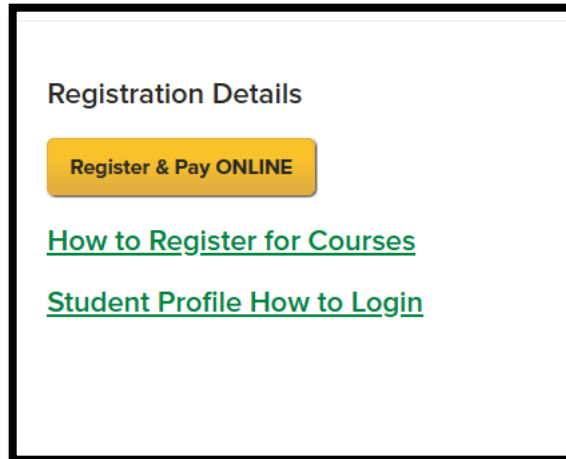
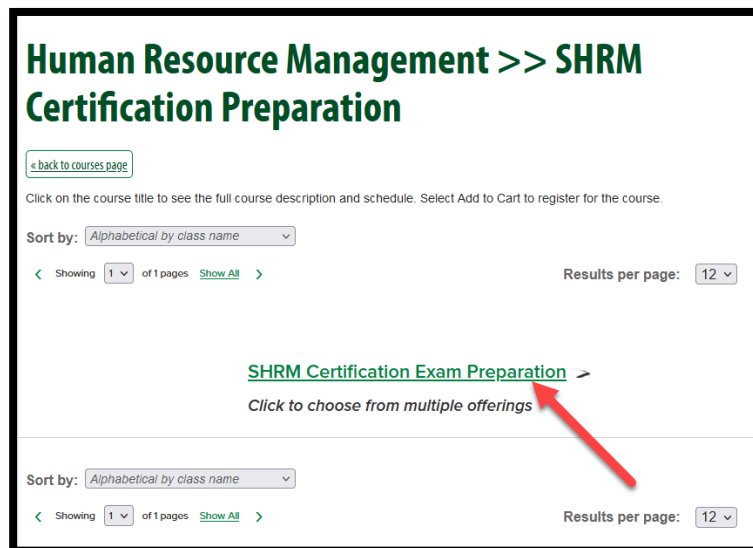


Registering for SHRM PREP Course

1. Select Register & Pay ONLINE to Navigate to the Registration Site.

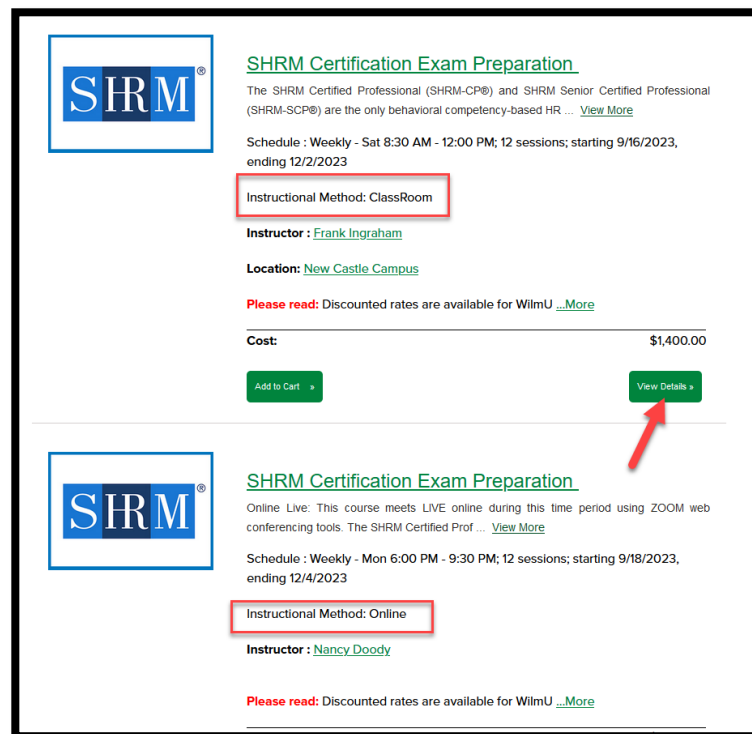


2. Select the SHRM Certification Exam Preparation link to view the multiple offerings.



Registering for SHRM PREP Course

3. Select the section of the course that you would like to register for (Online Live or Face to Face). Clicking “View Details” will allow you to view the details of the course. Any applicable early-bird registration fees will be taken off at checkout.



SHRM®

SHRM Certification Exam Preparation

The SHRM Certified Professional (SHRM-CP®) and SHRM Senior Certified Professional (SHRM-SCP®) are the only behavioral competency-based HR ... [View More](#)

Schedule : Weekly - Sat 8:30 AM - 12:00 PM; 12 sessions; starting 9/16/2023, ending 12/2/2023

Instructional Method: **ClassRoom**

Instructor : [Frank Ingraham](#)

Location: [New Castle Campus](#)

Please read: Discounted rates are available for WilmU ...[More](#)

Cost: \$1,400.00

[Add to Cart](#) [View Details](#)

SHRM®

SHRM Certification Exam Preparation

Online Live: This course meets LIVE online during this time period using ZOOM web conferencing tools. The SHRM Certified Prof ... [View More](#)

Schedule : Weekly - Mon 6:00 PM - 9:30 PM; 12 sessions; starting 9/18/2023, ending 12/4/2023

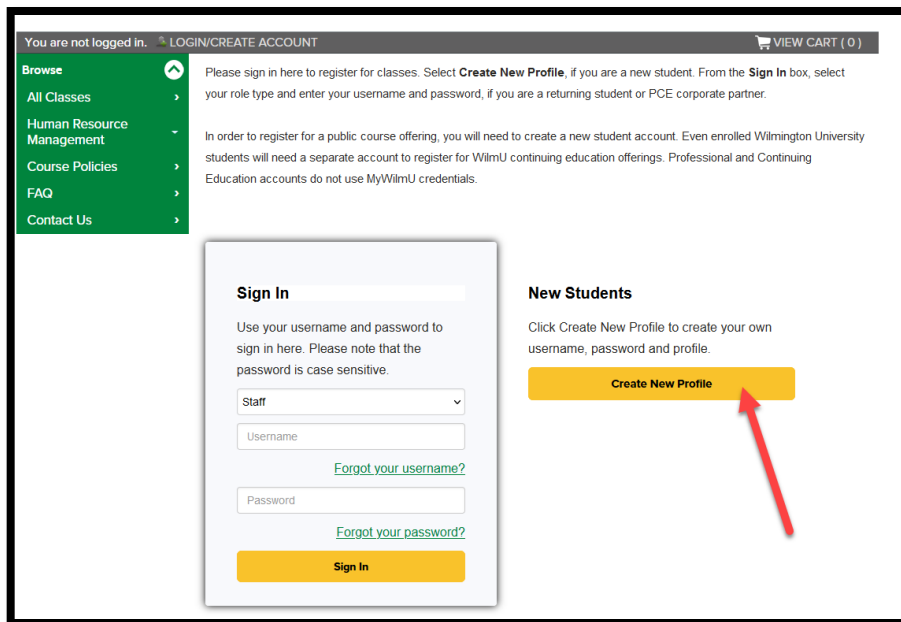
Instructional Method: **Online**

Instructor : [Nancy Doody](#)

Please read: Discounted rates are available for WilmU ...[More](#)

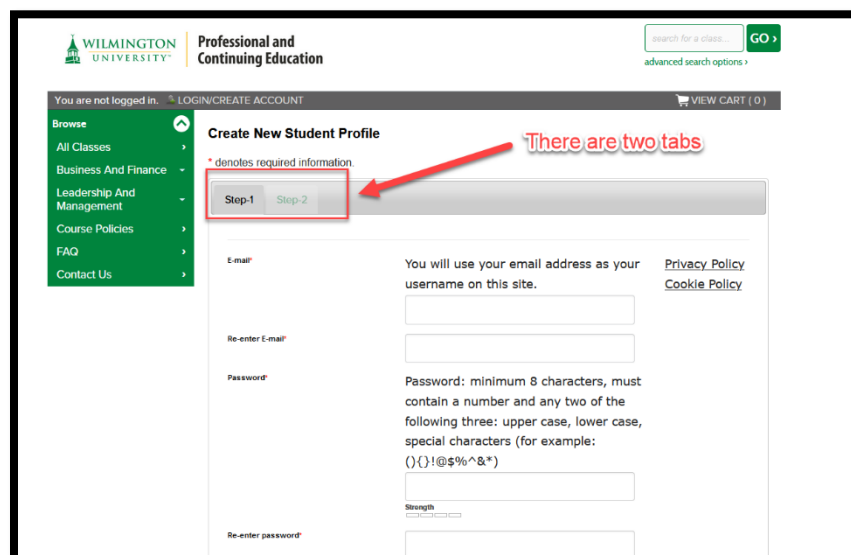
4. Select “**Add to Cart**” to register for the course. You will be prompted to “**Sign In** or **Create a new Profile**”. This account is not associated with MyWilmU and all new users will need to make an account. After the initial account is created, you will select “**Login to Your Account**” in the future to access your classes.

Registering for SHRM PREP Course

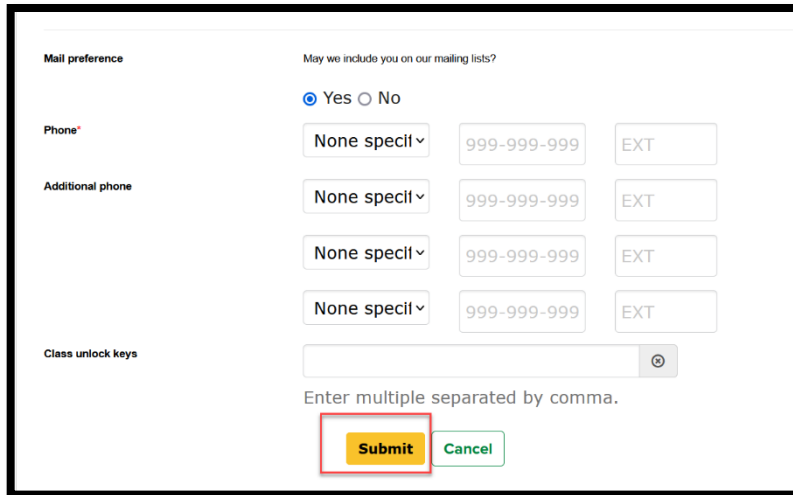


5. When creating a new student profile, fill out the profile information on each tab.

**All required fields are marked w/ a red Asterix.*



Registering for SHRM PREP Course



Mail preference Yes No

May we include you on our mailing lists?

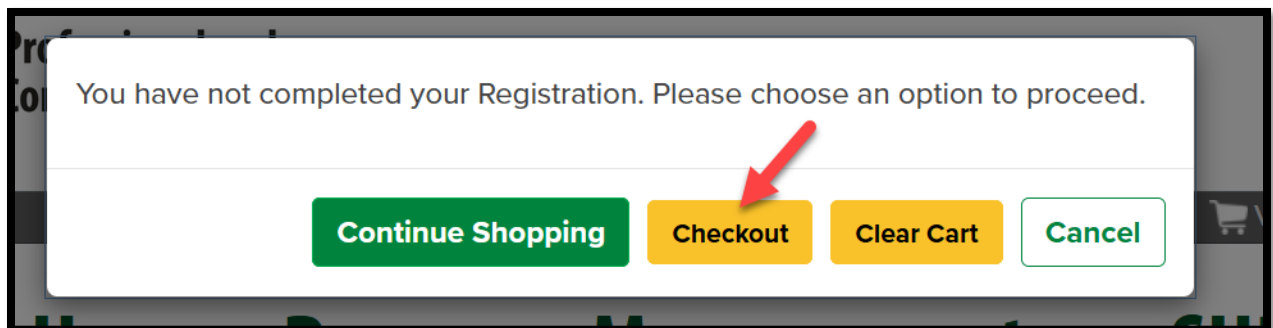
Phone*

Additional phone

Class unlock keys

Enter multiple separated by comma.

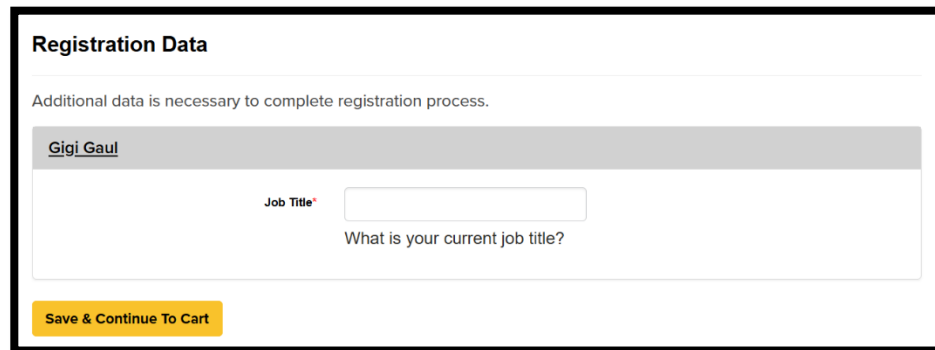
6. Once all required fields are filled in, click **“Submit”**.
7. All steps in this process are now complete & a new student profile has been created. Please save your username and password in a safe place as this will be used to access your continuing education courses in the future.
8. Select **“Checkout”** or **“View Cart”** and **“Checkout”** to view the class that was added to your cart. If the class does not automatically appear, select the menu drop down to add it to your cart.



Registering for SHRM PREP Course



- Prior to checking out, you might be prompted to add additional information for your registration on a course-by-course basis. Please add in any applicable information and click **“Save & Continue to Cart”**.



Registration Data

Additional data is necessary to complete registration process.

Gigi Gaul

Job Title*

What is your current job title?

Save & Continue To Cart

- Check the box to agree to the policies regarding refunds. Any applicable early-bird registration discounts will be deducted automatically. If you have a course discount code such as Alumni, SHRM Member, or WU Faculty/Staff, enter this code in the open box, and select “Apply Class Code” to adjust the cart balance. Select “Checkout” after applying any discount codes.

Registering for SHRM PREP Course

Registering Gigi Gaul

1. First 2. Second 3. Last

Shopping Cart

Thank you for taking classes with Wilmington University's Professional and Continuing Education Center!

Student Details	Class Details	Amount
Gaul, Gigi gabrielle.r.gaul@gmail.com 320 N Dupont Hwy, New Castle, DE 19720 -6434 302-327-4704	SHRM Certification Exam Preparation, 20 Start Date: 9/18/2023, Instructor: Doody	<input checked="" type="checkbox"/> Agree to Policies Remove Class
Class Registration Cost		\$1,400.00
Early Registration Fee		(\$150.00)

Total

Total \$1,250.00

Discounts and Checkout

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

[Apply Class Code](#)

[Checkout](#) [View Cart](#) [Choose Additional Classes](#)

11. Then, enter your name as the signature, and select "I Agree"

Wilmington University

Signature

[I Agree](#) [Cancel](#)

12. Lastly, enter your information for payment in the secure payment portal, and select "Process Payment".

Registering for SHRM PREP Course

Wilmington University

Order Summary

Order Date	10/17/22
Order Amount	\$560.00
Order Number	431211
Customer IP	[REDACTED]
Description	Confidence in the Workplace, Customer Service for Financial Institutions

Credit Card Information

Card Type	Visa
Name as on Card	[REDACTED]
Card Billing Address	[REDACTED]
Card Billing Zipcode	[REDACTED]
Card Number	[REDACTED]
Card Expiration Date	[REDACTED]
	MMYY
Card ID (CVV2/CID) Number	[REDACTED]

[What is the Card ID?](#)

You are now registered for the SHRM Preparation Course. You will receive a confirmation email as well as a transaction receipt. To view and access your Canvas class materials view the document titled **“SHRM Accessing your Course”**.