: 'Existing customers' (left) and 'New customer? Create your first order within minutes:' (right). The 'Existing customers' path has a 'Go to login' button. The 'New customer?' path has an 'Email' input field and a 'Continue' button. Red annotations with arrows point to these elements: 'Already have an account? Login here.' points to the 'Go to login' button, and 'New user? Create an account here.' points to the 'Email' input field.

Existing users:

Log in

1. Click **Go to login**
2. Enter your email address and password
3. Click **Login**

New users:

Create an account

1. Enter your email address
2. Click **Continue**
3. Enter your first and last name

STEP 3: SIGN UP FOR THE COURSE

1. Click **Go to Participant details**
2. Click **Go to Payment and confirmation**
3. Check the box to agree to the Terms and Conditions
4. Click **Sign up**

STEP 4: CHECK YOUR INBOX

- You will receive an email with login details for the course.
- If you are a new user, you will receive a separate email with instructions for confirming your account and setting a password. You will need to confirm your account *before* accessing the course link.
- **Questions?** Contact the office of Continuing and Professional Education at UIS: cape@uis.edu