Summer Food Service Program Instructions for Registration for a Training

Registration Link
http://mckimmoncenter.ncsu.edu/search/publicCourseSearchDetails.do?method=load&courseId=6493674

- Click the registration link
- A page from the NCSU website will appear with the SFSP official program description of the course, who should attend, etc.

- Also on this page are the sections offered for this training
- Click “Add to Cart” for the dates/location you will attend
A page showing that you have added a section will appear
Click “Continue Checkout”

A Login page will appear
If you have registered for a NC DPI School Nutrition Program course before you will click “Current User” and put in your “User Name” and “Password”. If you have forgotten your login information click the appropriate link.
If you have never registered for a NC DPI School Nutrition Program course, click “New User” to continue the registration process
If you have never registered for a NC DPI School Nutrition Program course you must enter your profile information to continue the registration process.

- Make sure to include your email address
- Record your “User Name” and “Password” in a safe place for future use

If you already have a Profile, review it and update it if changes have occurred. Ensure that your email address is correct.
• A page with your Cart information will appear
• Click the “Policy Confirmation” box after you have reviewed it.
• Click “Continue Checkout”.
A page transaction receipt page.

Please print this page for your records

Log-out
You must receive an email confirmation to ensure registration was completed.

Click on the “Receipt.pdf” letter that is sent with the email to make sure that you are completely registered.

It will look like the example below.

Retain for your records. You can save it to your computer.

You will also receive a letter of enrollment. Save it for your records. See example below.

If you continue to have problems, use the “Important Information on How to Enroll” or contact NCSU directly.

For all questions related to registration, please contact Julie Talton at (919) 515-8185 or by e-mail at jtalton@ncsu.edu.
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