Ashland University
Professional Development Services
2023-2024 Online Registration Instructions

Please follow these instructions to use the Ashland University ONLINE registration for your school system.

1. Click on https://www2.ashland.edu/eashland/node/196236

2. **Select class**
   Click the green "register now" button at the bottom of the description.

3. **NEW Personal Information**
   You will be redirected to Elevate to create an account.
   Enter personal information and submit.
   Choose username, password and security questions.
   Enter address (check box can be used if mailing is the same as home).
   Enter payment information
   Continue through process. Confirmation will be sent via email as well as in the account just created.

4. **Pay for Classes**
   2.85 % fee for credit card payments will be applied automatically

If you prefer the paper registration form, it is available at:
https://www2.ashland.edu/eashland/sites/ashland.edu.founders/files/universal_web_registration_form_2_1.pdf.
Mail the completed registration with payment to the address listed on the form.

**NOTE: If you are using an Ashland University tuition voucher worth $166.00, you must use a paper registration form and include the voucher with your additional payment.

Your registration will not be finalized until payment is received and processed.
Please direct questions about this process to Ashland University Columbus Center at 614-794-4850 or email our office at: col-pds@ashland.edu.