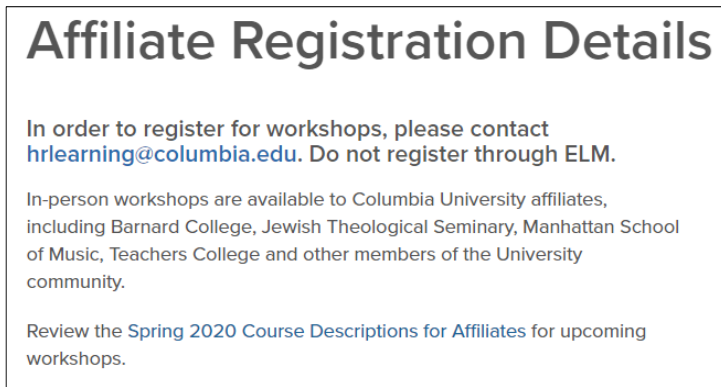


Register for a Course - Affiliates

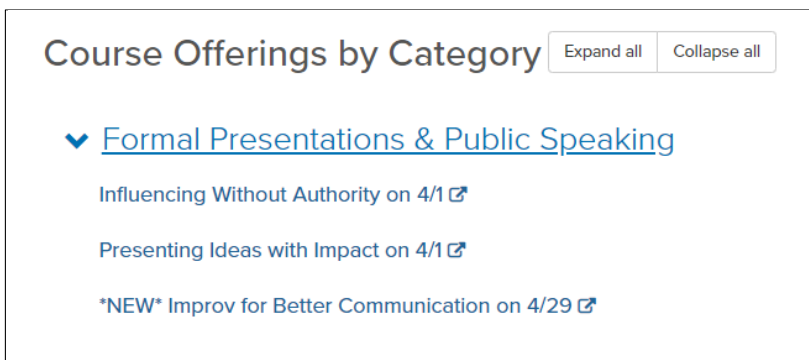
1. Access the Learning & Development Overview website:
<http://humanresources.columbia.edu/learning-development>
2. Hover your mouse over the **Learning & Development** tab and select **Affiliate Registration Details**.



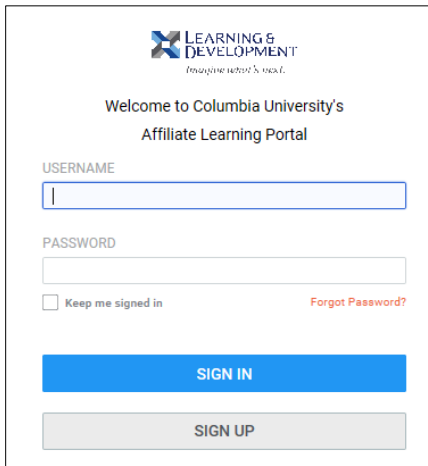
3. Click on the **Spring 2020 Course Descriptions for Affiliates** link to view and register for courses.



4. Click on the name of the course you want to register for.

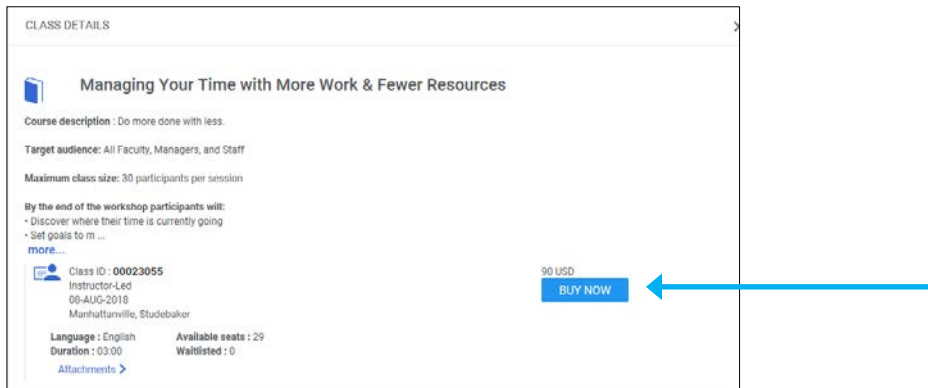


5. The Enterprise Learning Management system (ELM) will launch in a new screen, enter in your **Username and Password**.



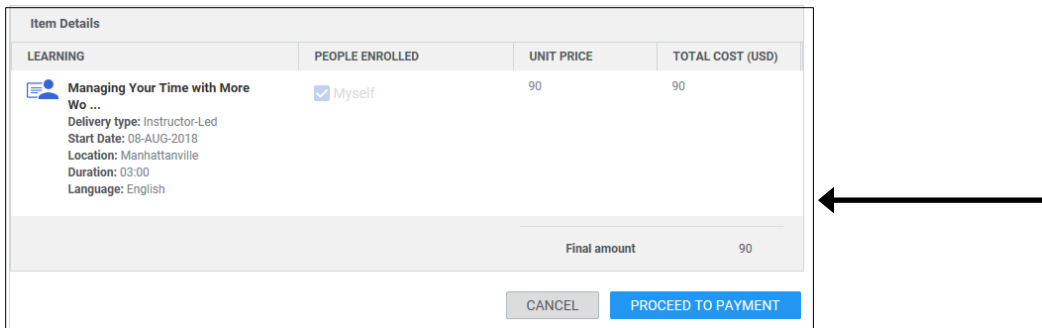
The screenshot shows the login page for Columbia University's Affiliate Learning Portal. At the top is the Learning & Development logo. Below it, the text reads "Welcome to Columbia University's Affiliate Learning Portal". There are two input fields: "USERNAME" and "PASSWORD". Below the password field is a checkbox for "Keep me signed in" and a link for "Forgot Password?". At the bottom, there are two buttons: a blue "SIGN IN" button and a grey "SIGN UP" button.

6. Click **Sign In** if you are a returning user, or **Sign Up** if you are a new user. When you sign up create a username separate from your affiliate email and type in the keyword: **learning**
7. Your selected course description will appear. Click on **Buy Now**.




The screenshot shows the "CLASS DETAILS" page for a course titled "Managing Your Time with More Work & Fewer Resources". The course description is "Do more done with less." The target audience is "All Faculty, Managers, and Staff". The maximum class size is 30 participants per session. The course is instructor-led, starting on 08-AUG-2018 in Manhattanville, Studebaker. The price is 90 USD, and there is a blue "BUY NOW" button with a blue arrow pointing to it. Other details include "Language: English", "Duration: 03:00", and "Available seats: 29".

8. Review the Item Detail page and click on **Proceed to Payment**.

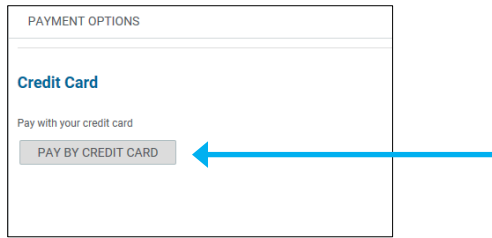


The screenshot shows the "Item Details" page with a table of course items. The table has four columns: "LEARNING", "PEOPLE ENROLLED", "UNIT PRICE", and "TOTAL COST (USD)". The first row shows the course "Managing Your Time with More Work & Fewer Resources" with a unit price of 90 and a total cost of 90. Below the table, there is a "Final amount" of 90 and two buttons: "CANCEL" and "PROCEED TO PAYMENT". A black arrow points to the "PROCEED TO PAYMENT" button.

LEARNING	PEOPLE ENROLLED	UNIT PRICE	TOTAL COST (USD)
 Managing Your Time with More Work & Fewer Resources Delivery type: Instructor-Led Start Date: 08-AUG-2018 Location: Manhattanville Duration: 03:00 Language: English	<input checked="" type="checkbox"/> Myself	90	90

Register for a Course - Affiliates

9. On the Payment Options page click on the **Pay by Credit Card** button.



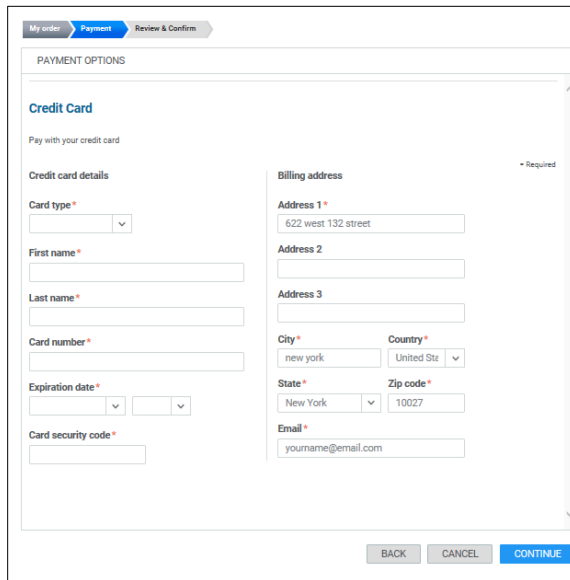
PAYMENT OPTIONS

Credit Card

Pay with your credit card

PAY BY CREDIT CARD

10. Enter in all Credit Card information and click on **Continue**.



My order > Payment > Review & Confirm

PAYMENT OPTIONS

Credit Card

Pay with your credit card

Credit card details

Card type *

First name *

Last name *

Card number *

Expiration date *

Card security code *

Billing address *

Address 1 *

Address 2

Address 3

City *

Country *

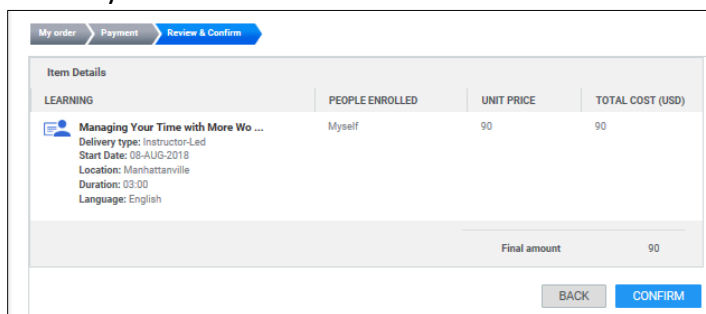
State *

Zip code *

Email *


BACK CANCEL CONTINUE

11. Review your selection and click on **Confirm**.



My order > Payment > Review & Confirm

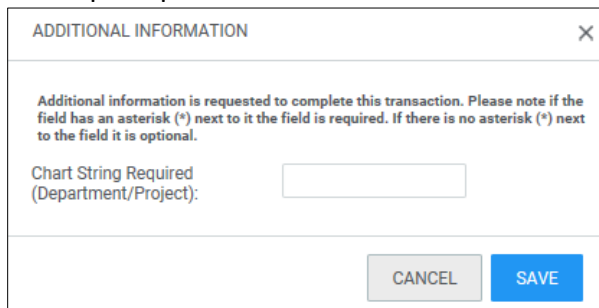
Item Details

LEARNING	PEOPLE ENROLLED	UNIT PRICE	TOTAL COST (USD)
 Managing Your Time with More Wo ... Delivery type: Instructor-Led Start Date: 08-AUG-2018 Location: Manhattanville Duration: 03:00 Language: English	Myself	90	90

Final amount 90

BACK CONFIRM

12. When prompted for Additional Information click on **Save**.



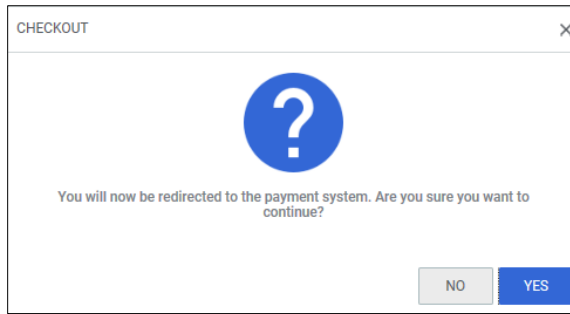
ADDITIONAL INFORMATION

Additional information is requested to complete this transaction. Please note if the field has an asterisk (*) next to it the field is required. If there is no asterisk (*) next to the field it is optional.

Chart String Required (Department/Project):

CANCEL SAVE

13. Click **Yes** on the Checkout screen.




14. The order is confirmed

Order successful
Thank you! We have received your payment information. The purchased learning items are available in your My Learning Plan. An email notification will be sent to you. You can also view your Order history and make changes or cancel your enrollment within the time limit specified for respective learning items.

Order number	Transaction number	Status	Order date
00023941	5296110593516942504101	Confirmed	21-JUN-2018

Item Details

LEARNING	PEOPLE ENROLLED	UNIT PRICE	TOTAL COST (USD)
 Managing Your Time with More Wo ... Delivery type: Instructor-Led Start Date: 08-AUG-2018 Location: Manhattanville Duration: 03:00 Language: English	Myself	90	90
Final amount			90

PAYMENT DETAILS

PAYMENT	TRANSACTION NUMBER	STATUS	COST (USD)
Credit Card	5296110593516942504101	Payment completed	90

You will also receive an email confirmation.