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.
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.
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).

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.
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 University of Alabama at Birmingham Confirmation.
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) 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