Registration and Payment Instructions for
Non-Credit (Destiny) Course

If you are completing the registration and <u>credit card</u> 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'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 registrant, 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 **(Note: During office closure due to the pandemic, please leave a voicemail with a call back number. You will still need the following information when you receive a call back)**:
        i. Registrant's name(s);
        ii. Course title: 0005 – 005 Certificate in Tribal Relations
        iii. Program Fee: $9,000.00

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. <u>Phone</u>
        i. Please call PSU's Non-Credit Solutions at 503-725-4481 (press "1" when prompted);
        ii. You will need the following information **(Note: During office closure due to the pandemic, please leave a voicemail with a call back number. You will still need the following information when you receive a call back)**:

1. Full name;
2. Course title: 0005 – 005 Certificate in Tribal Relations;
3. Program Fee: $9,000.00

b. Online
    i. https://noncredit.pdx.edu/search/publicCourseSearchDetails.do?method=load&courseId=40458559
    ii. Click "Add to Cart", then "Checkout"
    iii. 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: 0005 – 005 Certificate in Tribal Relations
    - Registrant'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;
- Registrant's name;
- Course title: 0005 – 005 Certificate in Tribal Relations
- Program Fee: $9,000.00

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