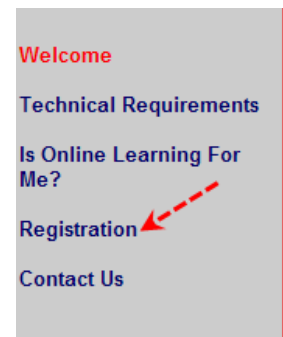


Registration Procedure – Go to www.dconline.us

New users to DConline start at step one below.

People who have already taken a DConline course have been issued a password and users ID. They should enter their information in the appropriate boxes, log in and then click the **ADD/DROP** Tab on the welcome page to select “enroll in a course”. You then pick up the registration process below at number 2 on this registration instruction list.

1. Go to www.dconline.us
Click “register” the fourth button down on the left side.



2. Click Register Button
3. Click the CEU area by selecting the small round button –
Registration

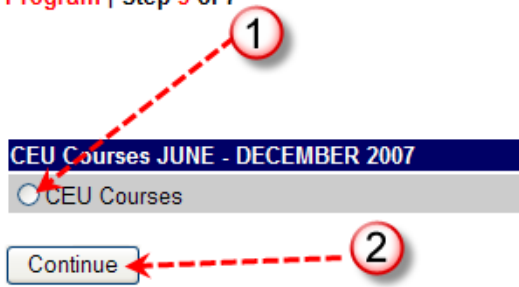
Semester | Step 2 of 7

A red dashed arrow starts from the "Registration" link in the navigation menu and points to a small round button in the top-left corner of the CEU Courses table.

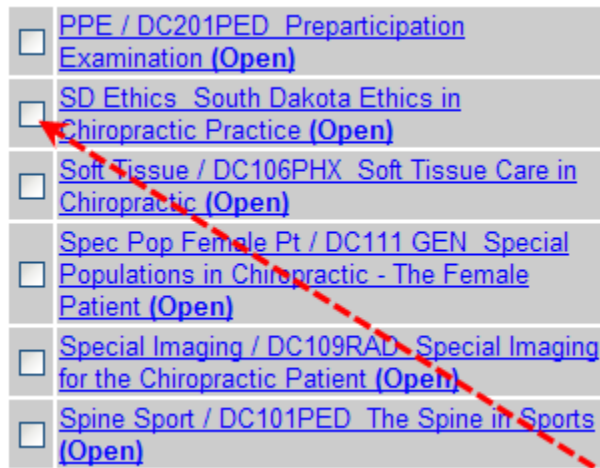
CEU Courses JUNE - DECEMBER 2007	
Reg Start Date:	6/1/2007
Reg End Date:	1/7/2008
Start Date:	6/1/2007
End Date:	1/7/2008

4. Select the CEU button again (step three) and then click continue -

Program | Step 3 of 7



5. Select the course (fifth from the bottom of the list) and click continue.



6. Select your payment plan and click continue. You can pay online using our secure servers to gain immediate access by paying with a

MasterCard or Visa.

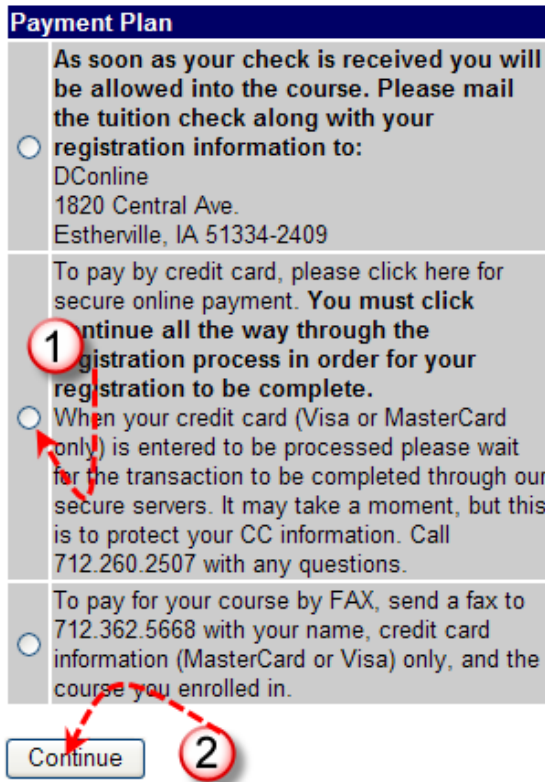
Payment Plan

As soon as your check is received you will be allowed into the course. Please mail the tuition check along with your registration information to:
DOnline
1820 Central Ave.
Estherville, IA 51334-2409

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. It may take a moment, but this is to protect your CC information. Call 712.260.2507 with any questions.

To pay for your course by FAX, send a fax to 712.362.5668 with your name, credit card information (MasterCard or Visa) only, and the course you enrolled in.



7. Finish the registration process by entering your personal information in the boxes provided. Just click the international student box where it is indicated because we do not want your SS#. Make sure you write down the Log in ID and your password. These are case sensitive and there can be no spaces.

Registration

Personal Info | Step 6 of 7