

UAB Professional Studies

How to Register and Access Course Guide

There are 5 steps to complete the registration process and access your course. Please ensure to review and complete all steps of this process. Click the links below to navigate to a specific step in this guide.

Step One: Select Course

Step Two: Create BlazerID/Log-in

Step Three: Complete Profile Information

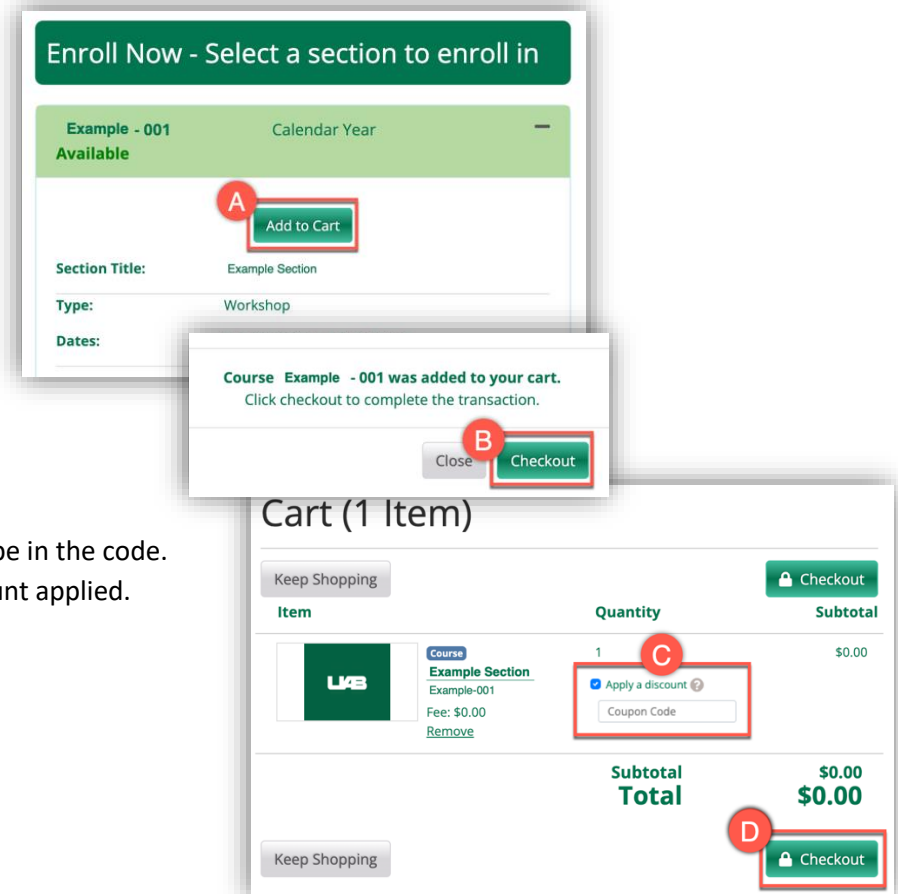
Step Four: Checkout

Step Five: Access Your Course

Step One: Select Course

After accessing the Professional Studies website for your course, choose your course/section. The menu may include a list of courses or sections, or there may only be one.

1. Click **Add to Cart** (A) to make your selection.
2. When the popup window appears, click **Checkout** (B). Alternatively, click close to add additional sections to your cart before checking out.
 - The Shopping cart at the top of the screen, when ready to checkout.
3. If you have a discount coupon code, check the **Apply a Discount** (C) box, and type in the code.
 - Click tab on your keyboard or click away from the area to see the discount applied.
4. Click **Checkout** (D) to continue registering for this course.



Step Two: Create BlazerID/Log-in

As part of the checkout process, you will need to have a BlazerID.

1. If you already have a BlazerID, click **Continue (A)**, **sign in with your BlazerID** and skip to the next page of instructions.
OR
If you do not have a BlazerID, click **Create Account (B)** to begin.
2. Fill in the required information:
 - First and Last name
 - E-mail – Please make sure this email is typed accurately as important information is sent here
 - Date of Birth
3. Please check all fields for accuracy and click **Proceed (C)**.
4. Take note of your assigned **BlazerID (D)**. You will need this information later.
5. Follow the requirements presented on the page to create your strong password.
6. Re-type the same password in to confirm.
7. Click **Proceed (E)** to register your new account.
8. Review your account information.

Note: Some browsers attempt to autofill information. Please check all fields for accuracy before proceeding.
9. Click **Edit** beside any fields you desire to modify.
10. **Check the box (F)** for UAB's Acceptable Use Policy.
11. Click **Proceed (G)** to continue creating your profile.
12. Sign in on the next screen using your BlazerID and Password.

Please select one of the following options

I have a Blazer ID

I am new to UAB

I have an account already

Please select "Continue" below to move forward with creating an account to enable registration into the UAB Professional Studies courses and programs.

UAB utilizes "BlazerID" credentials as a means of **uniquely** identifying all participants. If you don't have a Blazer ID, please select "Create Account" below to create one. Successful account creation will enable you to complete the registration and enrollment process for UAB Professional Studies courses, programs and events.

Continue (A) **or** **Create Account (B)**

Register New Account

First name:

Last name:

E-mail:

Date of birth: / /

(C) Proceed

Register New Account

Your automatically assigned BlazerID is: **Your ID Here (D)**

Password:

Re-enter password:

(E) Proceed

Register New Account

Here is a summary of the choices you made on the preceding screens. Please review them to be sure you do not wish to make any further edits.

E-mail: **youremail@domain.com** **Edit**

Date of birth: **10 / 31 / 1991** **Edit**

Name: **Your Name** **Edit**

BlazerID: **Your BlazerID**

Password: ********* **Edit**

(F) ☒ Check this box to agree that you will abide by UAB's **Acceptable Use Policy** for computer and network resources.

Click **Proceed** to create your new BlazerID, then login to complete your course/event registration.

Proceed (G)

UAB Central Authentication System

Enter your BlazerID and Password: **(H)**

BlazerID:

Password:

Log In

Step Three: Complete Profile Information

If you have taken a UAB Professional Studies course before, you can review your profile and edit any information that needs to be updated. If you are taking a UAB Professional Studies course for the first time, you will need to provide additional information to complete your profile.

Please note this step must be completed in less than 30 minutes or registration will expire.

1. Fill out your **Personal Information (A)**.

Most of these fields are automatically filled in by your BlazerID account. Add other optional fields such as:

- Salutation
- Other names on record (if any)
- Name to appear in print (would display on any certificates)

2. Confirm your **Email (B)** is accurate. **This is a required field.*

3. Provide your **Telephone (C)** number. **This is a required field.*

- Select the type of phone number (home, office, mobile)
- Area code
- 7 digit phone number

4. Provide your **Address (D)**. **This is a required field.*

- Select the type of address (home, office, mobile)
- Address
- City
- State
- Country
- Zip Code

5. Provide your communication preferences.

6. Initial beside the **Privacy Policies (E)**. **This is a required field.*

7. Click **Continue Checkout (F)**.

8. The next screen may contain custom questions.

9. Provide answers to any required questions and click **Continue Checkout** again.

Personal Information A

First Name:

Middle Name:

Last Name:

Suffix:

Other Names on Record (if any):

Name to Appear in Print:

Date of Birth:

Email Address B

Email Address:

Save Email

Telephone / Fax C

You can provide multiple numbers. Fill out the information and click the "Add Another Telephone" button for each number. Please include international dialing information in the area code field if applicable.

Type: Area: Number:

Add Another Telephone

Address D

You can provide multiple addresses. Fill out the information and click the "Add Another Address" button.

Type:

Address 1 or Business Name:

Address (line two):

City:

State/Province:

Other State:

Country:

Zip/Postal:

Add Another Address

Privacy Policies E

Please type your initials into each of the boxes below to indicate that you have read and understand these privacy policies:

I understand that University of Alabama at Birmingham abides by FERPA regulations and will not release my student information unless I expressly give University of Alabama at Birmingham permission to do so. *

I understand that if I choose one of the following:

- Affiliate my course enrollment(s) with a company or group, OR
- Request that my company or group be billed directly for my courses

F Continue Checkout

Step Four: Checkout

You now need to complete the payment portion of the checkout process.
Some courses may have fees included.


1. **Click to agree (A)** with the policies if this has not already been selected.
2. Provide payment info if course involves fees.
3. Click **Continue Checkout (B)**.

Checkout

[My Profile](#) / [Shipping Information](#) / [Payment](#) / [Receipt](#)

Payment

Cart

Item	Selected Options	Quantity	Subtotal
 Course Example Course Example Section	Fee: Example \$0.00	1	\$0.00
			Subtotal \$0.00
			Total \$0.00

Policy Confirmation

UAB Professional Studies Policies
Courses and programs are available to adults eighteen years and older on a first-come-first, space-available basis.

IDENTITY MANAGEMENT

☐ I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment method. *

[Print Registration Policies](#)

[Keep Shopping](#) [Continue Checkout](#)

Required fields are indicated by *.

The final page in the registration process is your receipt.

4. Print or screenshot this page to keep for your records. You will also be emailed a receipt.
5. Check your email for instructions on accessing your course.

Student Portal ▾ [COURSES](#) [SCHOOLS AND DEPARTMENT REQUEST](#)

Checkout

[My Profile](#) / [Payment](#) / [Receipt](#)

Receipt


You will also receive a receipt by email.

Johnny Doe
12345 street name
birmingham, AL 35022
USA

Basket No.: 16588
Date: Mar 30, 2022

The transaction was successfully completed. Please print this page for your records.

Purchased

Item	Selected Options	Quantity	Subtotal
 Course Example Course Example Section	Fee: Example \$0.00	1	\$0.00
			Subtotal \$0.00
			Total \$0.00

Step Five: Access Your Course

Please note that the course is **NOT** accessible right away. **Wait at least 30 minutes** before attempting to access your course!

1. You will receive an **Email (A)** after completing all steps above. Read through these important emails
2. Locate the Confirmation email.
 - The email is sent from **The University of Alabama at Birmingham** <prostudies@uab.edu>
 - The email subject line is **UAB Professional Studies Registration Notification**.
3. **After waiting at least 30 minutes**, navigate to <https://uabonline.instructure.com> in a web browser.

You will be directed to an authentication sign-on. You will need your BlazerID and private password you created earlier to log into your course.

4. Enter your BlazerID and Password. Click **Log In (B)** to continue.

You are now in Professional Studies Canvas. Your course will be listed on the Dashboard if the course has been published by the course coordinator.

5. Click on the **Course Card (C)** to access the course.

Troubleshooting Tips

- If you receive an error stating Canvas does not have an account for you, please ensure you have waited at least 30 minutes after registering and try again.
- If you forget your BlazerID password, visit [UAB's BlazerID Central](https://idm.uab.edu/bid/pwd) (<https://idm.uab.edu/bid/pwd>) to reset your password.
- If you logged into uabonline.instructure.com successfully but do not see your course, it is possible the course is not published or has closed. Please contact your course coordinator.
- If you need assistance or have issues, contact UAB eLearning and Professional Studies at prostudies@uab.edu or 205-934-7217

A From: University of Alabama at Birmingham <ProStudies@uab.edu>
Subject: eLearning and Professional Studies Confirmation

UAB Central Authentication System

Enter your BlazerID and Password:

BlazerID:

Password:

B

Log In

Having trouble logging in?

Visit [BlazerID Central](#) for help or to reset your password.

Contact AskIT at 205-996-5555 if you have any problems using this system or your BlazerID.

UAB Professional Studies

Account

Dashboard

Courses

Calendar

Inbox

Dashboard

C

Your Course Selection

COURSE CODE