

## Southwest Center for Occupational and Environmental Health Registration Guide

Thank you for your interest in registering for a continuing education course. This is generally a fast and easy process and we thank you in advance for taking the time to pre-register for your chosen activity.

Pre-registration for all courses and events is necessary to guarantee your space in the desired event, as space is limited. Pre-registration allows the Southwest Center for Occupational and Environmental Health (SWCOEH) Continuing Education (CE) Program to properly plan, facilitate communication and have course materials ready for you at the course check-in.

The SWCOEH Continuing Education Program is pleased to announce the launch of our new online registration system, powered by Learning Stream, with secure payment processing through the NIC State of Texas payment system. This online system allows you to purchase multiple event registrations at one time using the event cart. Enjoy 24-hour access to your continuing education financial history and access to your certificates of attendance for courses and events attended.

**Create your account for FREE; please contact us at [SWCOEH@uth.tmu.edu](mailto:SWCOEH@uth.tmu.edu) or call 713-500-9447 / 713-500-9448 if you need assistance with registration or account creation.**

### Online Registration

Click the Training Schedule button on the SWCOEH CE Continuing Education website to access the list of current courses and events. Click an event title to select it; you will be directed to a page with event information. If this is the event you would like to attend, click "**Register Now**" under the Registration Information section of the event page. You will be directed to a registration cart log-in page.

### If this is your first online registration, you will need to create a new account:

- Select "**Create a New Account.**"
- Complete the questions on the following information page.
- **Note:** Typically, if you are an event or agenda producer, event speaker or designated team member, you will still be required to register online for the purpose of attendance accounting and communication. Please check the appropriate boxes or enter Discount Code if applicable.
- All other registrants, if you have received a **Discount Code**, please enter code in designated field.
- Select "**Submit Registration.**"
- Review cart contents on the next page. Register staff or associates for the same course by clicking "**Register Another Individual for the Same Event**" or hit "**Click Here to See a List of Events**" to register for additional courses.
- Complete the registration by choosing "**Click Here to Checkout Now**;" the system will direct you to the payment gateway for NIC, which is the State of Texas payment system. Choose payment option and proceed to complete payment. **Registration IS NOT Complete until payment is completed and confirmed.**
- Once you have completed the financial information for your registration, you will receive two emails: your course confirmation and the payment statement.

### If have already created your account, please use the Email address originally signed-up with for your User ID.

- Enter your email address in the User ID section and your password (the same one you entered when creating the account). Select "**Click Here to Login.**"
- Review and update contact information and other information; select "**Submit Registration.**"
- Review cart contents on the next page. Register staff or associates for the same course by selecting "**Register Another Individual for the Same Event.**" Choose "**Click Here to See a List of Events**" to register for additional courses.
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**Problems registering for a course? Contact us at [SWCOEH.CE@uth.tmc.edu](mailto:SWCOEH.CE@uth.tmc.edu) or 713-500-9447 / 713-500-9448**