Welcome to the easy step-by-step instructions on how to create your new household profile.

Click on create new student profile.

Select create a student profile and then click submit.
Any field with a "*" next to it is required information.

Enter your email address as your Username. **Keep your Username and password in a safe place for future access!**

Please select Add Company if your company is not already on the list. You will be able to enter this information in step 3 of profile setup.

Please note the different steps.
Create New Student Profile

Once you have created a profile, your Username will be confirmed by email.

*Your profile account allows you to:
- Register/pay for new offerings such as classes (both online and classroom) and conferences.
- View current registrations along with the details such as location, start date and time, etc.
- Reprint receipts and confirmations.
- View transcript (only offerings taken after July 1, 2012 will be included).
- View waiting list status.

Recommendation: In order to provide consistency, we encourage you to use your email address as your Username.

*** Please specify a company (or select Add Company) if you are registering as an employee. ***

*denotes required information.

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**STEP-2**

Primary Address

- **Primary Address Type**: --select one--
- **Country**: U.S.A.
- **Line 1 Address**: 
- **Line 2 Address**: 
- **City**: 
- **State**: North Dakota
- **Zip**: 
- **Zip+4**:

Secondary Address

- **Secondary Address Type**: --select one--
- **Country**: U.S.A.
- **Line 1 Address**: 
- **Line 2 Address**: 
- **city**: 
- **state**: North Dakota
- **Zip**: 
- **Zip+4**:

Phone*

- **Additional phone**: None specified

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[Continue>>][Cancel]
Social security numbers and birthdates are requested in connection with university system reporting requirements and accountability reports, including performance and accountability measures for workforce development and workforce training programs. Disclosure of social security numbers is optional and not required.
Submit Company Information

This page will only appear if you enter your company name in step 3 of setting up your profile.

Address Information

Mailing Address
Attention To
Company name*
Country*
line 1 > Address*
line 2 > Address
City*
State*
Zip*
Zip+4

Billing Address
Same for both
Attention To
Company name*
Country
line 1 > Address*
line 2 > Address
City*
State*
Zip*
Zip+4

Company Information

Web Page

Phone*

Additional Phones

Company E-mail*

Provider Type

Submit  Reset  Cancel  No Company Info
Congratulations! With the profile you have just created, you have the ability to register for any of our courses and conferences. **REMEMBER** to put your user name and password in a safe place so it is available the next time you want to sign in! You will receive your user name and password in two separate emails.