

How do I enroll in a course

Mathew Gancarz - 2023-06-24 - Course Registration

To enroll in a course, first you need to [create a de Souza Institute account](#). Once your account is active and you can login with your username and password, you will be able to browse the course calendar and enroll in the course of your choice.

To **enroll in a course**:

1. Browse the [Course Calendar](#).
2. Search and click on the course of your choice.
3. There may be more than one offering for the course you selected. Click on the course offering of your choice.
4. Take a moment to review the course requirements.
5. When ready to enroll, click **Enroll**.
6. **Login to your account** by entering your username and password.

7. The next screen will prompt you for any additional information that is required for this course – this information varies from course to course. Once you have filled out all of the necessary information, click **Enroll**.
8. If payment of course fee is required, you will be taken to the payment options screen. Select your payment option to complete your enrollment.

What's Next?

If approvals are required, emails will be sent out soliciting approvals.

After your enrollment has been completed, you will receive an email informing you of the date when you can access the course online.

Need More Help?

You can download the [quick guide \(pdf\)](#) or view this short video tutorial: