1. Start with entering the URL: http://ceedcatalog.pdx.edu

You can also access this webpage by clicking on “Course Catalog” from the Continuing Education webpage http://www.pdx.edu/ceed/ and clicking Noncredit/CEU classes and workshops or by clicking Current Courses and Registration from any of the program pages.

Please note that the credit card processor does not always work on Safari browsers.

2. To create a new student account, click on Student Login on the left-hand sidebar.
3. This lands you on the login page.

On the bottom half of the page, beneath the header **New User?**, is a hyperlink on the words *Create a free account*. Click this hyperlink.
4. Fill out your contact information. At the very bottom, you will be asked Email Password. The default selection may be No. Please be sure to change this to Yes before proceeding. This is how you will receive the username and password you will use to log into your student account.

**Email Password**

Would you like us to email a user name and password to you so that you do not need to re-enter your contact information when you make another inquiry, or when you register for a course?

- Yes
- No

For additional information or assistance, please contact Graduate School of Education: Continuing Education.

5. Once that is done, click the [Submit] button. This will create your new student account.

Your default system-generated login name will begin with CEED-X followed by a number. You can change this to something more intuitive for you to remember (ex: CEED-johndoe) but it will always begin with CEED-.

Both your login and your password will be case sensitive (ex: CEED-johndoe is different from CEED-JohnDoe).

Please be sure to use proper capitalization, as the way you enter your name and address here is how it will be reflected on receipts and CEU transcripts.
6. Once that is done, your account is ready to go. Log in and the welcoming page that loads up will list classes you are enrolled in for the current term. From here, you may begin searching for new classes. You can do this by clicking Advanced Search in the left-hand sidebar.

7. Enter the criteria you wish to search by and click [Search Now]. Please note that the fewer variables you enter, the more results you will find. We recommend selecting a subject area or two and leaving all other fields blank.
8. A list of classes will pop up. You can choose to further refine your search or explore the list of classes, workshops and trainings that are available.
9. Clicking on one of the search results takes you to the information page for the course. If multiple sections are offered for a single course, they will all be listed here. Please make sure you are enrolling in the correct section, as some courses are offered for different options (rates, hours, credits, times, locations, etc.).

Once you are ready to enroll in a class, click [Add to Cart]. Be sure to have your credit card on hand so that you do not time out during the payment process and have to start over.
10. Once the class is added to your cart, you will be taken directly to your shopping cart. Please be sure to select any relevant discounts that you wish to take.

Here, you may choose to add more or continue to pay.

If you’d like to add more, click Keep Shopping and repeat the search steps (#6 - 8) above.
If you are done, click [Continue Checkout].

If you decide to browse for more classes and find nothing else to add, you may return to your shopping cart at any time by clicking the My Cart link at the top right of the webpage, to the left of the black Search bar.
11. **Once you click [Continue Checkout] you will be asked to sign in again.** This is to protect your security prior to initiating a financial transaction. Enter your username and password and click [Continue Checkout] once more.

12. **Confirm your information and click [Continue Checkout] again.**
13. Review the Registration Policies and click [Continue Checkout] yet again. This time, it will take you to the University's payment processing system, CASHNet, as a pop-up window.

14. Review and agree to the terms and conditions and click [Continue Checkout] on the CASHNet pop-up window.
15. Once your payment goes through, you will be routed back to your student account and have access to a payment receipt. If your payment is declined, CASHNet will inform you of the problem immediately.

At this point, your transaction is done.

To confirm your registration(s), you can check out My Enrollment History on the left-hand sidebar.

For payment receipts, click My Account History on the left-hand sidebar.