

**Step-by-Step Directions Online Registration Form - RETURNING STUDENTS ONLY**  
**RETURNING Student = HAS taken credit from MNU previously**

To better serve you, MNU has moved to an automated registration and enrollment process. While the form will look different, the information collected is the same and the process is intuitive. The following registration process may be accessed by visiting [www.mnu.edu/continuing-education](http://www.mnu.edu/continuing-education), on the left side selecting Continuing Education Partners, and then selecting your event (Olathe Summer Conference). PDF tutorials are provided.

*OR*

Go directly to the registration page by going to [sb.mnu.edu](http://sb.mnu.edu) and follow these directions.

1. Choose: Enter Secure Login area
2. Enter your MNU credentials **Email Name:** (typically first initial, middle initial (if provided) and last name) **Password:** last 6 digits of SSN
3. Select: Student Services, Registration, Add or drop classes
4. Admission Term: 2017-2018/Graduate
5. Enter CRN: provided by your service provider
6. Select: Submit Changes at the bottom of page
7. Enter: Start date only (**today's date**)
8. Select: Submit Changes
9. Select: Registration fee Assessment
10. Select: Make Payment
11. Select: [Make a Payment under Your Account](#)
12. Select: Balance (2017-2018/Graduate)
13. Continue following directions on the screen to process your payment.

\*If you do not make a payment, you will not be registered for the course.  
(Questions? [med@mnu.edu](mailto:med@mnu.edu) or 913.971.3292)