Registration and Payment Instructions for
Non-Credit (Destiny) Course

If you are completing the registration and <u>credit card</u> payment:

- On behalf of the participant(s) → **Option A**.
- For yourself → **Option B**.

If you are paying with a check or need an invoice, please first complete **Step 1** in either **Options** and skip to the bottom of the document under **Other Payment Options**.

Option A

Step 1. Please create each participant's "user profile" with PSU's Non-Credit Solutions
   a. https://noncredit.pdx.edu/portal/logon.do?method=load
   b. Under "I am a new user", please enter **the registrant's email address** (work/personal, whichever one they access regularly);
   c. Go through the one-page profile set up process;
   d. Two confirmation emails will be sent to the registrant, one with the user name and another with the password.

Step 2. Registration and Payment (Credit card by phone)
   a. Please call PSU's Non-Credit Solutions at 503-725-4481 (press "1" when prompted);
   b. You will need the following information:
      i. Registrant's name(s);
      ii. Course title: NPP 001-009;
      iii. Program Fee: $2,800

Option B

Step 1. Please create your "user profile" with PSU's Non-Credit Solutions
   a. https://noncredit.pdx.edu/portal/logon.do?method=load
   b. Under "I am a new user", please enter your email address (work or personal, whichever one you have regular access to);
   c. Go through the one-page profile set up process;
   d. You will receive two confirmation emails, one with the user name and another with the password.

Step 2. Registration and Payment (Credit card by phone or online)
   a. <u>Phone</u>
      i. Please call PSU's Non-Credit Solutions at 503-725-4481 (press "1" when prompted);
      ii. You will need the following information:
         1. Full name;
         2. Course title: NPP 001-009;
         3. Program Fee: $2,800

    b. <u>Online</u>
- i. https://noncredit.pdx.edu/search/publicCourseSearchDetails.do?method=load&courseId=39889478
- ii. Click "Add to Cart", then "Checkout"
- iii. Click "Checkout" and complete payment with a card.

Other Payment Options

Check:

Please first complete Step 1 above in either Option A or B.

Please make checks payable to Portland State University and include the following information:

- Attn: Center for Executive and Professional Education (CEPE)
- PO Box 751, Portland, OR 97207
- In the check memo section please include:
  - Course title: NPP 001-009;
  - Registrant's name

Invoice:

Please first complete Step 1 above in either Option A or B.

Next, send PSU's Non-Credit Solutions (NCS) a payment guarantee (i.e. Purchase Order or a similar document) at learn@pdx.edu. The PO must include:

- Complete billing contact information;
- Registrant's name;
- Course title: NPP 001-009;
- Program Fee: $2,800

Upon receipt of the PO, NCS will process the registration and issue an invoice.

Contact

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