

Course Registration Instructions

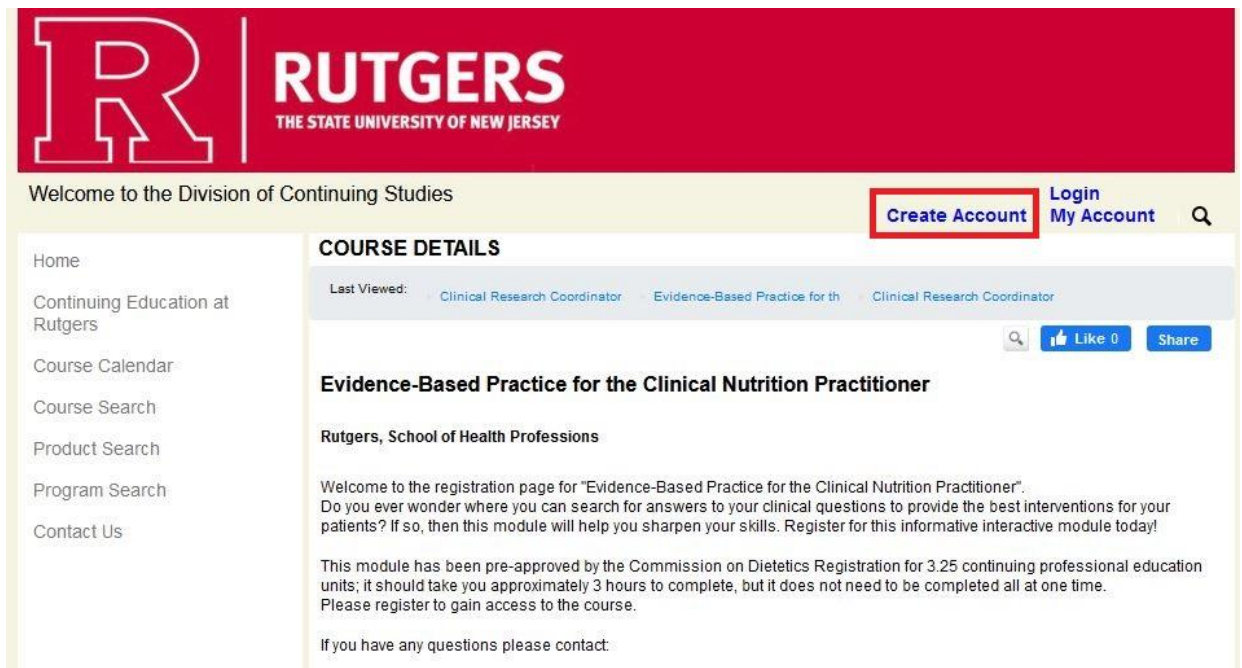
Please follow the steps below to register for the Rutgers **Evidence-Based Practice for the Clinical Nutrition Practitioner** course.

Step 1: Create Your ANCOR Account

Visit the link: <https://ce-catalog.rutgers.edu/coursedisplay.cfm?schID=91593>

1. Click “**Create Account**” in the top right corner.

Note: If you already have an ANCOR account, you can skip the account creation process and proceed to login.



The screenshot displays the Rutgers CE Catalog website. At the top, the Rutgers logo and name are visible. Below the header, a navigation bar includes a "Create Account" button (highlighted with a red box), a "Login My Account" link, and a search icon. The main content area is titled "COURSE DETAILS" and features a breadcrumb trail: "Last Viewed: Clinical Research Coordinator > Evidence-Based Practice for th > Clinical Research Coordinator". The course title "Evidence-Based Practice for the Clinical Nutrition Practitioner" is prominently displayed, followed by "Rutgers, School of Health Professions". The page contains introductory text about the course's purpose and registration details, including a note that the module is pre-approved for 3.25 continuing professional education units and takes approximately 3 hours to complete. A "Like 0" button and a "Share" button are also present.

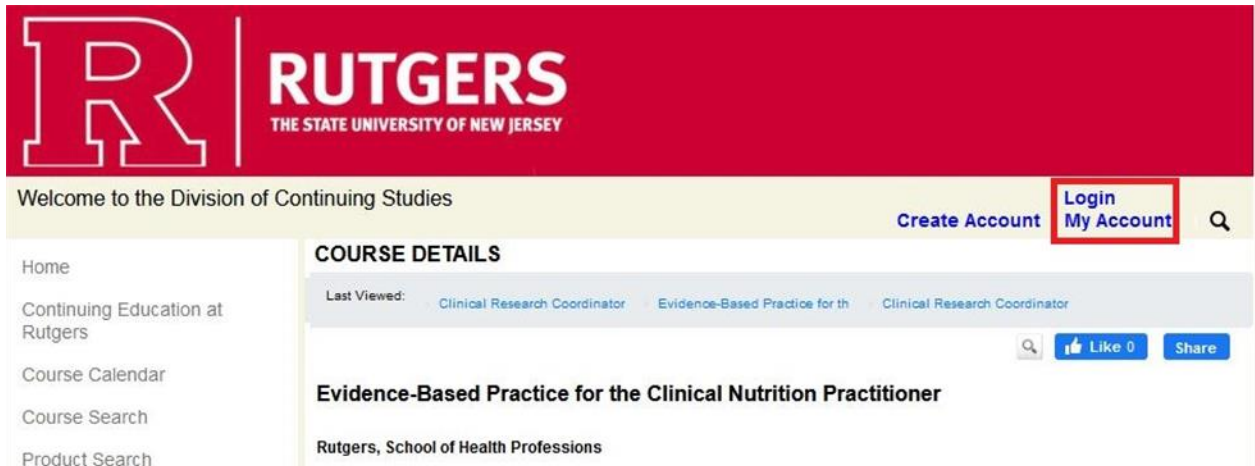
2. Complete all required profile information including your **E-mail address**, a username, and password.
Note: If you are a Rutgers student, faculty or staff, use your Rutgers E-mail address.

The screenshot shows the Rutgers Continuing Studies website interface. At the top left is the Rutgers logo and the text "RUTGERS Continuing Studies". Below this is a navigation menu with links: Home, Continuing Education at Rutgers, Course Calendar, Course Search, Contact Us, Product Search, and Program Search. A sidebar on the left contains instructions: "Please create a new account for each registrant." and "Each account **MUST** contain a **UNIQUE EMAIL ADDRESS** - email addresses cannot be". The main content area is titled "REGISTRANT PROFILE" and includes a "Login My Account" link. The form fields are: "Are you within the European Union?" (radio buttons for Yes and No, with No selected), "Name Prefix" (dropdown menu), "First Name" (text input), "Middle Name/Initial" (text input), "Last Name" (text input), "Name Suffix" (text input), "Job Title" (text input), and "Affiliated Company/Employer" (text input). A red asterisk indicates required fields. A search icon is visible in the top right corner.

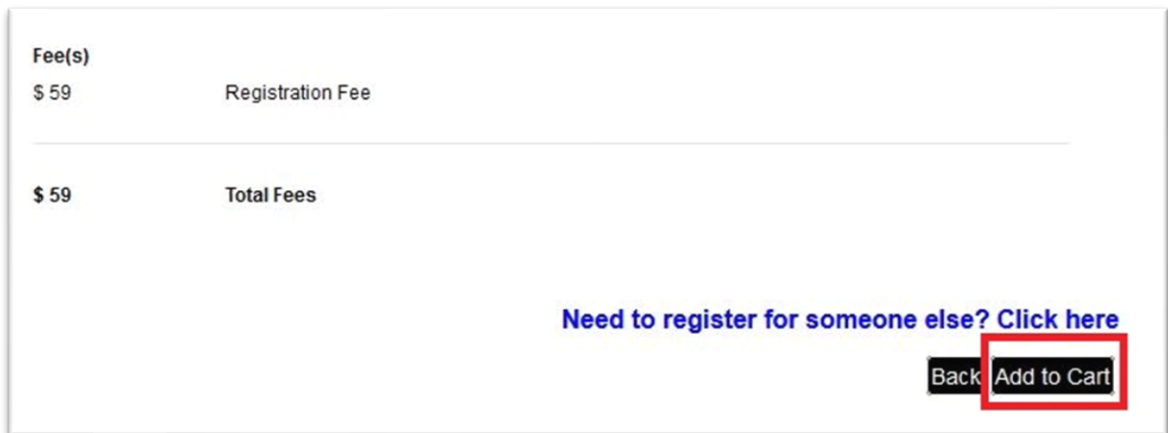
3. Once all required information has been entered, click “**Submit**” to create your account.

The screenshot shows a "PROFILE CONSENT" form. It contains the following text: "Rutgers, Division of Continuing Studies (DoCS) is committed to respecting the privacy and information security of the clients we serve through this site and through all its programs. By using DoCS' websites, you agree to DoCS's collection and use of personal and non-personal information as described in this statement." To the right of this text is a checkbox labeled "Yes" followed by a blue link "Consent Statement". Below the text is a red asterisk. At the bottom center, there is a "Submit" button highlighted with a red rectangular border.

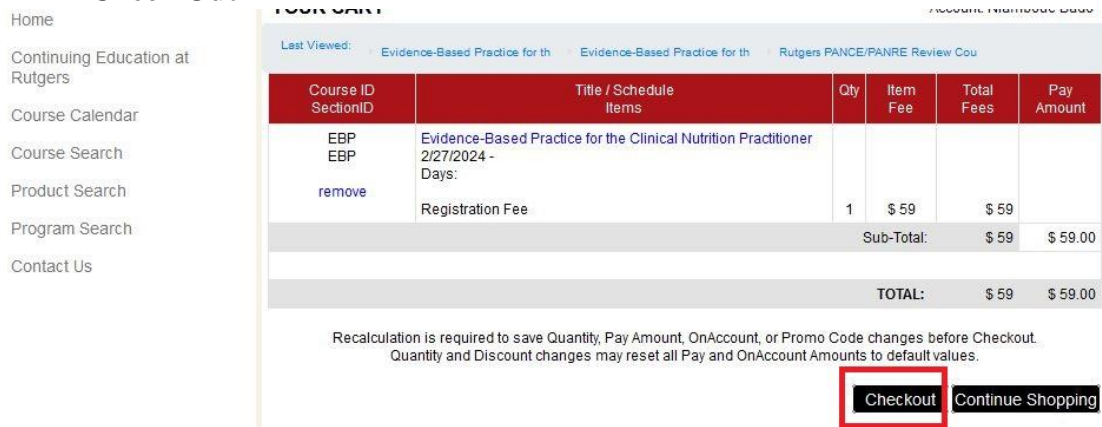
4. Return to the ANCOR login page and click “Log in My Account.”



5. Scroll to the bottom of the page and click “Add to Cart.”



6. Click “Check Out”



7. Click **“Place Order”** and proceed to complete your registration.

Course ID SectionID	Title / Schedule Items	Qty	Item Fee	Total Fees	Pay Amount
EBP EBP remove	Evidence-Based Practice for the Clinical Nutrition Practitioner 2/27/2024 - Days: Refund Policy Registration Fee	1	\$ 59	\$ 59	
Sub-Total:				\$ 59	\$ 59.00
TOTAL:				\$ 59	\$ 59.00

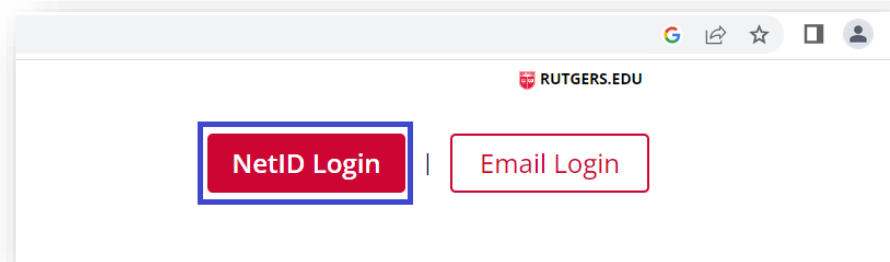
I have read and accepted the following terms and conditions:
 General Refund Policy

Place Order **Cancel Order**

Your order is bound by the current Refund Policy unless a course specific refund policy is listed. After clicking the "Place Order" button, do not click the "Place Order" button again and do not click the "Refresh" button in your internet browser, or you may be charged more than once. Please be patient until the "Order Complete" page displays.

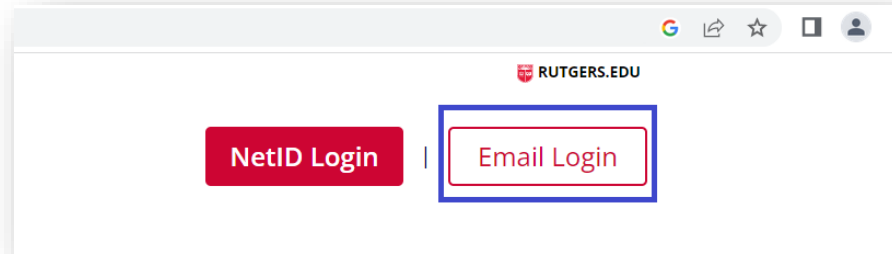
Step 2: Access the Canvas Course Site

1. You will receive 3 emails. Open the one that says, “Confirm Registration: Canvas” and click on the link titled **“Click here to finish the registration process.”**
2. Then open the email titled “Online Course Registration - Important Information.” It contains Canvas login instructions.
 - a. **If you have a NetID**, go to <https://canvas.rutgers.edu/>, and click **“NetID Login.”** Enter your NetID and password, and click **“Log In.”**



b. If you don't have a NetID, follow the instructions in the E-mail to create a password and log in using the “**E-mail Log in**” option at this link <https://canvas.rutgers.edu/>

Note: Use the email address that you used to register for the course.



8. Once you are successfully logged in to Canvas, you will see **the Evidence-Based Practice for the Clinical Nutrition Practitioner course** on your Canvas Dashboard.

Technical Support:

If you experience any technical difficulties, contact ANCOR Helpdesk:

Tel: 732.628.6052

E-mail: ancorhelp@docs.rutgers.edu