

NEW PROCESS for Seattle Pacific University (SPU)

Credit/CEU Registration

SPU has developed a new online registration system which will streamline the registration process. Additionally, it supplies the needed security for your personal information, which brings SPU into compliance with PCI (Payment Card Industry) standards.

Effective immediately, we will be following the new process for SPU Credit/Continuing Education Unit registration.

Here's how it works:

1. You will now submit only the course verification forms to Professional Learning. This would include ½ sheets for courses taken, LEAP attendance sheets from the Wednesday LEAP course or District Leadership Series. Paper SPU registration forms will no longer be used.
2. Once the Professional Learning staff has verified the number of hours you have earned, they will email you with the specific link for the number of hours you earned.
 - a. They will also include in the email a link to the SPU online course evaluation.
3. You will click on the registration link, register and pay with credit card or e-check. The registration site is smart phone and tablet friendly.
4. Please note:
 - a. These links will not be published on the SPU website and you will only be able to access them via the specific link Professional Learning sends them.
 - b. The link will be live for 2 weeks from the end of the course. After that date, it will no longer be possible to receive Credits/Continuing Education Units for the course.

Grade rosters will be submitted to SPU by Professional Learning, with your information being listed on the roster for the number of hours they have attended.

Here are two tutorials you may find helpful:

* following the new registration process

https://lwsd-my.sharepoint.com/personal/pgrohl_lwsd_org/Documents/2016-2017/SPU%202016-2017/SPU%20New%20Registration%20Process%2016-17/SPU%20Registration%20Instructions%203.23.17.docx

* recovering your SPU username

https://lwsd-my.sharepoint.com/personal/pgrohl_lwsd_org/Documents/2016-2017/SPU%202016-2017/SPU%20New%20Registration%20Process%2016-17/Recovering%20SPU%20Username%20and%20password%203.23.17.docx

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Questions? Please contact Pattie Groh (pgrohl@lwsd.org) or Nancy Rusch (nrusch@lwsd.org) in Professional Learning.