

**Stanford Center for Education and Professional Development (CEPD)
Quick "How To Guide" for Online Registration**

1. Go to the website	http://www.cecenter.stanfordhospital.com
2. Click on:	Click to view the CEPD Online Registration site
3. Choose your login type and click on it:	<ul style="list-style-type: none"> ➤ Returning Customer & Stanford/LPCH Employee Login <ul style="list-style-type: none"> • Type in your employee number with NO leading zeros. • Type in your password <ul style="list-style-type: none"> ▪ -if logging in for the first time: Your date of birth (MM/DD/YYYY). • Click on: "Login" ➤ New Customer (Non-Stanford Employee) <ul style="list-style-type: none"> • Fill in New User information and create a password. • You will be redirected to the home page: • Click on "Search for Courses".
4. You will come to a course selection page. Two ways to search for courses:	<ul style="list-style-type: none"> ➤ Click on: "Calendar" <ul style="list-style-type: none"> • Click on the month • Click on the course name • Scroll to the bottom of the page • Click on: "Add to Shopping Cart" ➤ Select your search criteria for course(s) <ul style="list-style-type: none"> • Click on "Search for Courses" • Check the box next to the course(s) • Scroll to the bottom of the page • Click on: "Add to Shopping Cart"
5. Make sure the course(s) you selected are in the "Shopping Cart"	
6. Click on: "Go To Checkout"	
7. You will come to a "Review Summary" page, ensure all information is correct	
8. Pay for the course (s):	<ul style="list-style-type: none"> ➤ If it is a <i>mandatory class/ department</i> paid: <ul style="list-style-type: none"> • Click on "Complete Registration" ➤ If you are using <i>Educational Assistance Funds</i>: <ul style="list-style-type: none"> • Click on and check the box next to "Educational Assistance Funds" • Enter amount in the box WITHOUT a "\$" sign. • Click on and check the box above: I agree to terms and conditions below • Click on "Complete Registration" <p>❖ <i>***If you do not have adequate Educational Assistance Funds, please enter amount of funds to be used in the box and pay the difference with a credit card.***</i></p> <ul style="list-style-type: none"> ➤ If it is <i>self-pay</i>: <ul style="list-style-type: none"> • Fill out the credit card information. • Click on and check the box above: I agree to terms and conditions below • Click on "Complete Registration"
9. You will come to a "Thank you" confirmation page. When you are finished, click on: "logout"	