

Course Registration Instructions

Please follow the steps below to register for the course in ANCOR and gain access through Canvas.

Step 1: Create Your ANCOR Account

1. Visit the course registration link provided.
2. Once on the course registration page in ANCOR, 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.

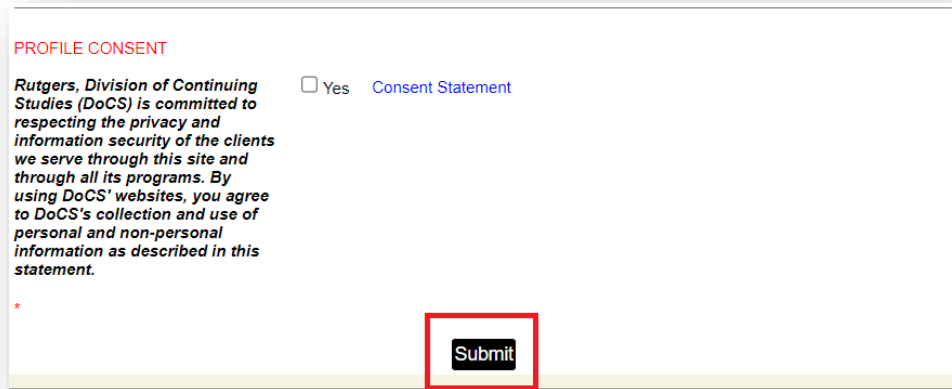


3. Complete all required profile information including your **E-mail address**, a username, and password.

Note: If you are a Rutgers student, faculty or staff, use your Rutgers E-mail address.

A screenshot of the Rutgers Continuing Studies Registrant Profile form. The form is titled "REGISTRANT PROFILE" and includes a sidebar with navigation links: Home, Continuing Education at Rutgers, Course Calendar, Course Search, Contact Us, Product Search, and Program Search. The main content area contains a form for entering profile information. The form includes a "Please enter the profile information for the person attending the course/conference/camp/product." instruction, a note that an asterisk denotes a required field, and a "Are you within the European Union?" question with "Yes" and "No" radio buttons. The form fields include Name Prefix, First Name, Middle Name/Initial, Last Name, Name Suffix, Job Title, and Affiliated Company/Employer. There are also fields for Last Name titles such as Jr, II, PhD and a field for "If applicable". 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".

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



PROFILE CONSENT

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.

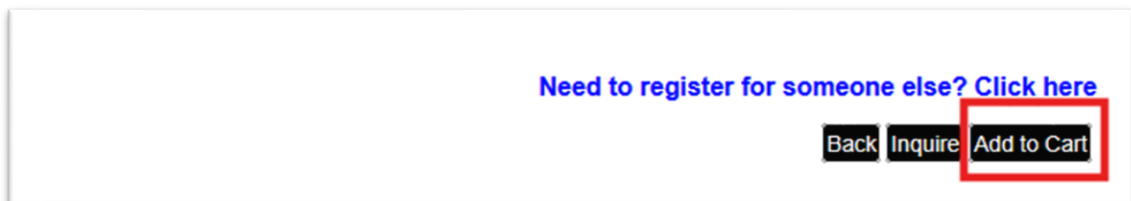
☐ Yes [Consent Statement](#)

Submit

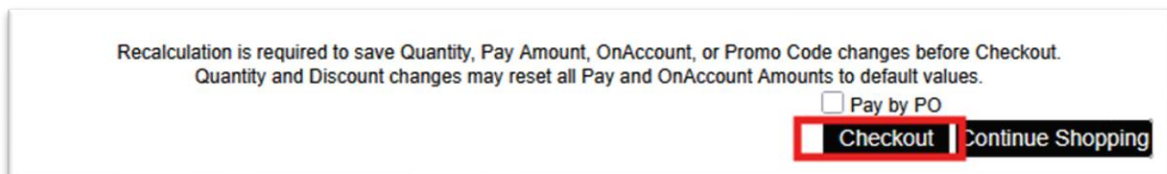
- Return to the ANCOR login page and click “**Log in My Account.**”



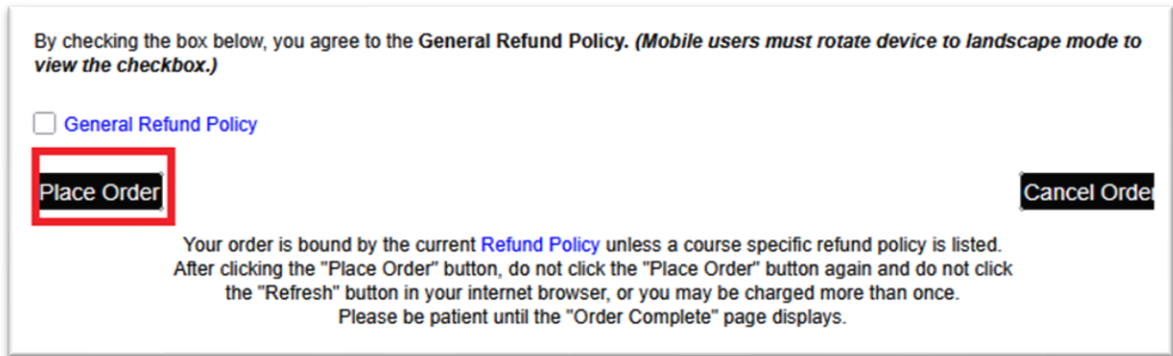
- Scroll to the bottom of the page and click “**Add to Cart.**”



- Click “**Check Out**”



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



By checking the box below, you agree to the General Refund Policy. *(Mobile users must rotate device to landscape mode to view the checkbox.)*

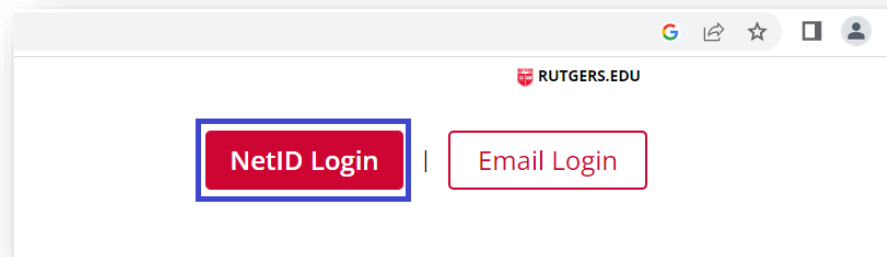
☐ General Refund Policy

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.

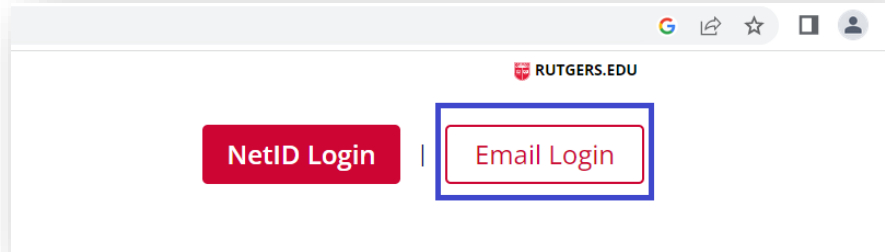
Step 2: Access the Canvas Course Site

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.



9. Once you are successfully logged in Canvas, you will see the “**Physics Concepts for Diagnostic Imaging**” 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