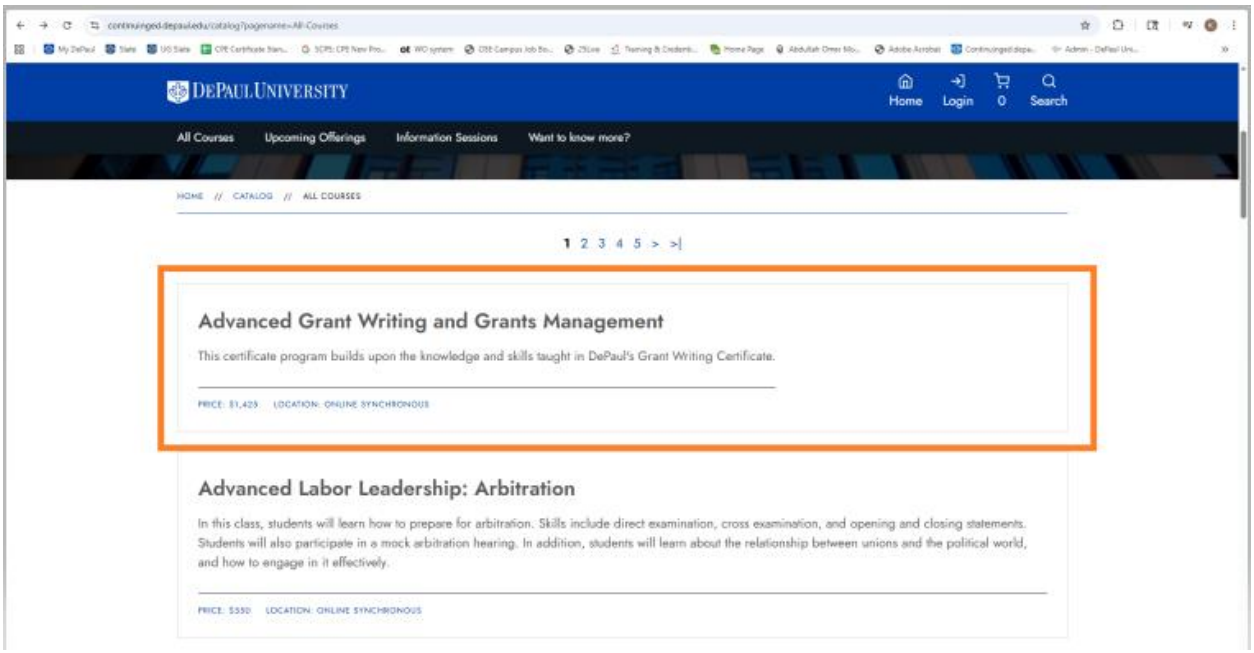
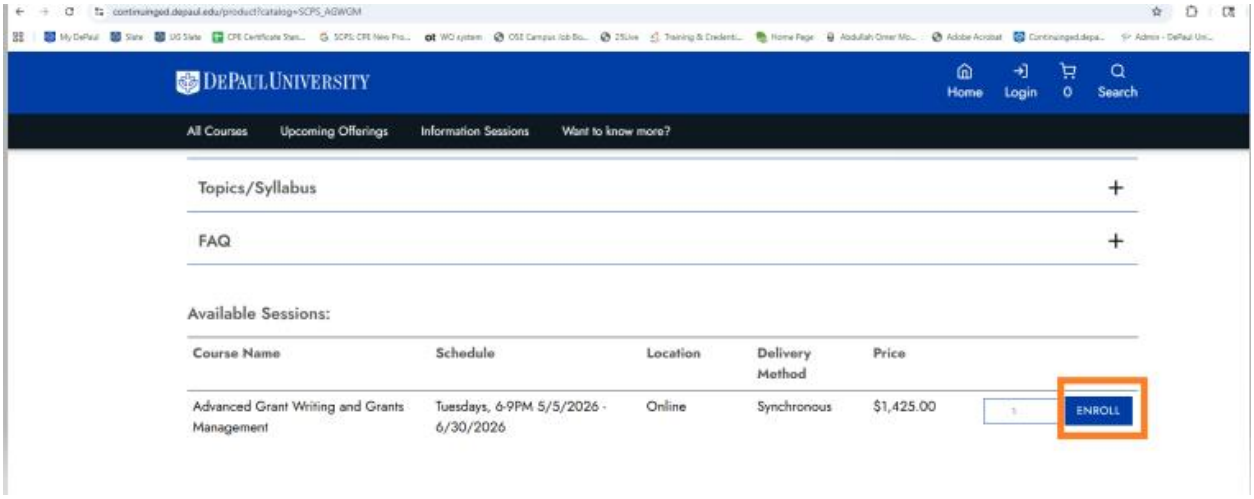
Registering on Course Merchant

1. Visit https://continuinged.depaul.edu/ to search for and view the course schedule information.

2. To register, click on the course tile highlighted in orange in the example below:

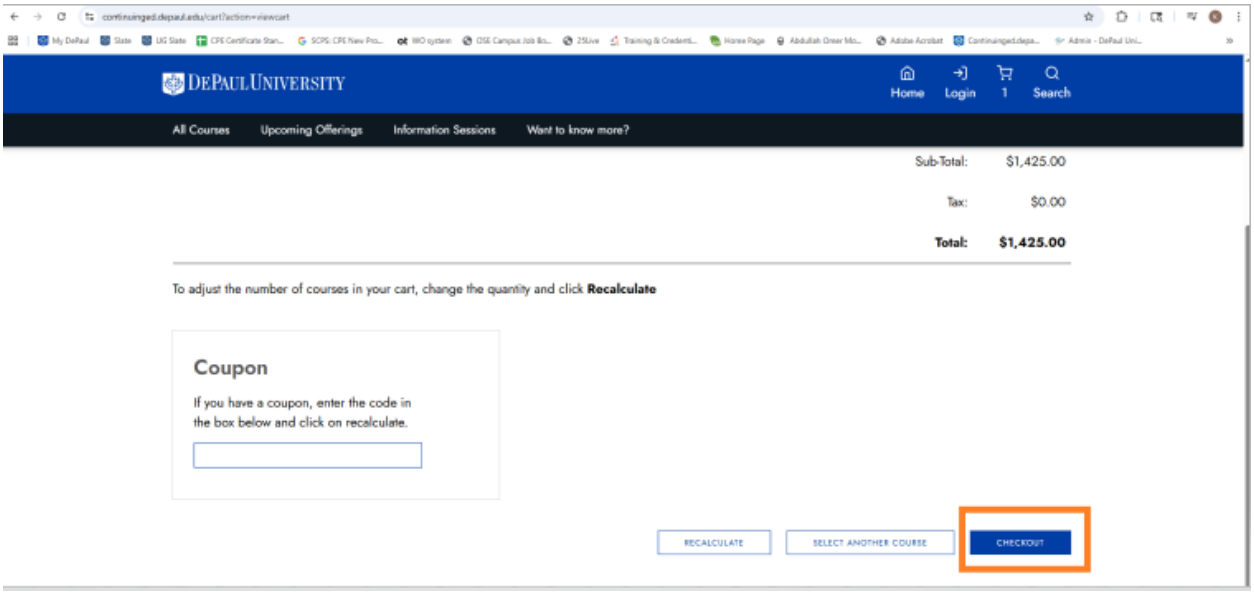


3. Then, click the blue box labeled “Enroll” at the bottom right of the Available Session information:



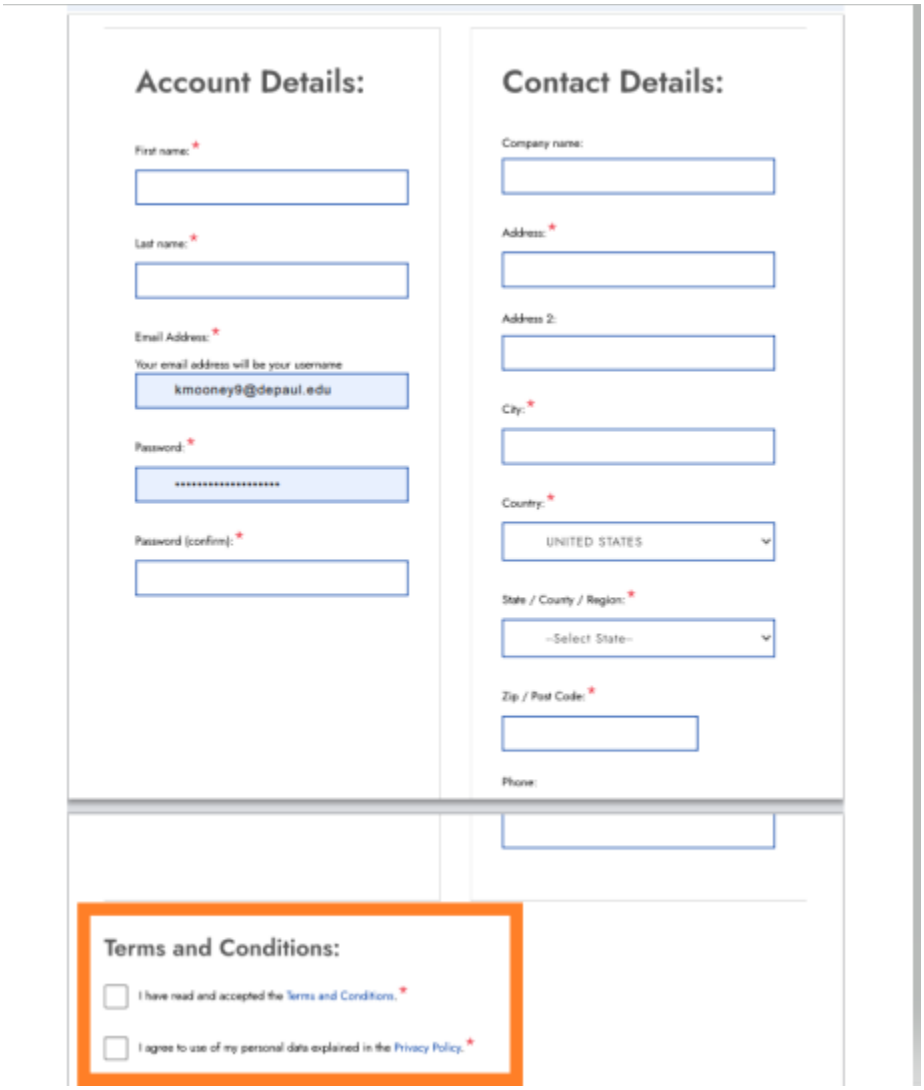
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4. Once the total is recalculated, click the blue Checkout box on the bottom right of the page:



5. The next page requires the selection of “Login” or “Create Account”.
    a. Login – This is for students returning to the Course Merchant system. This should not be selected for students who are returning to DePaul or taking a sequenced course that ***did not*** take place through Course Merchant.
    b. Create Account – This is for brand new students and students that have taken classes with DePaul/CPE but are new to Course Merchant. ***Students cannot use their DePaul email. This will cause an issue with the D2L system recognizing their account.***

6. When Creating an Account, fill out the form with the basic contact info, create a log-in, and check the boxes of the Terms and Conditions to accept them:



7. After logging in or creating an account, you will access your course **on its start date** on the CE instance of D2L at https://ce.depaul.edu/d2l/login. You will also receive a registration confirmation email with a direct link to your course after successful enrollment.

Need Help?

Reach out to cperegistration@depaul.edu for assistance

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