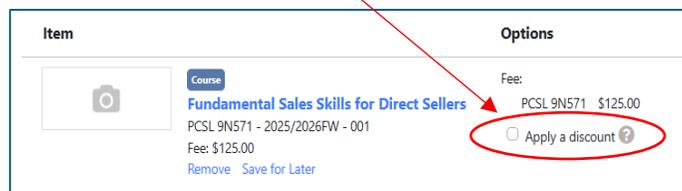


Fundamental Sales Skills for Direct Sellers

Instructions for Applying and Creating Account

- Visit the course page:
<https://brocku.ca/continuing-education/learn/courses/sales-skills-direct-sellers/>
- Scroll down to the **Register** section and click **Apply**.
- Under **Enroll Now**, choose the course (PCSL 9N571) and click **Add to Cart**.
- Click **Checkout**.
- You will be directed to a page that says **Log In or Create an Account**. Click **Create Account**.
- Fill in the information to create your account.
- You will get an email from Brock to confirm your account and reset your password.
 - Check your **junk/spam** folder.
 - It can take up to **30 minutes**.
 - If you don't get it, please contact Brock**.
- Follow the email instructions to **create your password**.
 - Save your **Brock ID** and **password** – you will need these to access your course.
- After your account is active, log back in.
 - If you aren't automatically redirected to the log in page, go to <https://ce.brocku.ca/portal/logon.do?method=load>.
 - Select **Returning User** and log in using your **Brock ID** and the **password** you just created.
- Go to your **cart** and continue to **checkout**.
- On the checkout page, where the **fee information** is listed:
 - If applicable, check the box that says **Apply a discount**.
 - If applicable, enter your **promo code**.
 - Click **Checkout** to finish the transaction.



- After you are enrolled, Brock will send an email to finalize log in and course access.

****If you have any issues with your registration, please email ce@brocku.ca**