PSEE Workshop Registration Guide for
Pre-License Exam Workshop: Comm/NonComm Categories A & E

1. LOG IN OR CREATE NEW ACCOUNT
   Under the New User? Column on the right, click the “Register” button.
   If you have your own umn.edu email address, you may select “Login” on the left. You will be taken directly to step 4: Choose Your Package/Add-Ons.

2. CREATE GUEST ACCOUNT
   Please use only your own email address. The system will not allow more than one use of an email address – do not attempt to register multiple people through the same account.

   **If you are affiliated with a company who is paying for your registration, enter the billing address of the company in your personal information when registering. You may choose to provide your home address later.**

   Please provide a phone number at which we are able to reach you in case of any changes to the workshop or payment processing errors.

   “Type of Secret” and “Secret Value” are the question and answer that will help you gain access to your account again if you forget your password.

   Leave the “Sponsor” field blank.
Guest Accounts

On this page you can create a guest account for use with various services at the University of Minnesota. Fill out the form below and select "Create Account" when you have finished. For security reasons, enter your Web browser at the end of any session in which you enter or change your password or other personal information.

A VALID EMAIL ADDRESS IS REQUIRED.

Guest accounts without a functioning email address will be closed. Once an account is created, the University will periodically contact you to verify that your email address is still valid.

Your email address may not end in umn.edu. If you are already affiliated with the University of Minnesota, you may already have an account (contact the Technology Helpline at 612-624-HELP to find out), or your department may sponsor an account for you.

Email address: 
Re-type email address for verification: 

This email address will become your University of MN Internet ID, which you will use to log in to University applications.

PERSONAL INFORMATION (* required).

- Name: [ ]
- *First [ ]
- *Last [ ]
- *Address: [ ]
- *City: [ ]
- *State: [ ]
- *Zip: [ ]
- Country: [ ]
- *Phone: [ ]
- *(value) (example 612-555-1212)

Type of Secret: [ ]
- *Secret Value: [ ]

With which campus do you have the closest affiliation? [ ]
- Twin Cities [ ]
- [ ]

PASSWORD

Passwords are vital to computing safety. Here are some tips for choosing a good password:

Password must:
- Be at least 8-12 characters in length (some client software is limited to 32).
- Contain characters from three of the following four categories:
  - English uppercase letters (A through Z)
  - English lowercase letters (a through z)
  - Digits (0 through 9)
  - Nonalphanumeric characters (e.g., !, @, #)
- Not end in a space, although they may contain spaces (e.g., '3 Brown mice')

Note: resetting your Internet password means that you will also need to update the password stored in any applications that access Google services - such as the email client on your mobile device.

Set initial password: [ ]
Re-type initial password: [ ]

SPONSOR (optional)

In order to gain access to systems at the University of Minnesota, you must have a University staff member vouch for you. Please enter the email address of your staff sponsor and you'll be contacted via email after the sponsor has approved your request.

Enter optional sponsor’s UMN email address: [ ]

Create Account

The information requested on this screen is used to identify your guest account. It will be used to contact you regarding any changes to the account and any applications you use at the University. The University may send you email for various reasons. Consult each application’s privacy policy for specific details.

The University of Minnesota will not reveal this information to third parties except as required by law.

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3. **ACCOUNT CREATED, PROCEED TO REGISTRATION**

On this screen, you will be given the opportunity to proceed to conference registration (illustrated in red).

If you miss this, you will need to go back to the Pesticide Safety and Environmental Education website where you started, and then click “Login” with the account details (full email address and password) with which you just registered.

You will receive email confirmation with the details of your new guest account. You may need to check your Spam folder for this email.

*If you have difficulties creating your account or have forgotten your ID or password, please contact the University of Minnesota’s 1-HELP technology assistance at 612-301-4357.*

4. **CHOOSE YOUR PACKAGE**

There will be only one option for the workshop for which you are registering. You will receive these conference details in an email following the completion of your registration.

5. **ADDITIONAL INFORMATION**

There are some additional questions you will be asked to complete your registration for this workshop. When you have answered all of these questions, click Continue to review your registration.
6. **REVIEW AND PAY**

Please confirm that all the information you have provided is correct by clicking the + under Profile Information. Leave the Promo Code field blank. Review the cancellation policy (be sure to scroll down) and check the box to agree in order to proceed to payment.

This is an example of the page you will see:

**Review and Pay**

**Profile Information**

- View My Profile

**My Cart**

<table>
<thead>
<tr>
<th>Commercial/NonComm Pesticide Applicator - Categories A &amp; C Field Crop Pest Mgmt. TRF</th>
<th>Price</th>
<th>Quantity</th>
<th>Discount</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Categories A &amp; C Field Crop Pest Mgmt. TRF</td>
<td>$130.00</td>
<td>1</td>
<td>--</td>
<td>$130.00</td>
</tr>
</tbody>
</table>

**CART TOTAL:** $130.00

**Payments**

**Promo Code**

- Enter Promo Code:

**Policy Confirmation**

**Cancellation clause**

Cancellations received in writing up to five working days before the workshop is refundable, minus a $40 administrative fee. After that, refunds are not issued. Please note that if you don't cancel and don't attend, you are still responsible for payment.

- I have read and understand the Registration Policies and approve charging the above indicated amount on my credit card.

**7. PAYMENT**

The payment screen will ask for your card number, expiration date, and card/security code. You do not need to select your card type. This is how the payment screen will appear:
8. **RECEIPT**

You will be shown your receipt after your payment has been successfully processed. The following image is an example of the receipt you will receive.

![Transaction Receipt](image)

**Transaction Receipt**

First Name Last Name  
Address 1  
City, State Zip  
Email address  
Phone #

The transaction was successfully completed. Please print this page for your records. You will also receive a receipt by email.

**Registration Information**

<table>
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</tbody>
</table>

**CART TOTAL:** $130.00

Paid by Visa. Auth No: KKU7198.

Thank you for registering for this conference!

Click here to return to the conference site.

You will also receive an email with this receipt of payment and another email confirming your registration for the workshop. You may need to check your Spam folder for these emails.
The address, times, and other workshop details can be found in the registration confirmation email if you need a reminder. Please retain these emails for your records.

After you have reviewed these instructions, please click the following link to open a new tab (or new window) to begin your registration. You can refer to this guide by switching tabs (or windows). DO NOT use the Back button.

For assistance, please contact m-ferg@umn.edu

Click on the link below to register for the workshop:

Pre-License Exam Workshop: Commercial/NonCommercial Category A: Core & Category E: Turf and Ornamentals
March 15 & 17th, 2016
Bunker Hills Activity Center
550 Bunker Lake Blvd
Andover, MN