



## **Course enrollment documentation – August 2016**

Find [www.nsp.org](http://www.nsp.org) using your browser

Sign in by selecting the Sign In link near the top right of the page.

- Select “Member Resources” then select “Course Schedule”
- Search for the course using any information you have. More than one box can be completed to narrow your search.
- Select the course title to begin the enrollment process.
- On the next screen, select “Register Myself”
- On the next screen, select “Proceed to Checkout”
- On the Shopping Cart, select “Submit Order”
- Since most courses have no charge, this will take you to a payment screen with a Transaction Grand Total of 0.00. Select “Submit Order”
- If there is a charge for the course, credit card or Paypal payment information will need to be entered prior to selecting “Submit Order”
- If a candidate wants to enroll in an OEC course and pay the member rate, that person needs to be added to a patrol first and pay national dues. If a patrol prefers, the candidate can join as an associate member in order to get the member rate for the course. Joining as an associate member involves creating an account on the nsp.org website then selecting the “Become an Associate Member” link here [https://new.nsp.org/nsp\\_test/NSPMember/AssociateMemberJoin/AssociateJoinNow.asp](https://new.nsp.org/nsp_test/NSPMember/AssociateMemberJoin/AssociateJoinNow.asp)  
[X](#)
- The next screen will be the Order Confirmation. The Order Confirmation will be emailed to the address shown. You can also send a copy to a different email address.
- View your enrolled courses by clicking on the Member profile link and then select the Education/Roles tab. Scroll down to “My Enrolled Courses” to view your enrollments.