

MNU Continuing Education Registration Process

RETURNING STUDENT

Click on the title of the course or use the registration link provided.

- Enter your email address, scroll down and click on **“Sign in”**
- Enter your Username and Password
- Click **Enroll and Pay** (under New Booking)
- Verify your information
- Check the box next to the Terms and Conditions, click **NEXT**
- Check the box next to **Same as Home Address** under the Mailing address heading, click **NEXT**
- Verify Personal Data, click **NEXT**
- Answer the Additional Questions, click **NEXT**
- **Verify** your **Curriculum**, click **NEXT**
- **Verify** your fees are correct
- Check the box next to the Terms and Conditions, click **NEXT**
- Enter payment information. *Note: If any corrections are to be made during this process, you will need to re-enter expiration date and security code*, click **CONTINUE**
- Verify information, click **submit payment**
- Review payment amount, click **NEXT**
- Verify enrollment completion information. Then click print or exit.
- Notification emails regarding your completed enrollment and payment will be sent to the email address provided.

New or Returning Students:
Contact our office with any questions
med@mnu.edu

NEW STUDENT – NEVER REGISTERED IN ELEVATE SYSTEM

Click on the title of the course or use the registration link provided.

- Use the link above to begin your registration
- **New Registration Process:** everyone is considered a new student until your account is created
- **Enter the following information:** First Name, Last Name, and email address
- **Select:** New Account
- **Your Details:** Complete the required personal information
- Check the box next to the Terms and Conditions, click **NEXT**
- **Create Account Page:** The email populates from the previous form as the username. Choose password. Confirm password. Choose security question and enter answers, click **NEXT**
- **Address Details:** Fill in required fields
- Check the box next to **Same as Home Address** under the Mailing address heading, click **NEXT**
- **Personal Data:** This information is optional and collected for reporting purposes. It will be kept confidential, click **NEXT**
- **Additional Survey Questions:** If applicable, answer the survey question(s), click **NEXT**
- **Verify** your Curriculum, click **NEXT**
- Check the box next to the Terms and Conditions, click **NEXT**
- Enter payment information. *Note: If any corrections are to be made during this process, you will need to re-enter expiration date and security code*, click **CONTINUE**
- Verify information, click **SUBMIT PAYMENT**
- Review payment amount, click **NEXT**
- Verify enrollment completion information. Then click print or exit.
- You will receive an email with your account setup confirmation
- Notification emails regarding your completed enrollment and payment will be sent to the email address provided