
Steps to Register Multiple Participants At Once

1. Go to our Shopping Cart registration site: <https://www.enrole.com/und/jsp/login.jsp>
2. If you are a returning customer, enter in your email address and password and click the 'Sign In' button. If you are new to this registration system, click the 'Create Profile' button and fill in all of the required fields needed to set up your account profile.

Sign Into Your Account or Create a Profile:

Returning Customer

Username (Email):

Password:

SIGN IN ←

CREATE PROFILE ←

[Forgot your username?](#) | [Forgot your password?](#)

3. Navigate to the offering you wish to register your participants for.
4. Once found, scroll down to the bottom of the page and click the 'Register' button. You should now see your offering sitting in your cart.
5. If you do NOT plan to take this offering, be sure to click the 'X' next to your name (see example below):

Shopping Cart

	Session Price	Discount Price	Total Price	
<u>EVT: Aerospace Physiology Training: Two-Day/High Altitude Fixed Wing Course</u>				
01/01/21 - 01/01/21, UND John D. Odegard School of Aerospace Sciences	\$1,100.00	\$0.00	\$1,100.00	✖
Jennifer Graetz ✖				
			Grand Total:	\$1,100.00

6. Click the 'Add Another Participant' button

EVT: Aerospace Physiology Training: Two-Day/High Altitude Fixed Wing Course
01/01/21 - 01/01/21, UND John D. Odegard School of Aerospace Sciences \$1,100.00 \$0.00 \$0.00 ✖
Add Student/Participant
Grand Total: \$0.00
PROMO CODE
CONTINUE SHOPPING ADD ANOTHER PARTICIPANT
Each session must have at least one student/participant assigned to it

7. Fill in all of the required fields for the participant you are registering. (Note: each participant must have their own email address. The same email address cannot be used more than once. Date of Birth is also a required field to verify the registrant in our database.) Once the information has been filled in, click the 'Submit' button. **Repeat steps 6 & 7 as many times as needed to get all participants registered.**

8. After you've added all of needed participants, you should see that the cost of the offering has increased by the amount of registrants added (see an example below):

Shopping Cart

	Session Price	Discount Price	Total Price
Applied Project Management Course 08/01/20 - 08/01/22, Add Student/Participant Jane Doe ✖ John Doe ✖ Bob Jones ✖	\$799.00 x (# of attendees) 3	\$0.00	\$2,397.00 ✖
Grand Total:			\$2,397.00

9. Click the 'Checkout' button.

10. The default payment option is to pay online with a debit or credit card but you may select to pay by check if you wish to be invoiced and pay at a later time.

11. Last step is to 'Submit Registration'.

Within 1 hour or less, you will receive a detailed invoice via email.