Instructions

Individual Registration - Registering yourself for the course

1. Go to registration page
2. Select "Add to Cart" after respective course

3. Select "Checkout"

4. Select "Individual Checkout" - **IF YOU NEED TO ENROLL MULTIPLE PARTICIPANTS, DO NOT CHOOSE THIS OPTION. SELECT FAMILY OR ORGANIZATION CHECKOUT AND FOLLOW THE INSTRUCIONS HERE**

Family or Organization Checkout Option Available

Your cart contains items that are eligible for Family or Organization checkout. As a group contact, you can enroll multiple Family or Organization group members in your selections in a single transaction.

Items eligible for family or organization checkout:
- FPM - FP+M Curriculum Training: June 24, 2025 Functional Phonics

Choose **Individual Checkout** to keep all of the above items in your cart and enroll yourself.

Choose **Family or Organization Checkout** to enroll one or more family or organization members. The ineligible items will be removed from your cart if you choose this option.

Individual Checkout   **Family or Organization Checkout**

5. If you already have an existing account, select "continue" and login with your existing credentials. If you do not have an account, select "Create Account".

Please select one of the following options

I have a University Internet Account

I have an account already

Log in using your existing account information.

University Alumni: If you have not used your University email account in the past 90 days, it is probably inactive. Reactivate your University account to login. Contact University Tech Support at T: 612-301-4357 | **HELP@umn.edu.** Request to have your "Google email and internet account activated." The other option is to use a non-umn.edu email address and create a "New to the University" guest account.

Continue

I'm new to the University

If you do not have a University internet account, you can create a University guest account to complete the registration process. Note: parents/guardians of youth participants must be users in the system (either with a University internet account or a University guest account) before the youth participant can register.

Create Account

6. Insert credit card information and answer questionnaire(s).
7. Select "Continue Checkout"
8. You will receive an email confirmation that you have successfully registered for the course.

Group Registration - Registering more than one individual for the course

1. Go to registration page
2. Select "Add to Cart" after respective course

FPM - Functional Phonics

Description
- Participate in a 6-hour virtual training in Functional Phonics or Functional Morphology
- Connect with educators from across the nation as you explore the Functional Phonics+Morphology curriculum.
- Ideal for individual participants or smaller schools and districts.
- Upcoming Training Dates: June 24th, July 16th, and August 14th

Enroll Now - Select a section to enroll in

FPM - FP+M Curriculum Training: June 24, 2025 **Available**	Jun 24, 2025

Add to Cart

Section Title: FP+M Curriculum Training: June 24, 2025

3. Select "Family or Organization Checkout" - **DO NOT SELECT INDIVIDUAL CHECKOUT OR YOU WILL NOT BE ABLE TO REGISTER MULTIPLE PARTICIPANTS**

Family or Organization Checkout Option Available

Your cart contains items that are eligible for Family or Organization checkout. As a group contact, you can enroll multiple Family or Organization group members in your selections in a single transaction.

Items eligible for family or organization checkout:
- FPM - FP+M Curriculum Training: June 24, 2025 Functional Phonics

Choose **Individual Checkout** to keep all of the above items in your cart and enroll yourself.

Choose **Family or Organization Checkout** to enroll one or more family or organization members. The ineligible items will be removed from your cart if you choose this option.

Individual Checkout **Family or Organization Checkout**

4. Select "Log in" if you already have an existing family/organization account or "Create Account" if you need to create a new account

Family or Organization Login

I have a University Internet Account

Log in using your existing Family or Organization Account contact information. These credentials may differ from any learner username or password that you may also hold.

Log In

I am new to the University

Create a new Family or Organizational Account by entering information below for one of the administrators for this group. You will be able to add additional contacts and group members in a later step. The user name and password that you choose here will be specific to your family or organization account and may differ from any learner user name or password that you may also hold.

Create Account

9. Complete the prompts to Create Your Family/Organization Account
10. Click on Add a Member
    a. Click Add Member - You will need the following information for each participant: First Name, Last Name, Email Address, Phone, Address

Add a Member

If your group member has an existing learner account, you can invite them to join your family or organization.

Invite a Member

Create a new learner account and add them to your family or organization.

Add a Member

Close

*If you receive a message that an account already exists for that user, let phonics@umn.edu know and they can add the member to the account. They will need the following information: First Name, Last Name, Email Address, Phone, Address

11. Once all members have been added to the group, select "Continue Checkout"

Family or Organization Members

CAREI Advancing Language and Literacy
CAREIALL (G033360)

Family or Organization Contact: **CAREI Advancing Language and Literacy**

Add a Member

Learner Name	Student Number	User Name	Internet ID	Email
	X5	@gmail.com		
	X5	@umn.edu		

2 items found, displaying all items.

Continue Checkout

12. Click "Add/Remove Member

Welcome to the University of Minnesota's secure shopping cart. To complete registration, you will be guided through the following process:

- Confirm your course/conference selections
- Log in with your University credentials or create a new account
- Review your account profile
- Complete the checkout and/or make a payment

Item	Options	Quantity	Subtotal
Course **FP+M Curriculum Training: June 24, 2025** FPM - FP+M Curriculum Training: June 24, 2025 Fee: $300.00 **Remove**	Fee: Registration $300.00 × 0 **Add/Remove Members**	0	$0.00

		Subtotal	**$0.00**
		Total	**$0.00**

🔒 **Checkout**

13. Select names of members they want to enroll then "Enroll members"

Members ✕

Select All Members; Unselect All Members   0 Member(s) Selected

🔍

☐ [Select Visible Members]

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Close   **Enroll Members**

14. Select "Checkout"
15. Enter the following information for each participant and select "Continue Checkout"
    a. Work Email
    b. Person Email
    c. Professional Role (Options: Kindergarten Teacher, 1st Grade Teacher, 2nd Grade Teacher, 3rd Grade Teacher, 4th Grade Teacher, 5th Grade Teacher, 6th Grade Teacher, ELL, TOSA, Intervention, SPED, Literacy Coach, Principal, Administration, Other - please specify if other)
    d. School District
    e. School

Work email:*

[   ]

Personal Email:*

[   ]

What is your professional role?:*

[▼]

What is the name of the school district where you currently work?:*

[   ]

What is the name of the school where you currently work?:*

[   ]

16. Agree to terms and select "Continue Checkout"

Cart

Item	Selected Options	Quantity	Subtotal
Course **FP+M Curriculum Training: June 24, 2025** FPM - FP+M Curriculum Training: June 24, 2025	Fee: Registration $300.00 × 1 **View Members**	1	$300.00
		Subtotal	**$300.00**
		Total	**$300.00**

Payment Method: Credit card

You will be redirected to another page to enter your payment card data and complete your purchase securely.

University staff or faculty members who wish to pay via ChartField String should select the "Direct Bill" option, if available, and enter a valid ChartField String number.

Policy Confirmation

Each program controls policies and deadlines about refund rates and drop fees. Please contact **the program offering your class** to find policies that apply to your situation.

☑ * I have read and understand the registration and privacy policies and approve charging the above indicated amount on my credit card, or, if authorized, to my University department chart string.

Print Registration Policies

[**Continue Checkout**]

17. Enter Credit Card Information and select "Pay"

Billing Information

* Required field

First Name * CAREI

Last Name * Advancing Language and Literacy

Country/Region United States of America

Payment Details 🔒

Card Type *

○ VISA Visa   ○ mastercard Mastercard
○ AMEX Amex   ○ DISCOVER Discover

Card Number *

Expiration Month * Month   **Expiration Year *** Year

This code is a three or four digit number printed on the back or front of credit cards.

CVN *   123

Pay

18. You will receive an email confirmation of your registration