

SUU PARTICIPANT INSTRUCTIONS (Online Payment)

The course “Arts are Core Conference” has been approved as EDPD 5264 300 for 1 credit/s, costing \$21 for SUU fees. **Submit your \$21 to SUU through your portal, unless directed to you by the instructor or coordinator.** **Please note that you have one week from the first day of the course to pay your course fee of \$21, or you will be automatically dropped from the course!**

***Registration closes for this course at 11:59pm on 08,13/21 ! Do not wait till the last day to start the process or you will not get into the course as the process takes at least 2 days!**

Please allow at least one week before the start of class to apply to SUU, activate your portal, and register for the class.

All participants read this first–

- If you are new to SUU, never taken 5000 level courses with us before, or never registered online with us before please begin at step 1. This includes those who have been to SUU for anything other than continuing education courses as the admissions process is different.
- If you have taken courses with SUU for credit before at the 5000 level AND registered online, AND know your “mySUU” portal login and password, proceed to step 3 and register for your course. If you get any registrations errors go back to Step 1 and reapply. If you have any further problems, please contact K12 inservice at k12inservice@suu.edu.
- If you have taken courses with SUU for credit before at the 5000 level AND registered online in the past two semesters you can move on to Step 3 and register. If you don’t remember your password you can look to the end of the instructions on how to reset your password.

STEP 1: Apply to SUU

- a) Go to www.suu.edu
- b) Select “Apply” (top right)
- c) Scroll down to “Continuing Education” and select ‘Next Steps’
- d) Click Select year. **Summer 2021**
- e) Provide information in each tab as directed on the screen
- f) Select “Submit Application”
- g) You will see the following message “Thank you for your application to Southern Utah University K12 Development Programs. Please contact our office at 435.865-8085 or k12inservice@suu.edu if you have questions or need assistance.” - select “ok” (it is not necessary to contact the K12 office)
- h) You will get an email message thanking you for your application – **please wait 2 days, and then proceed to step 2 to activate your portal. (If you don’t receive an email after 2 days try to activate still and contact us if it does not work)**

STEP 2: Activate your SUU portal

- a) Go to www.suu.edu
- b) Select “mySUUportal” (upper left hand corner)
- c) Select “Activate your account now” in the bottom right hand part of the login screen right below the green login button.

- d) Put in the email address you used in your application, check the “I’m not a robot” box, and select “Go”
- e) Open the email from SUU and then select “Finish Your Account Activation”
- f) Choose a security question and answer it – select “continue”
- g) Read the “acceptable use policy” statement, select the box under “I Agree”, and then select “continue”
- h) Enter a password and verify it. Select “Continue”
- i) See “Your account has been Successfully activated”
- j) The system will send you an email with your username and Tnumber.

STEP 3: You will need to register for the class using the following CRN

- a) Go to www.suu.edu
- b) Select “mySUUportal” (upper left hand corner)
- c) Select “**Registration**” in the bottom left under Banner (**Registration: Schedule Builder is in the top right and if you select it you will be unable to find the courses. Please ensure that you are using registration. Your background should be blue and white not red and white).**)
- d) Select “Register for Classes”
- e) Select the semester **Summer 2021**
- f) Select “Continue”
- g) Select the “Enter CRN” at the top of the page
- h) Enter the **CRN 21562**
- i) Select “Add to Summary”
- j) You will have a screen pop up titled, “Confirm Your Dates”
- k) In the first box date put the date that is below the “Permitted Date” by using the calendar pull down. **DO NOT PUT AN END DATE.** These dates may not always correspond with your real course dates. They are formatted for how we need to build the course on our end.
- l) Click Confirm
- m) Click Submit at the very bottom of the screen

*If you get an error make sure you take a screenshot and send it to k12inservice@suu.edu. Sometimes the error can be a temporary glitch and if you refresh your browser and try again it may go through.

STEP 4: Pay for Credit

- a) Go to www.suu.edu
- b) Select “mySUUportal” (upper left hand corner)
- c) go down to the option on the right hand side underneath resources that says Student Billing System and you can make the payment there.

***Please note that you have one week from the first day of the course to pay your course fee of \$21, or you will be automatically dropped from the course!**

If you forgot your password please follow these instructions to reset it to get into your portal.

Reset your Password

1. Go to www.suu.edu
2. Click “mySUU portal” (upper left hand corner)
3. Click on “Forgot username or Password?”

4. Enter the email you used when you applied or enter the answer to your security question (if you have forgotten the answer to your security question, you will have to contact the IT Help desk) - or if you have never used the system then choose a security question and an answer
7. Read the disclaimer. Click the "I agree" box and then click "submit"
8. Confirm your password and click "submit"
9. It will then display a screen that says, "Your account has been successfully activated. It will give you your user name and your Tnumber (your password was the one you entered previously) – print this out for safe keeping.

If this doesn't work, please contact our IT help desk at [435-865-8200](tel:435-865-8200)

Viewing/ordering your Transcript

Please follow these steps to view your unofficial transcript (it is highly advisable that you check your SUU portal for your unofficial transcript prior to ordering a transcript - checking off that you would like to make sure that your semester grades are processed is not a guarantee that the transcript will include all grades):

- a) Go to www.suu.edu
- b) Select "mySUUportal" (upper left hand corner)
- c) Select "Student Menu" in the Banner Box (Bottom left)
- d) Select "Student Records"
- e) Select "Academic Transcript"
- f) Select which "Transcript Level" you would like to see ("All Levels" will show you all your credits)
- g) Select "Submit"
- h) View your unofficial transcript to make sure all courses, grades and credits are listed correctly.

Please follow these steps to order your transcript:

- i) Access your SUU Portal
- j) After gaining access to the portal, you will see a gray box on the right side of the screen titled, "Resources". Select "Order Transcripts".
- k) Follow the instructions on the screen and be sure to use the correct address for any institution

If you have any questions any of these instructions please contact K12 inservice at 435/865-8085 or k12inservice@suu.edu. Emails will be the most efficient method of communication. If you call with an error we may end up sending you information or needing information through an email.

Dropping the course

Before the course starts

If you need to drop the course before the course starts you should be able to drop yourself in the same screen you registered in. Instead of registered click the drop down box and select web dropped.

If this is the only course you are enrolled in you will need to email K12inservice@suu.edu to be dropped

After the course starts

Please refer to the policies document you should've received with these instructions. If you drop more than a week after the first day of the course you will receive a 'W' on your transcripts. For more information read the policies document.