



1. Select Register & Pay ONLINE to Navigate to the Registration Site.



2. Select the SHRM Certification Exam Preparation link to view the multiple

offerings.

Human Resource Management >> Certification Preparation	SHRM	
(« back to courses page		
Click on the course title to see the full course description and schedule. Select Add to Cart to re-	gister for the course.	
Sort by: Alphabetical by class name		
< Showing 1 v of 1 pages Show All >	Results per page:	12 ~
SHRM Certification Exam Preparati Click to choose from multiple offerings	<u>on</u> >	
Sort by: Alphabetical by class name		
Showing 1 v of 1 pages Show All Show All Show All	Results per page:	12 ~



3. Select the section of the course that you would like to register for (Online Live or

Face to Face). Clicking "View Details" will allow you to view the details of the

course. Any applicable early-bird registration fees will be taken off at checkout.

SIRM°	SHRM Certification Exam Preparation Characteristication exam Preparation Stream Certified Professional (SHRM-CP®) and SHRM Senior Certified Professional (SHRM-SP®) are the only behavioral competency-based HR Yew More Schedule : Weekly - Sat 8:30 AM - 12:00 PM; 12 sessions; starting 9/66/2023, eding 12/2/2023 Instructorial Method: ClassRoom Instructor : Erank Ingraham Lostin: : Wew Castle Campus Please read: Discounted rates are available for WilnU <u>More</u> Cost \$1,00.00
SIRM°	SHRM Certification Exam Preparation Online Live: This course meets Live online during this time period using 200M web conferencing tools. The SHRM Certified Prof <u>View More</u> Schedule: Weekly - Mon 6:00 PM - 9:30 PM; 12 sessions; starting 9/18/2023, ending 12/4/2023 Instructional Method: Online Instructor: <u>Nancy Doody</u> Please read: Discounted rates are available for WilmUMore

4. Select "Add to Cart" to register for the course. You will be prompted to "Sign In or Create a new Profile". This account is not associated with MyWilmU and all new users will need to make an account. After the initial account is created, you will select "Login to Your Account" in the future to access your classes.



You are not logged in.	LOGIN/CREATE ACCOUNT
Browse	Please sign in here to register for classes. Select Create New Profile, if you are a new student. From the Sign In box, select
All Classes	your role type and enter your username and password, if you are a returning student or PCE corporate partner.
Human Resource Management	In order to register for a public course offering, you will need to create a new student account. Even enrolled Wilmington University
Course Policies	students will need a separate account to register for WilmU continuing education offerings. Professional and Continuing
FAQ	Education accounts do not use MyWilmU credentials.
Contact Us	
	Sign In Use your username and password to sign in here. Please note that the password is case sensitive Start Username Forgot your username? Password Forgot your password?

5. When creating a new student profile, fill out the profile information on each tab.

*All required fields are marked w/ a red Asterix.

WILMINGTON UNIVERSITY*	Professional and Continuing Education	(a	search for a class GO >
You are not logged in. 🔔 LOG	SIN/CREATE ACCOUNT		📜 VIEW CART (0)
Browse Stroke St	Create New Student Profile • denotes required information.	There are two	o tabs
Leadership And Management	Step-1 Step-2		
Course Policies	· · · · ·		
FAQ >	E-mail*	You will use your email address as your	Privacy Policy
Contact Us		username on this site.	Cookie Policy
	Re-enter E-mail*		
	Password*	Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: ()():@\$%^&*)	
	Re-enter password*	Streigh	



Mail preference	May we include you on our m	ailing lists?	
Phone*	None specif~	999-999-999	EXT
Additional phone	None specif~	999-999-999	EXT
	None specif~	999-999-999	EXT
	None specif~	999-999-999	EXT
Class unlock keys			۲
	Enter multiple se	eparated by comm	a.

- 6. Once all required fields are filled in, click "Submit".
- 7. All steps in this process are now complete & a new student profile has been created. Please save your username and password in a safe place as this will be used to access your continuing education courses in the future.
- 8. Select "**Checkout**" or "**View Cart**" and "**Checkout**" to view the class that was added to your cart. If the class does not automatically appear, select the menu drop down to add it to your cart.

io You I	nave not cor	npleted your Registratior	n. Please choos	se an option to	proceed.	
_		Continue Shopping	Checkout	Clear Cart	Cancel	\ ایر ا





9. Prior to checking out, you might be prompted to add additional information for your registration on a course-by-course basis. Please add in any applicable information and click "**Save & Continue to Cart**".

Additional data is necessary	to complete	registration process.	
<u>Gigi Gaul</u>			
	Job Title*		
		What is your current job title?	

10. Check the box to agree to the policies regarding refunds. Any applicable earlybird registration discounts will be deducted automatically. If you have a course discount code such as Alumni, SHRM Member, or WU Faculty/Staff, enter this code in the open box, and select "Apply Class Code" to adjust the cart balance. Select "Checkout" after applying any discount codes.



Registering Gigi Gaul		
1. First 2. Second	8. Last	
Shopping Cart		
Thank you for taking classes with	Wilmington University's Professiona	al and Continuing Education Center!
Student Details	Class Details	Amount
<u>Gaul, Gigi</u> gabrielle.r.gaul@gmail.com 320 N Dupont Hwy ,	SHRM Certification Exam Preparation, 20 Start Date: 9/18/2023,	Agree to Policies
New Castle , DE 19720 -6434 302-327-4704	Instructor: Doody	Remove Class
	Class Registration Cost	\$1,400.00
	Early Registration Fee	(\$150.00)
	Total	
Total		\$1,250.00
	Discounts and Checkout	
Discounts must be submitted at	the time of registration, retroactive di	iscounts are not accepted.
Apply Class Code		
Checkout Checkout Checkout	e Additional Classes	

11. Then, enter your name as the signature, and select "I Agree"

Wilmington University	
Signature	
I Agree Cancel	

12. Lastly, enter your information for payment in the secure payment portal, and select "Process Payment".



Wilmington Univers	sity
Order Summary	
Order Date	10/17/22
Order Amount	\$560.00
Order Number	431211
Customer IP	
Description	Confidence in the Workplace, Customer Service for Financial Institutions
Credit Card Information	
Card Type	Visa 🗸
Name as on Card	
Card Billing Address	
Card Billing Zipcode	
Card Number	
Card Expiration Date	
	MMYY
Card ID (CVV2/CID) Number	
	What is the Card ID?

You are now registered for the SHRM Preparation Course. You will receive a confirmation email as well as a transaction receipt. To view and access your Canvas class materials view the document titled **"SHRM Accessing your Course**".