## Clarkson Entrepreneurship Training (CET) Micro-credential Courses

By the Shipley Center for Innovation at Clarkson University

## **Self-Enrollment Process**

**Step 1:** Go to Clarkson's microcredential registration webpage for Entrepreneurship Training: <u>https://gradapp.clarkson.edu/portal/micro-credentials?cmd=course\_details&id=1c0f3072-1b33-c008-0e2a-cf0d0e881e16</u>

**Step 2:** Scroll to the bottom of the page. Click the button labelled "Please login to register" (see screenshot below).

| Level<br>Type<br>Discipline<br>Skill<br>Occupation | Level 1 - Knowledge<br>Micro-credential<br>Business, Management, Marketing, And Related Support Services<br>Business |                       |                   |        |  |  |
|--|--|-----------------------|-------------------|--------|--|--|
| Name   |  | Dates                 | Format            | Cost   |  |  |
| Clarkson Ent                                       | repreneurship Training - Winter  | 01/24/2023-12/31/2023 | Self-paced Online | \$0.00 |  |  |
| Please   | Please login to register.  |                       |                   |        |  |  |
|  |  |                       | 13                | 1 Same |  |  |

**Step 3:** From the Login page, find the line that reads "If you do not already have an account, <u>please click</u> <u>here</u>" (see screenshot below). The text "Please click here" is a hyperlink... click it. (Note that on some devices/browsers, we've noticed that the text doesn't have the appearance of a hyperlink. It will still work if you click it).

| Login   |              |  |  |  |  |                      |                       |
|---|--------------|--|--|--|--|----------------------|-----------------------|
| Please login to register for Clarkson's Micro-credential Courses.<br>If you do not already have an account, <u>please click here</u> .<br>If you have any questions, please contact <u>microcredentials@clarkson.edu</u> .<br>To log in, please enter your username and password. |              |  |  |  |  |                      |                       |
|   |              |  |  |  |  | Username<br>Password | Forgot Your Password? |
|   |              |  |  |  |  | Login                |                       |
|   | ALL INTERNET |  |  |  |  |                      |                       |

From there, follow the prompts to create an account. After creating your account, the system should "remember" that you wanted to register for the CET Training, but if you want to double check you can navigate back to the <u>CET Training registration webpage</u>, and it should tell you you're already registered (and if it doesn't, go ahead and register).

After creating an account and registering for CET Training, **allow up to 24 hours** for the system to send you **two emails**, which you'll use to set your Moodle password and access the online course. That process is detailed in this 4-minute video walk-through: <u>https://youtu.be/LA8AKE3u6cs</u>