

Professional Development

REGISTRATION GUIDE

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intelitek ®

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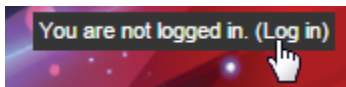
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1. Creating a New User Account

Intelitek provides you with the Professional Development curriculum via the power of LearnMate. To enroll in a course, you must first register yourself as a new user in the system.

To create a new user account:

1. Go to the website <http://pd.intelitek.com/>.
2. In the top-right corner of the screen, click **Log in**.



3. Click **Create New Account**. The New account page opens.



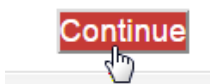
4. On the New account page, complete the required fields. Complete the optional fields as desired.

Username*
The password must be alphanumeric characters only.
Password*

5. Click **Create my new account**.



6. A confirmation email is sent to your account. Click **Continue**.

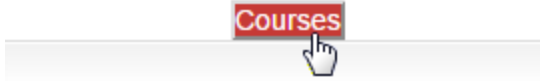


7. In the confirmation email, click the link provided. Alternatively, copy and paste the link into the address line at the top of your web browser window.
8. On the page that opens, click **Continue**. Your registration as a new user is confirmed.

9. Click **Courses** to view the list of courses that you may enroll in.

Thanks, John Doe

Your registration has been confirmed



2. Registering for a Course

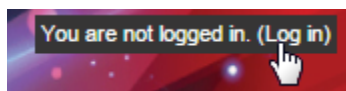
Once you have created a user account for yourself, you can register for a course.

To register for a course:

1. If you have just created your new user account and you are already logged into LearnMate, proceed to step 4 below.

If you are not currently logged into LearnMate, go to the website <http://pd.intelitek.com/>.

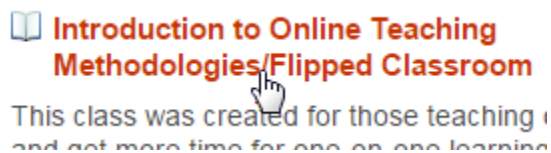
2. In the top-right corner of the screen, click **Log in**.



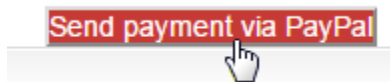
3. Log in to the site with your username and password.

Username
Password
 Remember username

4. On the Home page, click the name of a course that you want to register for.

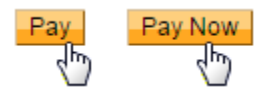


5. The course may require an enrollment fee. To make the required payment, click **Send payment via PayPal**.



Note: Payments are processed by PayPal. You can pay via a PayPal account or via a credit card.

6. Choose a method of payment. Complete the required fields, and then click **Pay** or **Pay Now**.



7. You are automatically directed back to the LearnMate Professional Development site. Click **Continue**. You are registered for the course.

