Registering for Ed Tech PD through SUU for SUU Credit

Step 1 and 2 must be completed if you are not an active continuing education student. If you are you can skip to step 3.

Step 1: Apply to SUU

1. Go to www.suu.edu
2. Select Apply (top right)
3. Find Continuing Education
4. Click Select Year -- select Fall 2018
5. You will see the following tabs, and provide information in each tab as directed on the screen.

   - Personal Information
   - Education
   - Application
   - Information

6. Select Submit Application
7. You will see the message, "Thank you for your application to Southern Utah University K-12 Development Programs. Please contact our office at (435)865-8085 or k12inservice@suu.edu if you have questions or need assistance." Select OK
8. You may print your application if you want to, but it isn't necessary.
9. You will get an email message thanking you for your application. Wait 2 days, and then proceed to step 2 to activate your portal.

Step 2: Activate Your SUU Portal

1. You need to recall the email you used when you apply to SUU.
2. Go to www.suu.edu
3. Select the box in the left hand corner that says "mySUU portal"
4. Select Activate your account now
5. You will be prompted to put in the email address that you put into the system when you applied to the university - put in the email address and select Go.
6. The system will generate an email to the email you used when you applied to the university
7. Open the email from SUU and then select Finish Your Account Activation
8. You will be taken to a screen where you will be prompted to choose a security question and to type in an answer. Then select Continue.
9. Read the "Acceptable Use Policy" statement then select the box under "I Agree" then select Continue
10. You will be prompted to create a password. Select Continue.
11. You will see a screen that confirms your account has been successfully activated. Print this page for your records.
12. You will receive another email that contains your username and Tnumber
13. Proceed to step 3 to register for the class.

Step 3: Register for the Course

1. Access your SUU Portal by going to www.suu.edu
2. In the "Banner" box select Student Menu
3. Select Registration
4. Select Register for Classes
5. Select the term Fall 2018
6. Select Continue
7. Select the "Enter CRNs" tab at the top of the page.
8. Enter the Course Registration Number (CRN) in the space provided. You can get this CRN number from the course instructor.
9. Select Add to Summary
10. A summary will appear in the bottom half of your screen. Make sure the course information matches what you've been given and click submit.
11. The status will say registered and turn green which means you have successfully registered.