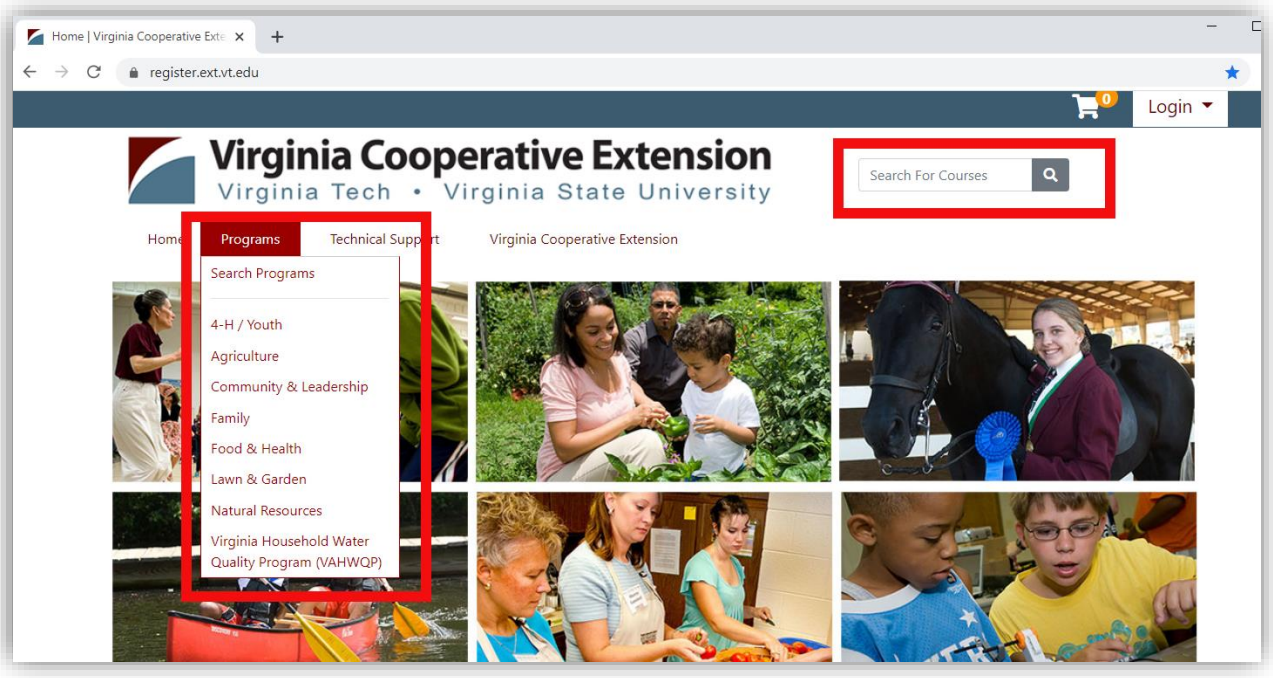
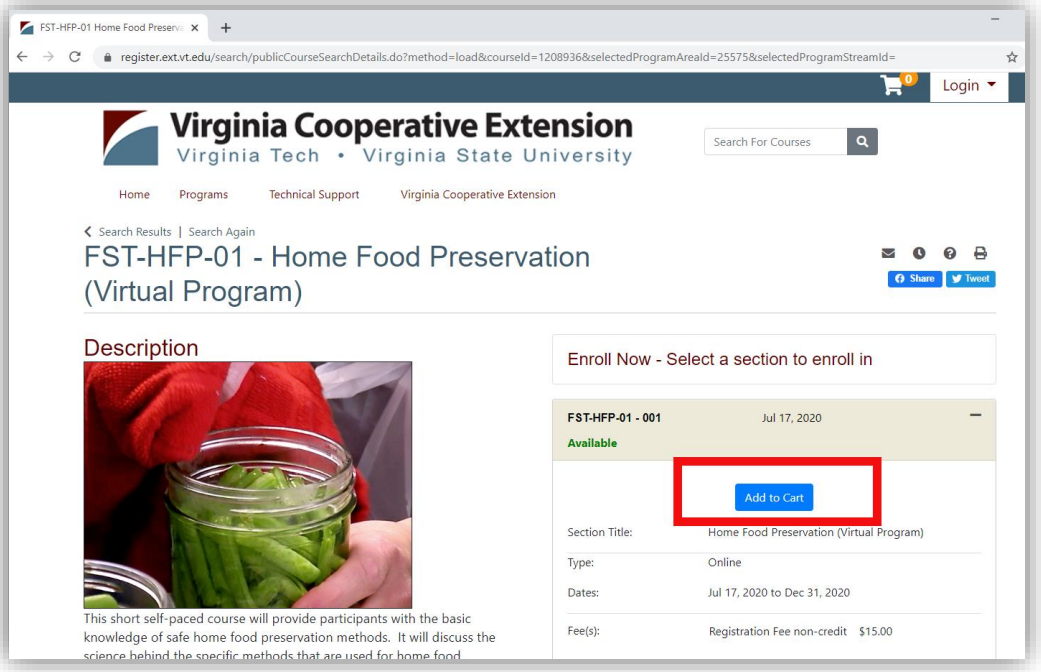
VCE Programs Registration Instructions

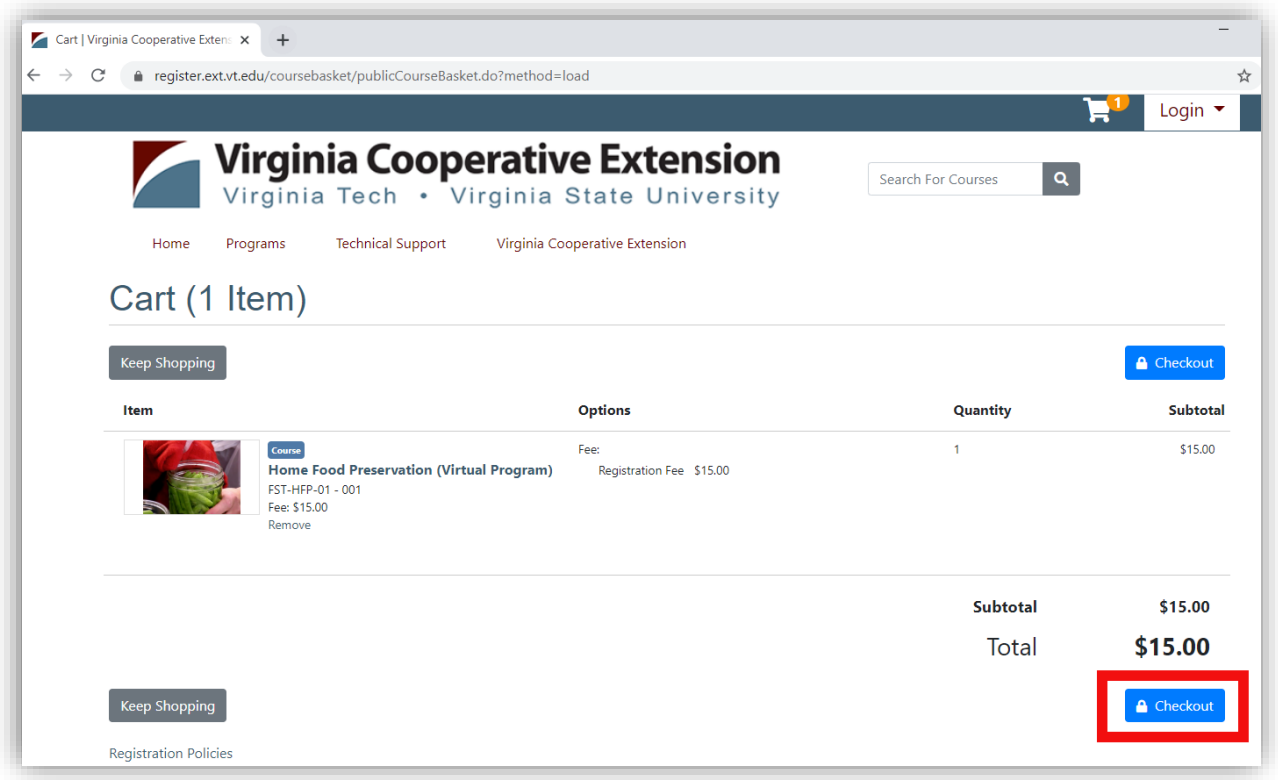
1. To begin the registration process, please use the direct registration link, if one has been provided. If not, please go to https://register.ext.vt.edu/ and use the keyword search box or the Programs drop-down menu:



2. Next, click on "Add to Cart" to add the desired course to your cart.



3. Click on “Checkout”, which will take you to your cart. From here, confirm your selection by clicking on “Checkout” again.



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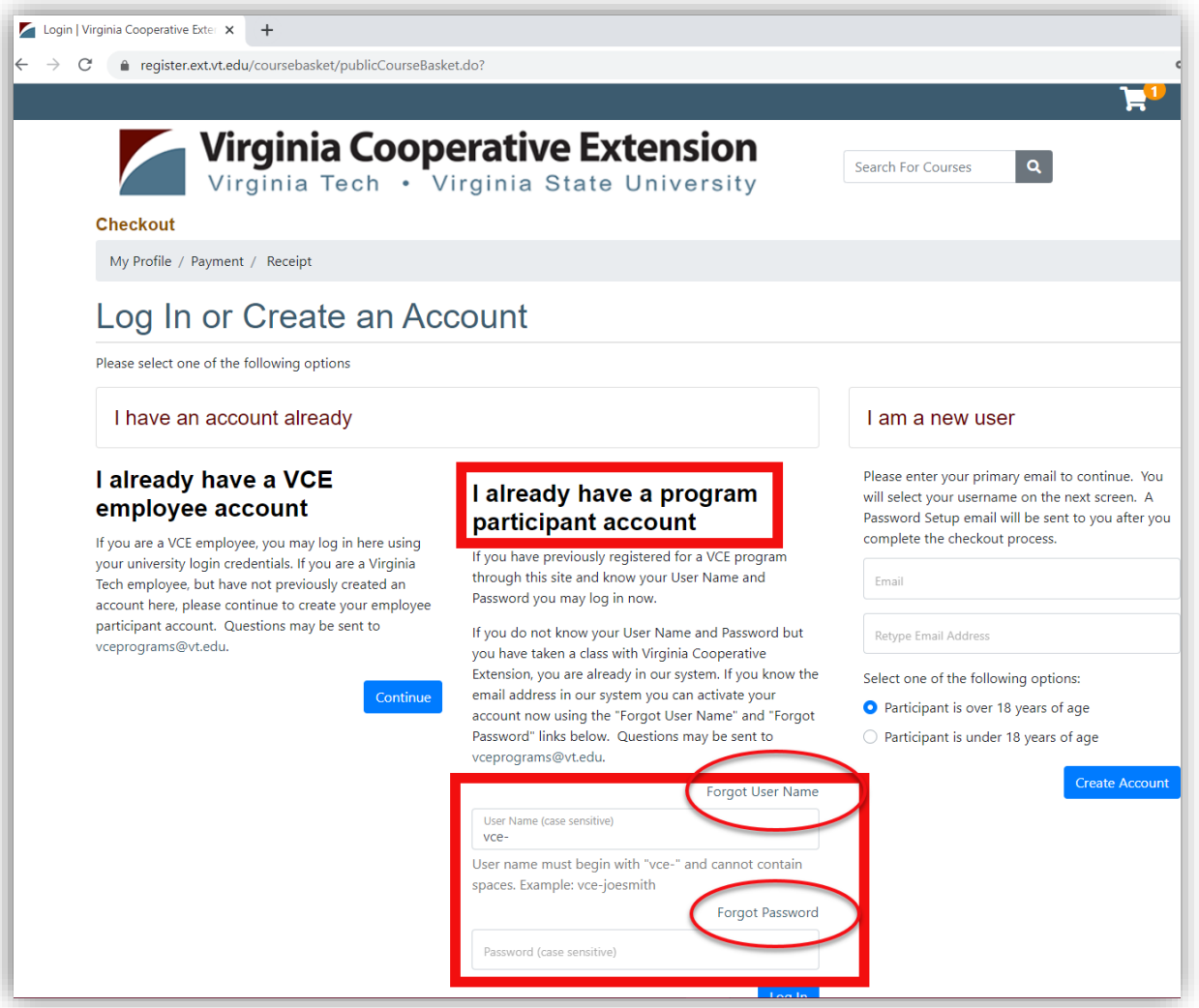
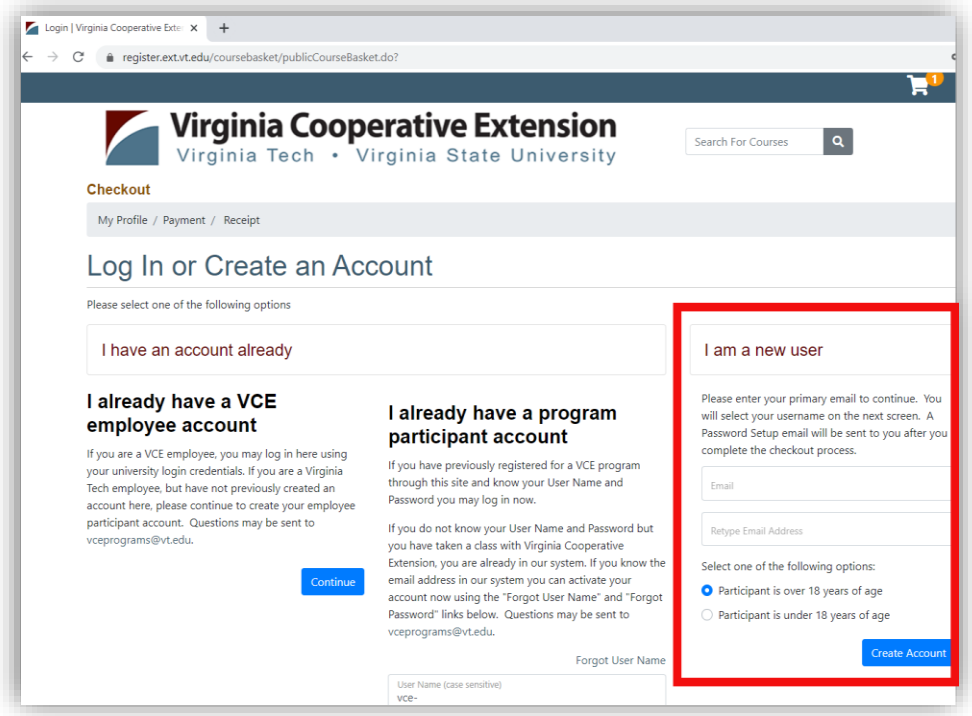
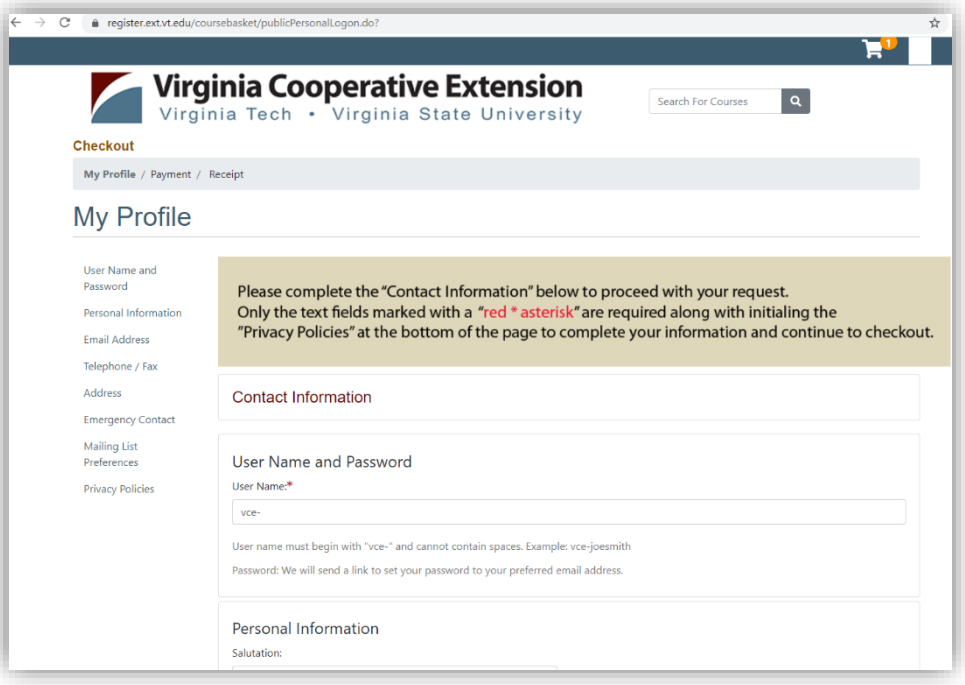
4. Now, you will need to log in to complete your registration. If you have used this registration site before and believe you already have a participant account, please log in under the "**I already have a program participant account**" section. If you have forgotten your username or password, please use the Forgot User Name or Forgot Password links on this page. These will send an email message to your account email, if you already have a program participant account. If you have any trouble logging in, please contact the help desk at vceprograms@vt.edu.



****If you are a current Virginia Tech faculty or staff member, or a VCE employee with a VT PID, please log in under the "I already have a VCE employee account" section using your PID and PID password.**

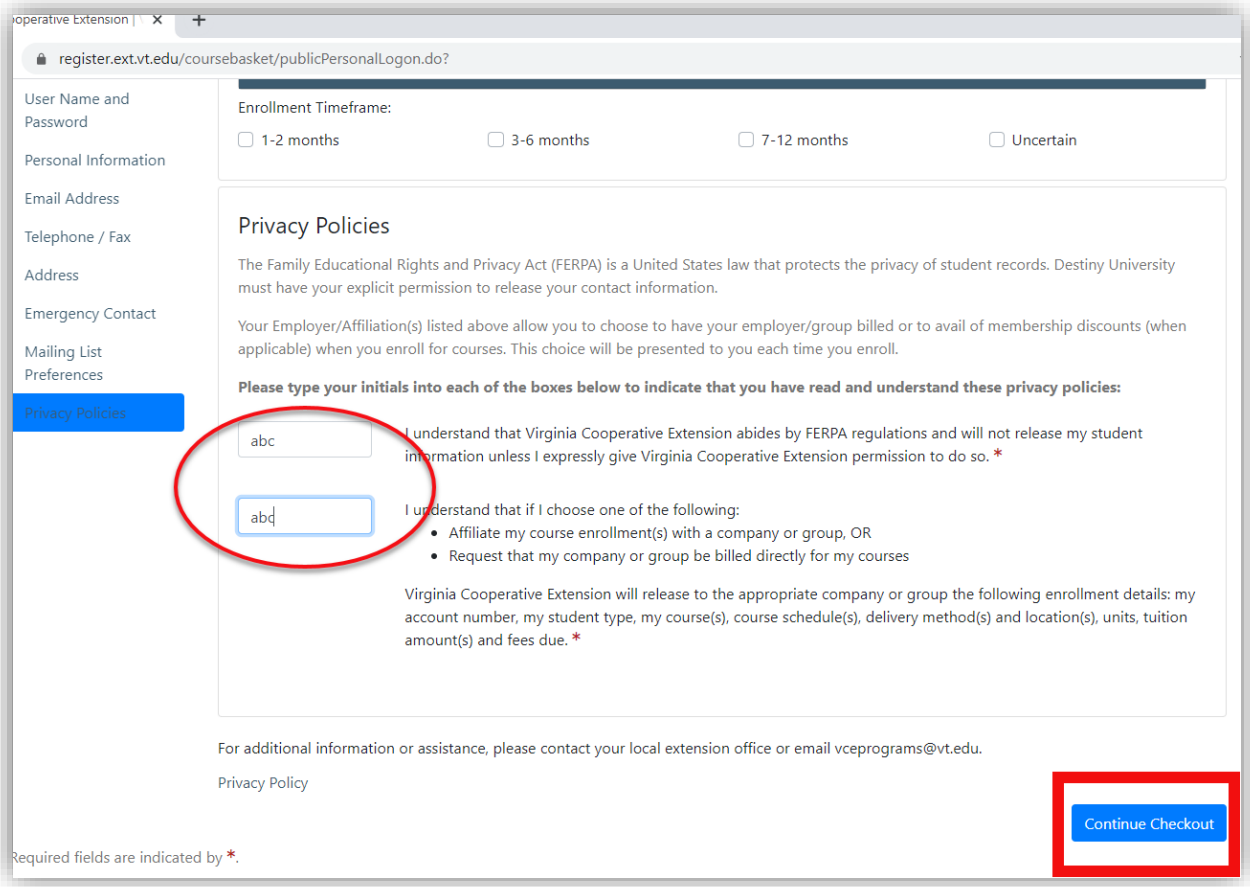
Or, if you have never used this registration system before, you will need to complete the "I am a new user section" and My Profile page.





****If you are a VT alumnus or a retired/former employee with a vt.edu email address, please use a <u>different</u> email address for this registration.**

5. Once you fill in your profile information, be sure to scroll to the bottom of the page, enter your initials twice under the Privacy Policies section, and then click on “Continue Checkout”.



6. Follow the on-screen instructions to complete your registration and credit card payment.

If you experience any problems with this process,
please send an email to vceprograms@vt.edu.