

Registration and Payment Instructions for PA 567 Non-Credit Professional Development Option

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 or need an invoice, please first complete **Step 1** in either **Options** and skip to the bottom of the document under **Other Payment Options.**

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 registrant' 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: PA 567 – 007 Northwest Energy Policy;
 - iii. Approved amount: \$1,332.00
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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: PA 567 – 007 Northwest Energy Policy;
 3. Approved amount: \$1,332.00

b. Online

- i. <https://noncredit.pdx.edu/search/publicCourseSearchDetails.do?method=load&courseId=32577327>
- ii. Click “Add to Cart”, then “Checkout”
- iii. (If you are claiming a discount, check the box “Apply a discount” and enter code)
- iv. Click “Checkout” and complete payment with a card.

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: PA 567 – 007 Northwest Energy Policy;
 - 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: PA 567 – 007 Northwest Energy Policy;
- Approved amount: \$1,332.00

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

Contact

Josh Metzler
Program Coordinator
503-725-5190
jmetzler@pdx.edu