

DConline Registration Process

HELP IS HERE!!

DConline™ STEP ONE

Go to www.DConline.us
Click "registration"

DConline™ STEP TWO

Click Here

DConline™ STEP THREE

Select your enrollment area

- DConline Training – CA Coursework

DConline™ STEP FOUR

- Select the term
- Click Continue

DConline™ STEP FIVE

- Select your course
- Click on the course name for more information on the course
- Click Continue

DCOnline™ STEP SIX

Payment Plan | Step 5 of 7

Please mail a check to:
 DC Online
 1820 Central Ave.
 Eastham, MA 01934-2400

To pay by credit card, please click here for secure online payment. You must click **continue** all the way through the registration process in order for your registration to be complete.

When your credit card (VISA or MasterCard) only is entered to be processed please wait for the transaction to be completed through our secure servers. **Do not** take a moment, but this is to protect your CC information. Call 712.362.2607 with any questions.

If you would like to pay offline with your credit card, please fax the following information to 712.362.9666.

Type of credit card
 Credit card number
 Expiration date
 Name as it appears on the card.

Select Payment Plan

1. Send Check
2. Pay Online
3. Fax Credit Card Info
 - 712.362.5668

VISA MasterCard

Continue

DCOnline™ STEP 7

Personal Info | Step 6 of 7

It is fine with us if you would prefer not to provide your social security number. Some states require us to collect this information for Continuing Education Certification. You can just click on the button for international students and a random identifying number will be assigned.

Indicates Required Information

Personal Information

Full Legal Name
 First Name: Text
 Middle Name: Text
 Last Name: Text

Permanent Mailing Address

Street Address 1: 1820 Central Avenue
 Street Address 2: Text
 City: Eastham
 State or Province: MA
 Postal Code: 01934-2478
 Country: United States

Contact Information

Daytime Phone: Text
 Evening Phone: 712.288.2607
 Fax/Faxier: Text
 Email Address: COnline@myctiweb.com

Social Security Number

123 012 1234

Please Choose and confirm a password

NOTE: Your password will be case sensitive. When selecting a password, please include any spaces or special characters.

Choose Password: ****
 Confirm Password: ****

- Type in information – Note password
- All star areas must be filled in

DCOnline™ STEP 8

Registration | Step 7 of 7

Summary | Step 7 of 7

IMPORTANT!

Before you can complete your online registration by **Selected Course(s)**, you must read and agree to the paragraph below.

1. **Must read and agree to the paragraph below**
2. **CHECK the small box to the left of the data**

Personal Info

Name: Text Last Name: Text
 Social Security Number: 123-12-1234
 Login ID: Email Name:1234
 Address: 1820 Central Avenue
 Eastham, MA 01934-2400
 Evening Phone: 712.288.2607
 Email: DConline@myctiweb.com

Tuition and Fees

Total Tuition:	\$129.00
Total Fees:	\$0.00
Total Amount Due:	\$129.00

I certify to the best of my knowledge that the information on this application/registration is true and complete without evasion or misrepresentation. I understand that if found to be otherwise, it is sufficient cause for rejection or dismissal. I understand that I am responsible for tuition fees.

Date: 3/27/2005

By checking this box, you have created an electronic signature as legally binding as your handwritten signature.

Please Print this page for your records

Submit Registration

Wait for the Confirmation!

THANKS!

We hope that this video tutorial was helpful!