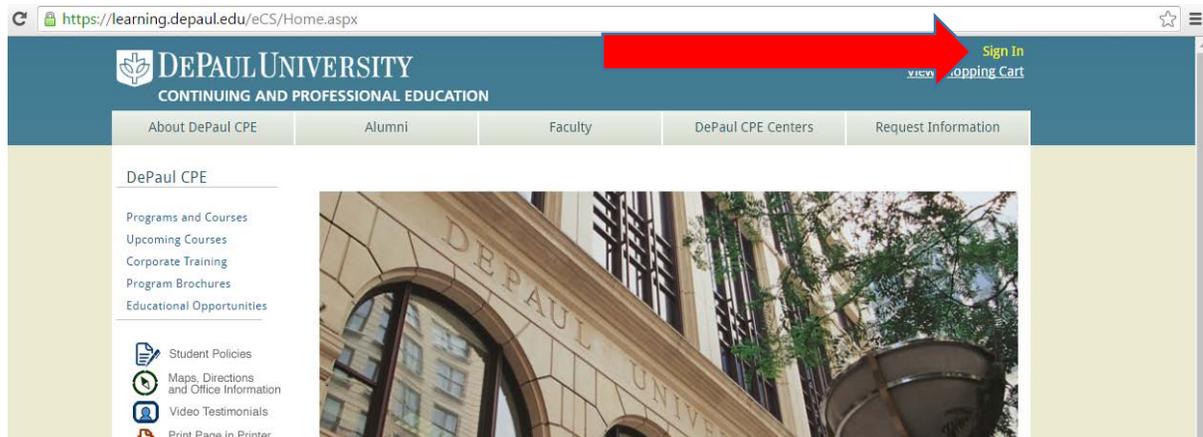
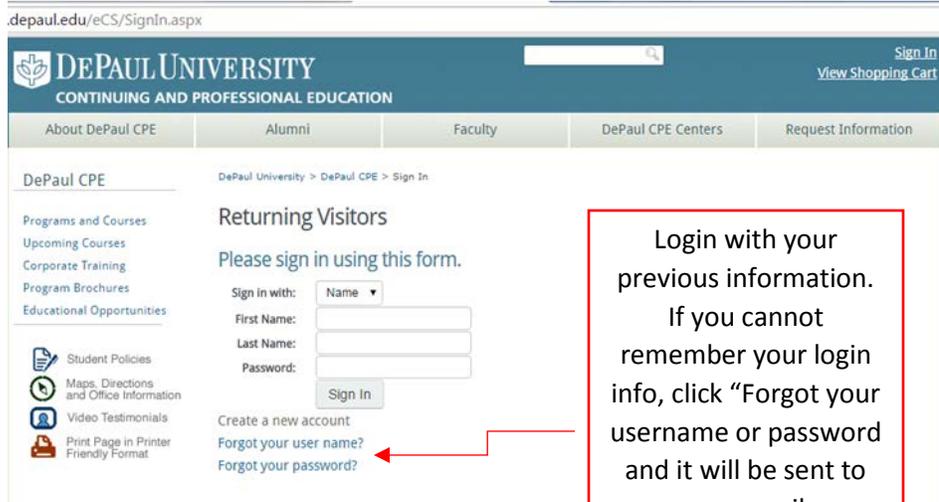


How to Register Online Through the CPE Website

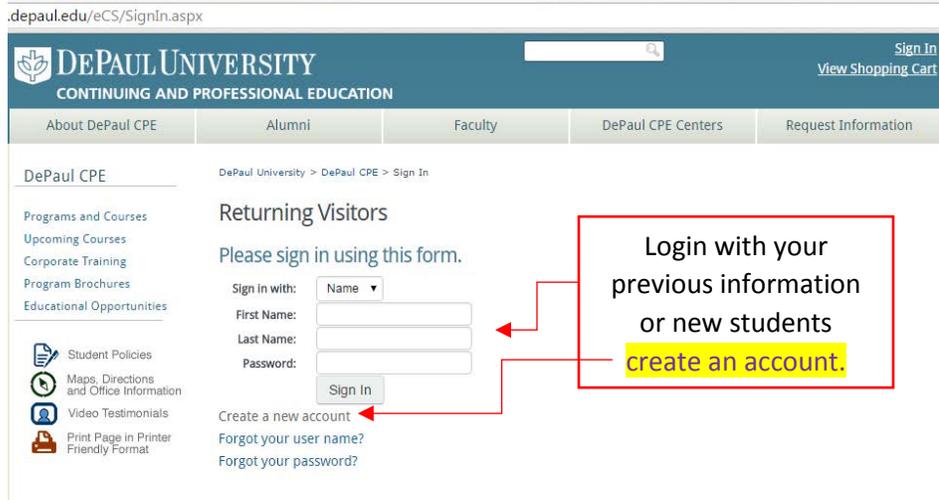
1. Go to the following website: <https://learning.depaul.edu/eCS/Home.aspx>
2. On the top right corner click “sign in”



3. If you have **previously enrolled online**, you should already have an account login. Use the same information to login.

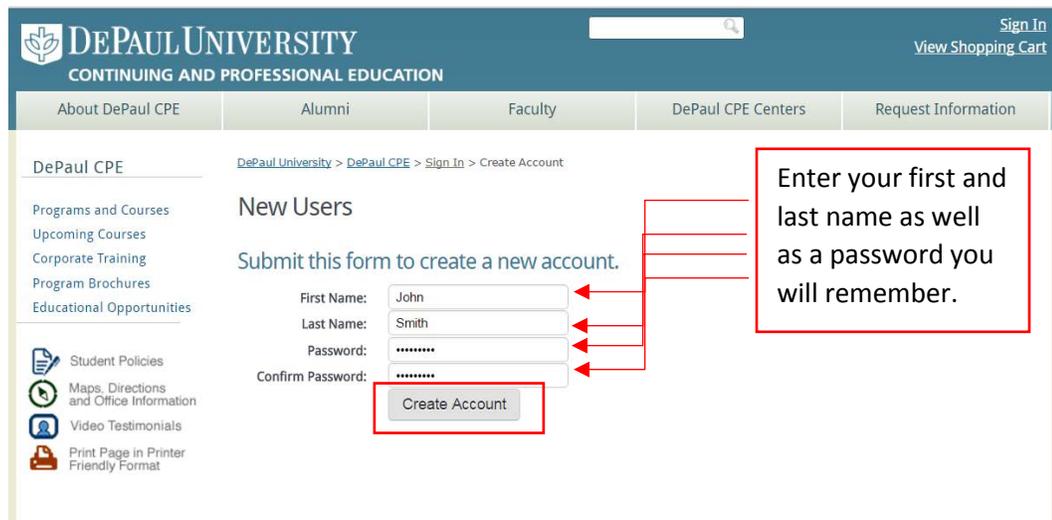


4. If you are a new student trying to enroll online, click “create account”



*** Please follow these instructions if you are a new student to DePaul’s Continuing and Professional education ***

- a.) After you click “Create a new account” you will be directed to a New Users page. Enter your first and last name with a password a select “Create Account.”



b.) You will then be directed to the Account Settings page. You will need to fill out personal information. Scroll down and **check course areas that interest you, how you heard about us, and your contact preferences, and select continue.**

Account Settings

- [Current Enrollments](#)
- [Enrollment History](#)
- [CEU Transcript](#)
- [Change Password](#)
- [Change User Name](#)

John Smith

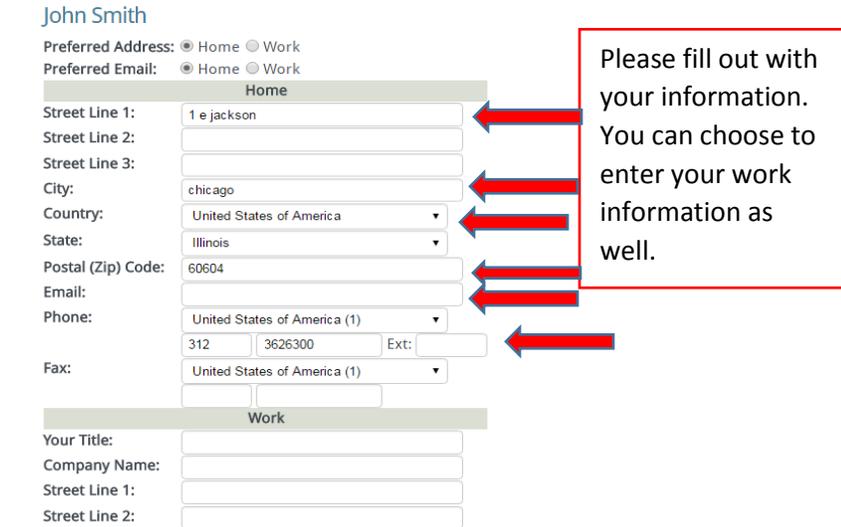
Preferred Address: Home Work
Preferred Email: Home Work

Home

Street Line 1:
Street Line 2:
Street Line 3:
City:
Country:
State:
Postal (Zip) Code:
Email:
Phone:
 Ext:
Fax:

Work

Your Title:
Company Name:
Street Line 1:
Street Line 2:



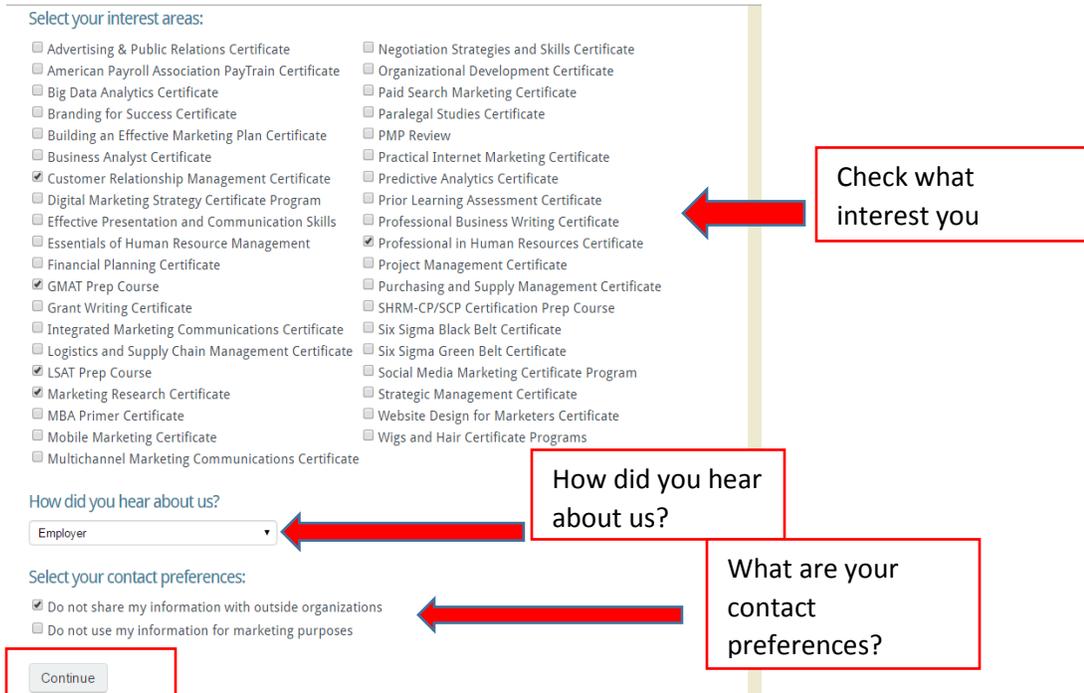
Please fill out with your information. You can choose to enter your work information as well.

Select your interest areas:

<input type="checkbox"/> Advertising & Public Relations Certificate	<input type="checkbox"/> Negotiation Strategies and Skills Certificate
<input type="checkbox"/> American Payroll Association PayTrain Certificate	<input type="checkbox"/> Organizational Development Certificate
<input type="checkbox"/> Big Data Analytics Certificate	<input type="checkbox"/> Paid Search Marketing Certificate
<input type="checkbox"/> Branding for Success Certificate	<input type="checkbox"/> Paralegal Studies Certificate
<input type="checkbox"/> Building an Effective Marketing Plan Certificate	<input type="checkbox"/> PMP Review
<input type="checkbox"/> Business Analyst Certificate	<input type="checkbox"/> Practical Internet Marketing Certificate
<input checked="" type="checkbox"/> Customer Relationship Management Certificate	<input type="checkbox"/> Predictive Analytics Certificate
<input type="checkbox"/> Digital Marketing Strategy Certificate Program	<input type="checkbox"/> Prior Learning Assessment Certificate
<input type="checkbox"/> Effective Presentation and Communication Skills	<input type="checkbox"/> Professional Business Writing Certificate
<input type="checkbox"/> Essentials of Human Resource Management	<input checked="" type="checkbox"/> Professional in Human Resources Certificate
<input type="checkbox"/> Financial Planning Certificate	<input type="checkbox"/> Project Management Certificate
<input checked="" type="checkbox"/> GMAT Prep Course	<input type="checkbox"/> Purchasing and Supply Management Certificate
<input type="checkbox"/> Grant Writing Certificate	<input type="checkbox"/> SHRM-CP/SCP Certification Prep Course
<input type="checkbox"/> Integrated Marketing Communications Certificate	<input type="checkbox"/> Six Sigma Black Belt Certificate
<input type="checkbox"/> Logistics and Supply Chain Management Certificate	<input type="checkbox"/> Six Sigma Green Belt Certificate
<input checked="" type="checkbox"/> LSAT Prep Course	<input type="checkbox"/> Social Media Marketing Certificate Program
<input checked="" type="checkbox"/> Marketing Research Certificate	<input type="checkbox"/> Strategic Management Certificate
<input type="checkbox"/> MBA Primer Certificate	<input type="checkbox"/> Website Design for Marketers Certificate
<input type="checkbox"/> Mobile Marketing Certificate	<input type="checkbox"/> Wigs and Hair Certificate Programs
<input type="checkbox"/> Multichannel Marketing Communications Certificate	

How did you hear about us?

Select your contact preferences:
 Do not share my information with outside organizations
 Do not use my information for marketing purposes



Check what interest you

How did you hear about us?

What are your contact preferences?

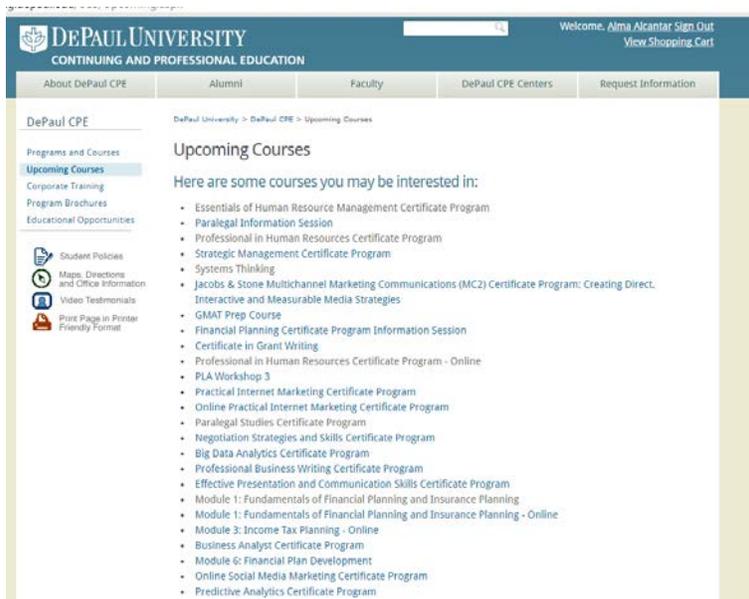
*****End of creating new account*****

If for any reason you are exited from the webpage or experience difficulties, please return to

the CPE website and login using your same username and password.

<https://learning.depaul.edu/eCS/Home.aspx>

5. After you login or created a new account, you will be prompted to the page of “Upcoming courses” Select the one that you are interested in.



DePaul University
CONTINUING AND PROFESSIONAL EDUCATION

Welcome, Alma Alcantar Sign Out
View Shopping Cart

About DePaul CPE Alumni Faculty DePaul CPE Centers Request Information

DePaul CPE

Programs and Courses
Upcoming Courses
Corporate Training
Program Brochures
Educational Opportunities

Student Policies
Maps, Directions and Office Information
Video Testimonials
Print Page in Printer Friendly Format

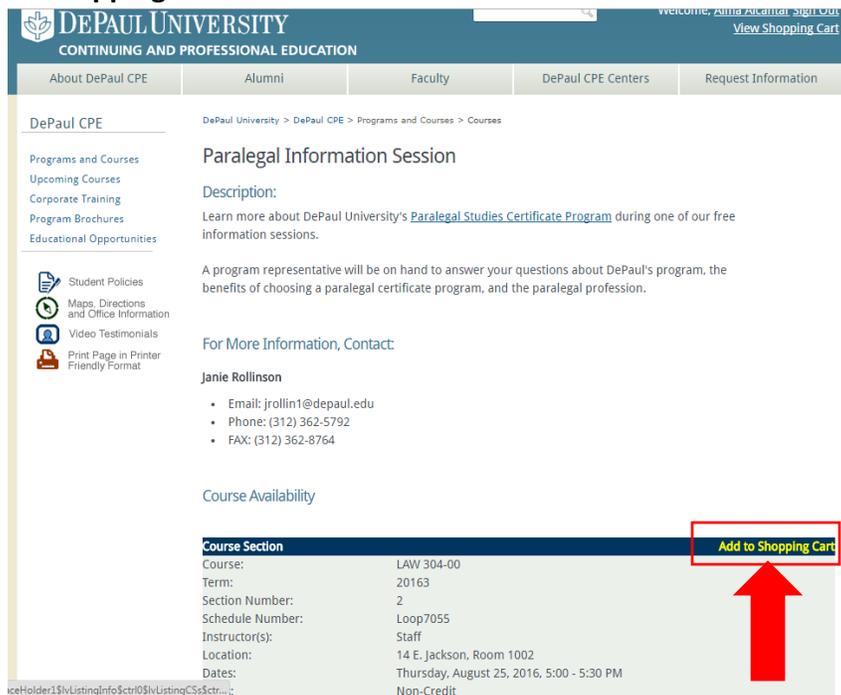
DePaul University > DePaul CPE > Upcoming Courses

Upcoming Courses

Here are some courses you may be interested in:

- Essentials of Human Resource Management Certificate Program
- Paralegal Information Session
- Professional in Human Resources Certificate Program
- Strategic Management Certificate Program
- Systems Thinking
- Jacobs & Stone Multichannel Marketing Communications (MC2) Certificate Program: Creating Direct, Interactive and Measurable Media Strategies
- GMAT Prep Course
- Financial Planning Certificate Program Information Session
- Certificate in Grant Writing
- Professional in Human Resources Certificate Program - Online
- PLA Workshop 3
- Practical Internet Marketing Certificate Program
- Online Practical Internet Marketing Certificate Program
- Paralegal Studies Certificate Program
- Negotiation Strategies and Skills Certificate Program
- Big Data Analytics Certificate Program
- Professional Business Writing Certificate Program
- Effective Presentation and Communication Skills Certificate Program
- Module 1: Fundamentals of Financial Planning and Insurance Planning
- Module 3: Income Tax Planning - Online
- Business Analyst Certificate Program
- Module 6: Financial Plan Development
- Online Social Media Marketing Certificate Program
- Predictive Analytics Certificate Program

6. Once you click the course you are interested in you will be taken to page with information of the course. If you are interested in registering for that course select “Add to Shopping Cart.”



DePaul University
CONTINUING AND PROFESSIONAL EDUCATION

Welcome, Alma Alcantar Sign Out
View Shopping Cart

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Print Page in Printer Friendly Format

DePaul University > DePaul CPE > Programs and Courses > Courses

Paralegal Information Session

Description:

Learn more about DePaul University's [Paralegal Studies Certificate Program](#) during one of our free information sessions.

A program representative will be on hand to answer your questions about DePaul's program, the benefits of choosing a paralegal certificate program, and the paralegal profession.

For More Information, Contact:

Janie Rollinson

- Email: jrollin1@depaul.edu
- Phone: (312) 362-5792
- FAX: (312) 362-8764

Course Availability

Course Section	
Course:	LAW 304-00
Term:	20163
Section Number:	2
Schedule Number:	Loop7055
Instructor(s):	Staff
Location:	14 E. Jackson, Room 1002
Dates:	Thursday, August 25, 2016, 5:00 - 5:30 PM
	Non-Credit

[Add to Shopping Cart](#)

7. After you add the class to your shopping cart you will be taken to your shopping cart. If you have a discount code you can apply it and hit continue. If you are unsure if you qualify for a code please contact the CPE office at 312-362-6300.

depaul.edu/eCS/ShopCartEdit.aspx?section_id=6985

DEPAUL UNIVERSITY
CONTINUING AND PROFESSIONAL EDUCATION

Welcome, Alma Alcantar Sign Out
View Shopping Cart

About DePaul CPE Alumni Faculty DePaul CPE Centers Request Information

DePaul CPE DePaul University > DePaul CPE > Shopping Cart > Edit Shopping Cart

Programs and Courses
Upcoming Courses
Corporate Training
Program Brochures
Educational Opportunities

Student Policies
Maps, Directions and Office Information
Video Testimonials
Print Page in Printer Friendly Format

Edit Shopping Cart

Edit options for this item:

Paralegal Information Session		Remove from Cart
Course:	LAW 304-00	
Term:	20163	
Section Number:	2	
Schedule Number:	Loop7055	
Instructor(s):	Staff	
Location:	14 E. Jackson, Room 1002	
Dates:	Thursday, August 25, 2016, 5:00 - 5:30 PM	
Units:	Non-Credit	
Contact Hours:	0.0 Contact Hours	
Total: \$0.00		

Enter coupon codes / group discounts for which you qualify. You will automatically receive the best possible discount for each fee.

Coupon Code:

Membership # (if applicable):

Recalculate

8. You will then be taken to the following page to confirm your shopping cart items. If everything is correct, click "Proceed to Checkout."

DEPAUL UNIVERSITY
CONTINUING AND PROFESSIONAL EDUCATION

Welcome, Alma Alcantar Sign Out
View Shopping Cart

About DePaul CPE Alumni Faculty DePaul CPE Centers Request Information

DePaul CPE DePaul University > DePaul CPE > Shopping Cart

Programs and Courses
Upcoming Courses
Corporate Training
Program Brochures
Educational Opportunities

Student Policies
Maps, Directions and Office Information
Video Testimonials
Print Page in Printer Friendly Format

Shopping Cart

Continue Shopping

Paralegal Information Session		Remove from Cart	Edit Options & Discounts
Course:	LAW 304-00		
Term:	20163		
Section Number:	2		
Schedule Number:	Loop7055		
Instructor(s):	Staff		
Location:	14 E. Jackson, Room 1002		
Dates:	Thursday, August 25, 2016, 5:00 - 5:30 PM		
Units:	Non-Credit		
Contact Hours	0.0 Contact Hours		
Total for This Item: \$0.00			
Total for All Items: \$0.00			

9. You will be taken to the Registrant Information page. If all of your information is correct and updated, proceed to **Continue**.

DePaul University > DePaul CPE > Personal Profile

Registrant Information

- [Current Enrollments](#)
- [Enrollment History](#)
- [CEU Transcript](#)
- [Change Password](#)
- [Change User Name](#)

Alma Alcantar

Preferred Address: Home Work

Preferred Email: Home Work

Home

Street Line 1:
Street Line 2:
Street Line 3:
City:
Country:
State:
Postal (Zip) Code:
Email:
Phone:
 Ext:
Fax:

Work

Your Title:
Company Name:

- | | |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> Advertising & Public Relations Certificate | <input type="checkbox"/> Negotiating Strategies and Skills Certificate |
| <input type="checkbox"/> American Payroll Association PayTrain Certificate | <input type="checkbox"/> Organizational Development Certificate |
| <input type="checkbox"/> Big Data Analytics Certificate | <input type="checkbox"/> Paid Search Marketing Certificate |
| <input type="checkbox"/> Branding for Success Certificate | <input type="checkbox"/> Paralegal Studies Certificate |
| <input type="checkbox"/> Building an Effective Marketing Plan Certificate | <input type="checkbox"/> PMP Review |
| <input type="checkbox"/> Business Analyst Certificate | <input type="checkbox"/> Practical Internet Marketing Certificate |
| <input type="checkbox"/> Customer Relationship Management Certificate | <input type="checkbox"/> Predictive Analytics Certificate |
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| <input type="checkbox"/> Effective Presentation and Communication Skills | <input type="checkbox"/> Professional Business Writing Certificate |
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| <input type="checkbox"/> Financial Planning Certificate | <input type="checkbox"/> Project Management Certificate |
| <input type="checkbox"/> GMAT Prep Course | <input type="checkbox"/> Purchasing and Supply Management Certificate |
| <input type="checkbox"/> Grant Writing Certificate | <input type="checkbox"/> SHRM-CP/SCP Certification Prep Course |
| <input type="checkbox"/> Integrated Marketing Communications Certificate | <input type="checkbox"/> Six Sigma Black Belt Certificate |
| <input type="checkbox"/> Logistics and Supply Chain Management Certificate | <input type="checkbox"/> Six Sigma Green Belt Certificate |
| <input type="checkbox"/> LSAT Prep Course | <input checked="" type="checkbox"/> Social Media Marketing Certificate Program |
| <input type="checkbox"/> Marketing Research Certificate | <input type="checkbox"/> Strategic Management Certificate |
| <input type="checkbox"/> MBA Primer Certificate | <input type="checkbox"/> Website Design for Marketers Certificate |
| <input type="checkbox"/> Mobile Marketing Certificate | <input type="checkbox"/> Wigs and Hair Certificate Programs |
| <input type="checkbox"/> Multichannel Marketing Communications Certificate | |

How did you hear about us?

Select your contact preferences:

- Do not share my information with outside organizations
- Do not use my information for marketing purposes

10. You will be asked to provide/verify your demographic information. After this, select “submit.”

The screenshot shows the 'Demographic Information' form on the DePaul CPE website. The form includes the following fields: Date of Birth (8/11/2016), Education Level (Bachelor's degree), Ethnicity (Hispanic), and Gender (Female). A red box highlights the 'Submit' button, and a red arrow points to it from the right. The website navigation bar at the top includes 'About DePaul CPE', 'Alumni', 'Faculty', and 'DePaul CPE Ce'. The left sidebar contains links for 'Programs and Courses', 'Upcoming Courses', 'Corporate Training', 'Program Brochures', 'Educational Opportunities', 'Student Policies', 'Maps, Directions and Office Information', 'Video Testimonials', and 'Print Page in Printer Friendly Format'.

11. You will next need to enter your payment billing information, it will be the billing address associated with the credit card, as that is the only method we use if registering online. Once you enter your information click “continue.”

The screenshot shows the 'Payment Information' form on the DePaul CPE website. The form includes a dropdown menu for 'Credit Card' and a red warning message: 'You will be redirected to a secure payment site to complete your payment.' The form fields are: Payer Name (Aima Alcantar), Billing Street 1 (1 e Jackson), Billing Street 2, Billing Street 3, Billing City (Chicago), Billing Country (United States of America), Billing State (Illinois), and Billing Postal Code (60604). A red box highlights the 'Continue' button, and a red arrow points to it from the right. The website navigation bar at the top includes 'About DePaul CPE', 'Alumni', 'Faculty', 'DePaul CPE Centers', and 'Request Informati'. The left sidebar contains links for 'Programs and Courses', 'Upcoming Courses', 'Corporate Training', 'Program Brochures', 'Educational Opportunities', 'Student Policies', 'Maps, Directions and Office Information', 'Video Testimonials', and 'Print Page in Printer Friendly Format'.

12. You will be prompted to the “Term of Use” page. On this page you will be able to find the student policies. After you have reviewed all, select “I accept” and “Submit.”

The screenshot shows the 'Terms of Use' page with several sections and callouts:

- Terms of Use**
- Student Policies**: A link to 'Student Policies' is highlighted with a red box and an arrow pointing to a callout box that says 'Click here to review the CPE Student Policies.'
- Cancellation & Refund Policy**: A red box highlights the text: 'In order to cancel your participation in a class and receive a refund, you must provide us with written notification at least one week before the class is scheduled to start. Your cancellation request must be sent via email to cperegistration@depaul.edu or via fax to DePaul University CPE, 312-362-8764 and received at least one week before the class is scheduled to start. Refunds will be for full-tuition, minus a \$75 cancellation fee. Refunds will be applied through your method of original payment and may take up to four weeks to post. Tuition is non-refundable less than seven days before the class start date or after it has started.' A red box and arrow point to a callout box that says 'Make sure to review our cancellation/Refund policy.'
- Continuing and Professional Education Website**: A red box and arrow point to the text: 'The CPE Website may contain links to third party websites that are not owned or controlled by DePaul University. CPE has no control over, and assumes no responsibility for, the content, privacy policies, or practices of any third party websites. By using the CPE Website, you expressly relieve CPE from any and all liability arising from your use of any third-party website.'
- DePaul CPE Student Accounts**: A red box and arrow point to the text: 'In order to access some features of the Website, you will have to create a DePaul CPE account. You may never use another's account without permission. When creating your account, you must provide accurate and complete information. You are solely responsible for the activity that occurs on your account, and you must keep your account password secure. You must notify DePaul CPE immediately of any breach of security or unauthorized use of your account. You are responsible for others' use of your account. CPE will not be liable for losses caused by any unauthorized use of your account.'
- Acceptance and Submission**: A red box highlights the 'I accept.' checkbox and the 'Submit' button, with a large red arrow pointing to them.

13. You will be taken to verify once more the course you are about to enroll in. If everything looks good select **submit**.

The screenshot shows the 'Registration Verification' page with the following details:

- Registration Verification**
- Verify that you have selected the proper items.
- Registrant:** ALMA ALCANTAR, 5183 S ARCHER AVE, CHICAGO IL 60604, (312) 362-6300, aalcant8@depaul.edu
- There is no fee.** ALMA ALCANTAR, 5183 S ARCHER AVE, CHICAGO IL 60604
- Paralegal Information Session**
- Course:** LAW 304-00
- Term:** 20163
- Section Number:** 2
- Schedule Number:** Loop7055
- Instructor(s):** Staff
- Location:** 14 E. Jackson, Room 1002
- Dates:** Thursday, August 25, 2016, 5:00 - 5:30 PM
- Units:** Non-Credit
- Contact Hours:** 0.0 Contact Hours
- Total for This Item:** \$0.00
- Total Payment:** \$0.00
- A red box highlights the 'Submit' button with a large red arrow pointing to it.

14. Once you click submit, you will be redirected to our **DePaul CPE Payflowlink page**, where you can complete payment with your card information using **PayPal**. Enter your credit card information here and hit **“pay now.”**

DePaul CPE

Choose a way to pay

Pay with PayPal - The faster, safer way to pay

Pay with credit or debit card

Card Number

Expiration Date /

CSC

[What is this?](#)

Billing Address

First name

Last name

Country

Billing address

City / Town

State / County / Province / Region

ZIP / Postal Code

Phone Number

Email Address

Pay Now

15. Once you click submit you will receive confirmation page.

Checkout Complete. Thank you!

Please print this confirmation page for your records.

Registrant: There is no fee.
ALMA ALCANTAR ALMA ALCANTAR
5183 S ARCHER AVE 5183 S ARCHER AVE
CHICAGO IL 60604 CHICAGO IL 60604
(312) 362-6300

Paralegal Information Session

Course: LAW 304-00
Term: 20163
Section Number: 2
Schedule Number: Loop7055
Instructor(s): Staff
Location: 14 E. Jackson, Room 1002
Dates: Thursday, August 25, 2016, 5:00 - 5:30 PM
Units: Non-Credit
Contact Hours 0.0 Contact Hours

Total for This Item: \$0.00

Total Payment: \$0.00

Reference #866929

In addition to this, you will receive a confirmation email with you payment and receipt of your purchase.

If you have any questions please feel free to contact the Continuing and Professional Education office at 312-362-6300.