

# Registration and Payment Instructions for Non-Credit Course

## PA 572: Fundamentals of Columbia Basin Governance

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If you are completing the registration and credit card payment process:

- On behalf of the participant(s) → **Option A**
- For yourself → **Option B**

If you are paying with a check and/or need an invoice, please first complete **Step 1** in either **Options** and skip to the bottom of the document under **Other Payment Options**.

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### Option A

**Step 1.** Please create each participant's "user profile" with PSU's Non-Credit Solutions

- a. <https://noncredit.pdx.edu/portal/logon.do?method=load>
- b. Under "I am a new user", please enter **the participant's email address** (work/personal, whichever one they access regularly);
- c. Go through the one-page profile set up process;
- d. Two confirmation emails will be sent to the participant, one with the user name and another with the password.

**Step 2.** Registration and Payment (Credit card by phone)

- a. Please call PSU's Non-Credit Solutions at 503-725-4481 (press "1" when prompted);
- b. You will need the following information:
  - i. Participant's name(s);
  - ii. Course title: CPS-001-006 Fundamentals of Columbia Basin Governance
  - iii. Approved amount: \$2,300.00

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### Option B

**Step 1.** Please create your "user profile" with PSU's Non-Credit Solutions

- a. <https://noncredit.pdx.edu/portal/logon.do?method=load>
- b. Under "I am a new user", please enter your email address (work or personal, whichever one you have regular access to);
- c. Go through the one-page profile set up process;
- d. You will receive two confirmation emails, one with the user name and another with the password.

**Step 2.** Registration and Payment (Credit card by phone or online)

- a. Phone
  - i. Please call PSU's Non-Credit Solutions at 503-725-4481 (press "1" when prompted);
  - ii. You will need the following information:
    1. Full name;
    2. Course title: CPS-001-006 Fundamentals of Columbia Basin Governance;
    3. Approved amount: \$2,300.00

b. Online

- i. <https://noncredit.pdx.edu/search/publicCourseSearchDetails.do?method=load&courseid=34333856>
- ii. Click “Add to Cart”, then “Checkout”
- iii. Click “Checkout” and complete payment with a card.

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## Other Payment Options

### Check:

Please first complete Step 1 above in either Option A or B.

Please make checks payable to Portland State University and include the following information:

- Attn: Non-Credit Solutions
- PO Box 202, Portland, OR 97207
- In the check memo section please include:
  - Course title: CPS-001-006 Fundamentals of Columbia Basin Governance;
  - Participant’s name

### Invoice:

Please first complete Step 1 above in either Option A or B.

Please provide PSU's Non-Credit Solutions (NCS) a payment guarantee (i.e. Purchase Order or a similar document) that includes the following information:

- Complete billing contact information;
- Participant’s name;
- Course title: CPS-001-006 Fundamentals of Columbia Basin Governance;
- Approved amount: \$2,300.00

Please send this to Angelena Garlock-Balzer at NCS at [learn@pdx.edu](mailto:learn@pdx.edu). Upon receipt of the payment guarantee, NCS will process the registration and issue an invoice.

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## Contact

Josh Metzler  
Program Coordinator  
503-725-5190  
[jmetzler@pdx.edu](mailto:jmetzler@pdx.edu)