

## SWPRSC Registration Details

Use the link provided to you by your service center to register for your course.

- **New Registration Process:** everyone is considered a new student until your account is created.
- **Enter the following information:** First Name, Last Name, and email address
- **Select:** New Account
- **Your Details:** Complete the required personal information. Click next.
- **Create Account Page:** The email populates from the previous form as the username. Choose password. Confirm password. Choose security question and enter answers. Click next.
- **Address Details:** Fill in required fields. Click next.
- **Personal Data:** This information is optional and collected for reporting purposes. It will be kept confidential. Click next
- **Additional Survey Questions:** If applicable, answer the survey question(s). Click next
- **Your Curriculum:** select course option. Click next
- **Verify your curriculum information is correct.** Click next
- **Payment:** Verify correct course fees. Click next.
- Enter payment information. Note: If any corrections are to be made during this process, you will need to re-enter expiration date and security code. Click continue.
- Verify information and click submit payment.
- Review payment amount and click next.
- Verify enrollment completion information. Then click print or exit.
- You will receive an email with your account setup confirmation.
- Notification emails regarding your completed enrollment and payment will be sent to the email address provided.

Contact our office with any questions

[med@mnu.edu](mailto:med@mnu.edu) or 913-971-3292 or 913-971-3439