

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

Existing users: Log in	New users: Create an account
<ol style="list-style-type: none">1. Click Go to login2. Enter your email address and password3. Click Login	<ol style="list-style-type: none">1. Enter your email address2. Click Continue3. 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