HOW TO REGISTER FOR PROFESSIONAL EDGE COURSES
As of 09/11/17

- Visit https://www.sps.nyu.edu/professional-pathways/login.html

- Create an Account with NYUSPS
  - Select “Use my NYU ID” in the center box labeled, “I have an NYU ID, but don’t have an NYUSPS account.”
  - If you have logged in to your NYUSPS account before, please click the “Sign In” button in the box on the left.
  - You will only need to create an NYUSPS account once.
- You will be prompted to enter your NYU University ID (or N Number) and birthday.

Note: If you enter your University ID and birthdate, but receive the below error message, please stop and call NYUSPS Noncredit Student Services at 212-998-7200.
If you successfully enter your University ID and date of birth, you will be directed to the “Create an Account” page. Please enter your information.

- **Note:** We recommend you use your Net ID as your username and create a new password. Save this information somewhere secure. Your NYUSPS Professional Pathways account information operates independently from NYU Home or Albert.
• The next page, “Review Your Order,” will not show a tuition subtotal or total, as you have not yet selected a course. Next, you will browse and select a course. Click on “Courses” at the top of the screen.

Once your account is set up and you reach this screen, click “Courses”

• Browse the NYUSPS course subject areas.

Career Advancement Courses afford students the opportunity to build upon their current professional insights, while differentiating themselves by acquiring knowledge in areas of specialty. Choose from a broad range of topic and subtopic areas below and acquire the skills that set you apart as you position yourself for growth and reinvigorate your career. Benefits from the connections you forge with professional peers, instructors who are industry experts, and guest lecturers. Courses also are available for personal enrichment as well as for those who are post career and who wish to pursue a path of lifelong learning or acquire the skills for a second career.
• Or scroll down to search for a specific course.

When you click on a green tile, a box expands with subtopics to choose from. The below example is the result of clicking the “Finance” tile.

IMPORTANT: Not all courses are eligible for discounts. Examples include: all Diploma Program courses, English-language courses offered through the American Language Institute, and other specified courses.
• Once you click a focus area, you can see all of the courses offered.
  
  o **The number of sections** indicates how many sections a course was or is currently offered. For example, you may see a course was offered in “2017 Summer + 1 more semester.”
  
  o Click the “View” button to the right of each course to see exactly when a course will be offered and to find out more information, including course schedule, instructor and cost.

• An example of a course description page is below. This course is held in person, every Tuesday and Thursday, 6:30-9:00 p.m., between the dates of November 28 and December 21, at the Woolworth Building.
• If you click on the faculty member’s name, you can get to know a little more about the faculty (example below). Click back or the left arrow in your browser to return to the course description.

• Please review the course details section of the course description page to see if: 1) A course is not eligible for a discount 2) If a prerequisite is required.
  o All Diploma Programs are not eligible and a select few other courses are not eligible for a discount.
  o If a course is eligible for a discount, there will not be a reference to discounts in the course details section.
• Once you decide on a course to take, click “Add to cart.”

• After you click, “Add to cart,” a confirmation box will pop up (see below). To check out, click “Go to cart.”

• While in your shopping cart, you can see all courses you have selected. Next, click “Proceed to Checkout.”
  o Note: As a reminder, students may only sign up for one course per semester, regardless of the duration of the course.
• On the “Review Your Order” page, you have one more chance to review course details. You may click the “View” button to go back to the main course description page or click “View Details” just above the horizontal line to see the course schedule, location and faculty member.

○ Note: When you click the “View” button, you will navigate back to the course description page. Please note that the course is still in your shopping cart. You may return to the shopping cart by clicking the cart icon at the top right of your screen.
• On the Review Your Order Page, click “Confirm and Pay” button. Discounts are applied upon clicking button.

![Discount applied](image1)

• The amount due changes to $0.00 once the discount is applied.

![Confirmation message](image2)

STUDENT INFORMATION

John Smith 123 Fake Address 212-123-4567 New York, NY 12345 fakeemail@nyu.edu USA

![Course Information](image3)
• **IMPORTANT!!! IF YOU ARE DIRECTED TO A CREDIT CARD INFORMATION PAGE, PLEASE DO NOT FILL IT OUT. CALL NONCREDIT STUDENT SERVICES AT 212-998-7200 FOR ASSISTANCE.**

• Once you see the screen that says, “Thank you! It’s official. Your seat has been reserved!” you are done with the registration process!

• You will also receive a confirmation email.

• If you would like to drop or withdraw from a course or have any questions please reach out to NYUSPS Noncredit Student Services at 212-998-7200 or by email at [sps.info@nyu.edu](mailto:sps.info@nyu.edu).