

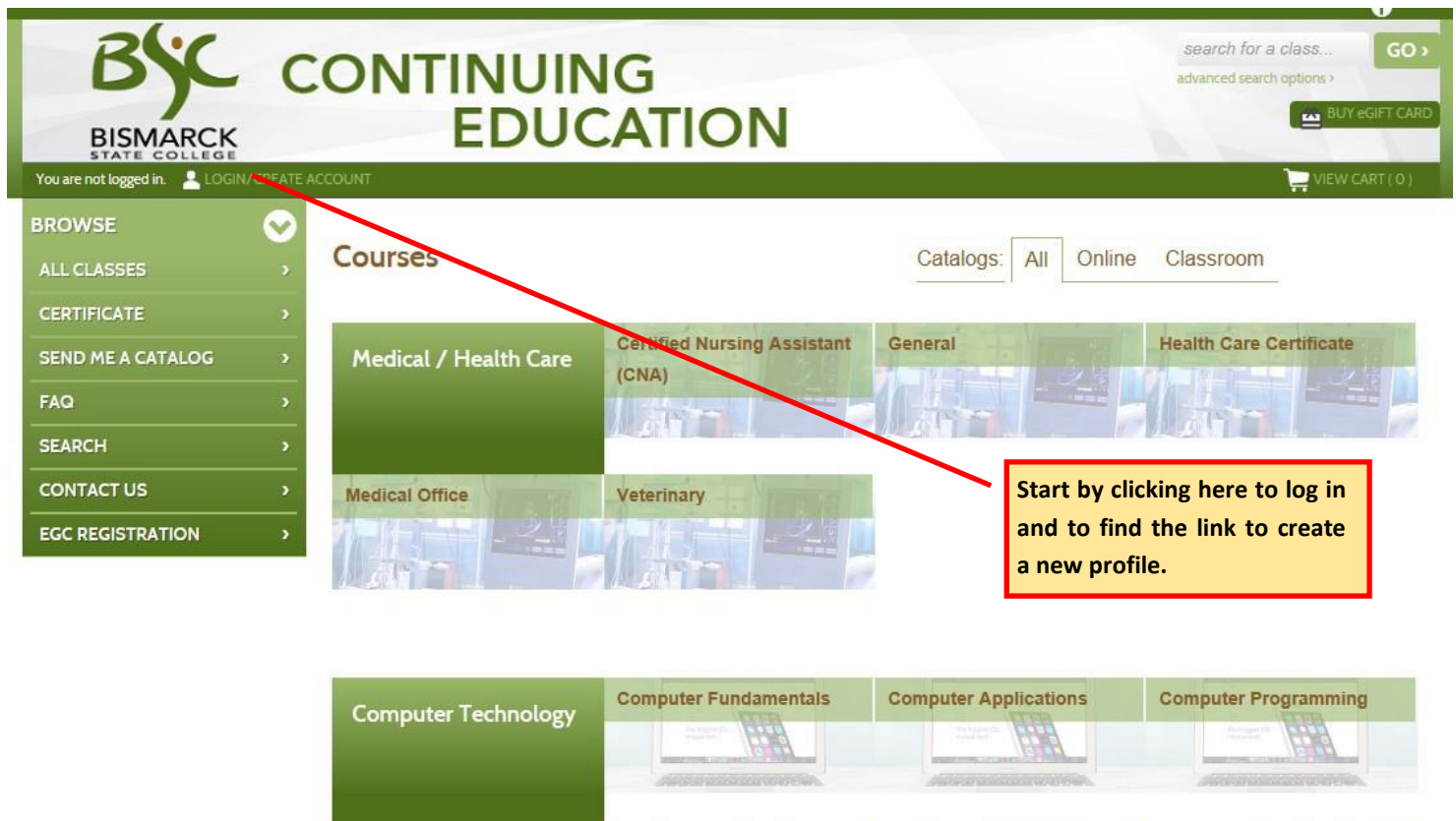
Welcome to the easy step-by-step instructions on how to register for the Energy Generation Conference.

Note: On September 22, 2016, BSC's registration site was upgraded and went mobile friendly.

If you have not created a profile account on our registration site before, you must do so before you can register. [Click here](#) to follow the link to create a new profile. **This step can be done any time prior to registering. The name and contact information on this profile should be the primary booth contact person. This information will be included in the conference program book.**

Once you create your account, please keep your username and password in a safe place for easy access because it will be required for any future registrations. **If you can't remember your username or password, please call us at 701-224-5600 or 1-877-846-9387 and our staff will be happy to help you.**

Please note that anytime it says "Student", the term "Student" also applies to organization contacts and employees.



Start by clicking here to log in and to find the link to create a new profile.

BROWSE

[ALL CLASSES >](#)[CERTIFICATE >](#)[SEND ME A CATALOG >](#)[SEARCH >](#)[FAQ >](#)[CONTACT US >](#)[EGC REGISTRATION >](#)

Without signing in, you may [Browse](#) or [Search](#) offerings such as courses or conferences by using the sidebar to the left.

Welcome to the BSC non-credit registration site!

Remember to check your profile for correct email information - you will be emailed your confirmation and receipt!

Please note that "Students" apply to all registrants, both professional and personal, including organization contacts.

Returning Students/Professional and Personal

Use your username and password to sign in here. Please note that the password is case sensitive.

If you have registered with us before and cannot remember your username,

call 701-224-5600 (1-877-846-9387) and our staff would be happy to help you!

If you know your username but not your password, click [Forgot Your Password?](#)

Sign In

[Forgot your username?](#)

[Forgot your password?](#)

New Students

Click [Create New Profile](#) to create your password and profile.



If you already have a profile account, sign into our registration website.

If you have not created a profile account, this step can be done anytime prior to registering.



BROWSE

- ALL CLASSES >
- CERTIFICATE >
- SEND ME A CATALOG >
- FAQ >

MENU

- MY PROFILE >
- CURRENT REGISTRATIONS >
- MY TRANSCRIPT >
- MY TRANSACTIONS >
- MY WAITING LIST >
- LEARNER WELCOME >

Any time you are on our registration website, you can go back to the page with all class listings by clicking here.

Use the Navigation to the left or click on [Go to my Dashboard](#) above to be on your way to discovering new opportunities to take you beyond.

Remember to check your profile for correct email information - you will be emailed your confirmation and receipt!

| | |
|-----------------------|---|
| Courses & Conferences | This is a complete list of the offerings that are available for registration |
| FAQ | Check here for answers to the most frequently asked questions |
| Search Criteria | Search for a specific topic or offering |
| My Profile | View and Update your profile information |
| Current Registrations | Find a list of your current registrations and access to printable confirmations |
| My Transcript | Information about past registrations - this will only include classes starting after July 1, 2012 |
| My Transactions | A record of your past payment transactions with the ability to print receipts - this will only include payments made after July 1, 2012 |
| My Waiting List | A list of any class waiting lists that you are currently on |

[Go to My Dashboard](#)

When you click "All Classes" you will arrive on this page. Scroll down until you see Professional Development, then click on Administrative.

BROWSE

- ALL CLASSES >
- CERTIFICATE >
- ONLINE CLASSES >
- FAQ >
- REQUEST A CATALOG >

MENU

- MEMBER WELCOME >
- SEARCH >
- MEMBERSHIP INFORMATION >
- MY REGISTRATIONS >
- MY TRANSCRIPT >
- MY TRANSACTIONS >
- MY WAITING LIST >

Catalogs:

Courses

| | | | | | | |
|---------------------------------|-----------------------------------|---|---------------------------|---|-------------------------------|---|
| Medical/Health Care | Certified Nursing Assistant (CNA) | » | General | » | Health Care Certificate | » |
| | Medical Office | » | Veterinary | » | | |
| Computer Technology | Computer Fundamentals | » | Computer Applications | » | Computer Programming | » |
| | Certifications and Prep | » | Graphic and Media Design | » | Networking and Communications | » |
| | Security | » | Web Design and Technology | » | | |
| Professional Development | Accounting/Finance | » | Administrative | » | BSC Only Classes | » |
| | Career Development | » | Communication | » | Computer/Technology | » |

Scroll down the page until you see Administrative Professionals Day Partner Sponsor.

Administrative Professionals Day Participant (Early Bird)

5150004 **Start date:** 04/25/18 **End date:** 04/25/18
Daily - Wed 8:30 AM - 4:00 PM (4/25/2018-4/25/2018) **Fee:** \$109.00 **Supply Fee:** \$0.00
1 session Instructor : Not Applicable
Location : BSC Nat'l Energy Center of Excellence Room : Bavendick State Room



Administrative Professionals Day Partner Sponsor

5150004 **Start date:** 04/25/18 **End date:** 04/25/18
Daily - Wed 9:00 AM - 4:00 PM (4/25/2018-4/25/2018) **Fee:** \$475.00 **Supply Fee:** \$0.00
1 session Instructor : Not Applicable
Location : BSC Nat'l Energy Center of Excellence Room : Bavendick State Room

Click add to cart.

- WELCOME, Alison LOGOUT
- BROWSE
 - ALL CLASSES
 - CERTIFICATE
 - ONLINE CLASSES
 - FAQ
 - REQUEST A CATALOG
- MENU
 - MEMBER WELCOME
 - SEARCH
 - MEMBERSHIP INFORMATION
 - MY REGISTRATIONS
 - MY TRANSCRIPT
 - MY TRANSACTIONS

Professional Development

[« back to courses page](#)

[Click Here for more information on How to Register](#)

If you have questions, please provide us with the course title and number when e-mailing or calling.
Please click on the course title to see the full course description.
Note: There may be multiple pages of classes below. Please use "show all" or the arrows below to switch pages.

Showing 1 of 1 pages [Show All](#) Sort by: Classroom, Hybrid, then Online Results per page: 12

Administrative Professionals Day Participant (Early Bird)

5150004 Start date: 04/25/18 End date: 04/25/18

Items you selected are here in the shopping cart.



[VIEW CART \(1\)](#) [CHECKOUT](#)

[Choose Additional Classes](#)

This window will pop up when you click "View Cart".
Click Checkout to proceed.

Shopping Cart clear your cart x

| | |
|--|-----------------|
| Administrative Professionals Day Partner Sponsor | \$475.00 x |
| Subtotal | \$475.00 |
| Checkout » | |



You must agree to the refund policy for each item in your cart.

1. First 2. Second 3. Last

Shopping Cart

Please verify the items in your shopping cart, agree to the refund policy and click the **checkout** button below to complete this transaction.

Note When registering online, full payment is required. Online payment may be made by Visa, Discover, Mastercard, American Express or personal check (see FAQ for additional information on electronic check processing) through our secure payment site. To use a different payment method, please contact our office at 701-224-5600.

| Student Details | Class Details | Amount |
|--|---|---|
| Student: ima bsc.ce@bismarckstate.edu PO Box 5587, Bismarck, ND 58506 -5587 701-224-5731 | Administrative Professionals Day Partner Sponsor: 5150004 Start Date: 4/25/2018, Instructor: Not Applicable Location: BSC Nat'l Energy Center of Excellence Class Registration Cost | \$475.00 <input type="checkbox"/> Agree to Refund Policy Remove Class |
| Total | | \$475.00 |

Discounts and Checkout

Discounts must be submitted at the time of registration, retroactive discounts are not accepted.

Apply Promo Code Apply Gift Code

Checkout Request Company Pay for Class Clear Cart Choose Additional Classes

You cannot select "Request Company to Pay for Class"



If everything looks correct, click the "Checkout" button to continue to the payment



Please select a payment method and enter an amount

* Indicates required information

Payment: \$475.00

* Payment method:

Select a Payment Method

Continue Return to Shopping Cart

Payment method must be "credit card" . Click Continue.

If you receive any errors during this payment process, please verify information on credit card (ex. Name on card, credit card number, credit card expiration date and security code), and that you have sufficient credit available for the purchase. If you continue to receive the error message, please call our staff at 701-224-5600 (1-877-846-9387).



Please enter your credit card information

Total: \$475.00

* Indicates required information

* Credit Card Type: **PLEASE ASSURE ALL PAYMENT INFORMATION IS ENTERED CORRECTLY OR YOU CANNOT PROCEED.**

* Account Number:

* Expiration Date:

* Security Code: [\(View example\)](#)

* Name on Card:

Day Phone:

Night Phone:

Mobile Phone:

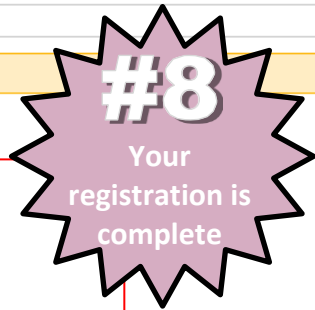
Any field with a * is required information and must be complete to process your credit card. Online payment may be made by Visa, Discover, MasterCard, or American Express.



Return Policy Agreement

By clicking Continue, I agree to the above Return Policy

[Continue](#) [Print Agreement](#) [Return to Shopping Cart](#)



Home: Cart: Payment Process

Your transaction has been processed successfully.
Thank you for registering at Bismarck State College!
Your confirmation will be sent to the email address you provided.

Please record your username and password to access your registrations in the future.

[Go Back to Find Additional Courses and Conferences](#)

Registration Completed for [Ilma Student](#) | [Done](#)
[Register](#) | [Current Registrations](#) | [TranHistory](#)

[Add memo text to this transaction](#)

[Display printable receipt](#)

[Print confirmations](#)

Your confirmation and receipt will be emailed to the address provided. You may also print both at this time.