Course Registration Instructional Manual

*Before reaching out for assistance, please review all the information provided below*

Log in to the Course Registration Portal (courses.prioritydispatch.net) with your existing Member Portal login email.

- If you don't currently have an account, please create one.

Once logged in, you will then be on the HOME page:
Using either the **TRAINING** or **CALENDAR** tabs located at the top of the page, you can now search for classes.

- In the Training Tab, the Catalog feature on the left will help sort the course icons.
- In the Search option in the right top corner, you can enter a state or venue (class location) name.

Once the Course type is chosen, the date-specific available classes will then populate on a new screen (you may need to enable pop-ups on your computer). All classes will be on the left-side list, with additional pages accessible by using bottom toggle arrows.
• The buttons appear at the bottom of the list.

After finding the class you would like to enroll in, select the course and the class details will then be populated on the screen (see below).

When ready to enroll, select **Add to Cart**.
If your PROFILE does not list an Agency ID, because you are not affiliated with a specific agency, the Credit Card purchase option will display.

If your PROFILE lists a valid Agency ID, then the two payment options will display (Credit Card and Purchase Order)

- Purchase Orders indicate that an invoice will be sent to the listed Agency ID after the class is complete.
To pay by Credit Card, select the Credit Card radio button and then ‘Proceed to Checkout’.

After proceeding to checkout, the below page will be displayed. Select Continue Order to continue checking out.

To add additional classes before checking out, select Continue Shopping located on the bottom right-hand corner.
If no additional classes need to be added, and you selected the Continue Order button, it will then take you to the Credit Card Information screen as shown on the right. Once you've entered all of your information, select the Complete Order button and it will take you to your confirmation screen.

To pay with a Purchase Order when registering for a class, select the Purchase Order radio button as shown below then select Proceed to Checkout:
On the next page, it will prompt you to enter your Purchase Order Number (this should be provided to you by your agency). If you do not have a Purchase Order Number, you can put “N/A” or any other character in that field. By having selected Purchase Order, an invoice will still be sent to your agency for billing after the course is complete.

Once you have entered the information, select the “Order for these items complete” button as shown on the right:
Once you have selected the “Order for these items complete” button, it will then take you to the completed/confirmation page:

Once you select the “Done” button on that page, it will then disappear, taking you back to the TRAINING home page.

The course icon for the specific discipline you have registered in will then be displayed on the right-hand side of the page, under “Enrolled Training”, as shown below:
If you wish to unenroll from a class, locate it in the class list and you will see it outlined in red. The “UnEnroll” option will also populate on the same screen as shown below:

Once you've “UnEnrolled” from the class, the UnEnroll button at the top and the red outline of the course will disappear and the Add To Cart button will populate again, confirming you have successfully unenrolled from the class. Once you exit out of the screen, you will then see the course icon that you initially registered for show back up on the left-hand side of the page under “Available Training” and will be removed from the “Enrolled Training” section.