Optimizing the Practice of Mentoring Registration Guide

Step 1: Click “Add to Cart”

Step 2: Click “Checkout”
Step 3: Click “Checkout”

Step 4: Select “I’m new to the University”
Step 5: Input your information for your account. Use your current email address.

Step 6: Scroll to the bottom, create a password and click on Submit

Step 7: Guest account created. In your inbox, you should receive an email like the one below but you do not need anything from the email to finish registration. Click Continue.

Your UMN Guest Account

accounts@umn.edu
Today, 10:05 AM

Thank you for your interest in the University of Minnesota.

Your Internet ID to log in is your full e-mail address, [redacted]@outlook.com.

To change your password go to:
https://myaccount.umn.edu/changepassword

Guest accounts that do not have a functioning e-mail address will be closed. The University will periodically contact you to verify that your e-mail address is still valid.

If you have any further questions, please contact the IT Service Desk (http://it.umn.edu/help).
Step 8: Log in using the email address and password you just created. Your Internet ID is your email address.
Step 9: Complete the form on this page. Please enter all the required fields (email, phone and address).

Step 10: Initial privacy policies and click “Continue Checkout”
Step 11: Answer questionnaire.

**Payment**

**Cart**

**Enrollment Information**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Subtotal</th>
<th>CART TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTSI X100 - 001 - Optimizing the Practice of Mentoring</td>
<td></td>
<td>30.00</td>
</tr>
<tr>
<td>Free</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td>30.00</td>
</tr>
<tr>
<td><strong>CART TOTAL</strong></td>
<td></td>
<td><strong>30.00</strong></td>
</tr>
</tbody>
</table>

**Questionnaire**

Please respond to the following questions:

The following questions are for your enrollment in course section CTSI X100 - 001 - Optimizing the Practice of Mentoring

What is the name of the institution or company where you currently work? *

Step 12: Click the box to agree to policies and click “Continue Checkout.”

**Policy Confirmation**

Enrollment Policies and Procedures

Your contract with the University:

By registration for professional development and continuing education courses, you enter into a legally-binding contract with the University to pay all tuition and fees, including...

- [ ] I have read and understand the registration and privacy policies and approve charging the above indicated amount on my credit card, or, if not indicated, to my University department chart string.

Print Registration Policies

Continue Checkout
Step 13: Success! You are enrolled in the course. Click on the link in “You may click here.”

Receipt

You will also receive a receipt by email.

Student Number: [Redacted]

The transaction was successfully completed. Please print this page for your records.

Cart

Enrollment Information

CTSI X100 - 001 - Optimizing the Practice of Mentoring

Free: $0.00
Subtotal: $0.00

Notes: Thank you for registering for Optimizing the Practice of Mentoring. You may click here to view the course now or log-in to view the course at http://learning.umn.edu. Please follow the below steps to view the course:
- Under the Learner Portal, click on Learner Home
- Under the course name, click the link under “View Online Resources”

If you have any further questions, please contact ctssedu@umn.edu or 612-626-1566.

Step 14: Begin course.
To Reaccess the Course

Step 1: Visit http://learning.umn.edu and click “Login” and then “Learner Login” in the upper right corner.

Welcome!

Step 2: Select “I have a University Account.”
Step 3: Sign in using your email address and password you originally used to create your guest account. Your Internet ID is your email address.

Step 4: Go to Learning Home under the Learning Portal tab.
Step 5: Click Optimizing the Practice of Mentoring under View Online Resources.

Step 6: Begin Course.
To Reaccess the Course when you have forgotten your password

Step 1: Visit http://learning.umn.edu and click “Login” and then “Learner Login” in the upper right corner.

Welcome!

Step 2: Select “I have a University Account.”
Step 3: Select “Reset your password”

Step 4: Enter your email address used to originally create your UMN guest account in the Internet ID field and click “Submit.”
Step 5: Review your email for an email from `accounts@umn.edu` for a temporary password.

Password Reset Email Sent

We have sent an Email to the email address on file for you: [redacted]@gmail.com
If for some reason you cannot get into that email account, or do not receive the email within a few minutes, please call OneHelp at 612-301-4357 and they will help you retrieve your Login.

UMN Forgotten Password

To reset your password via email:

`accounts@umn.edu`

Your temporary password is: [redacted]
This password will expire in 1 day.

To change your temporary password visit [https://my-account.umn.edu](https://my-account.umn.edu) and click change your password. If you have forgotten your username please visit [https://my-account.umn.edu/forgot-login](https://my-account.umn.edu/forgot-login).

If you have any questions, please contact the Service Desk at 612-301-HELP (612-301-4357) or email help@umn.edu.

Thank you,
- Identity Management Team

Step 6: Visit [http://learning.umn.edu](http://learning.umn.edu) and click “Login” and then “Learner Login” in the upper right corner.
Step 7: Select “I have a University Account.”

Step 8: Sign in using your email address and password you received from accounts@umn.edu. Your Internet ID is your email address.
Step 9: Click Optimizing the Practice of Mentoring under View Online Resources.

Step 10: Begin course.