

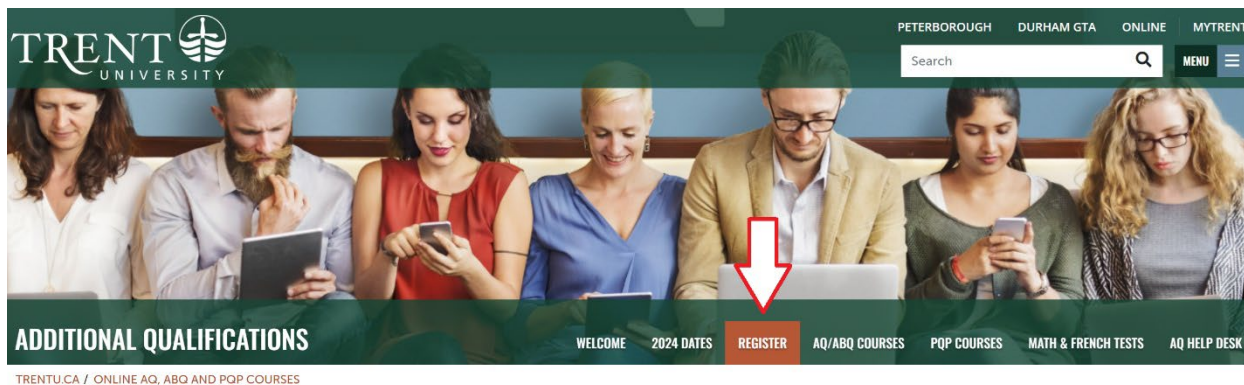


How to Register for AQ, ABQ and PQP Courses: A Student Guide

Thank you for choosing Trent University's AQ, ABQ and PQP courses! To register for one of our online course, please follow the registration guide below.

1. Go to the **Online registration page**: <https://www.trentu.ca/aqcourses/onlineregistration>

The link above is a direct link to the AQ registration page. You can also navigate to the registration page using either of the two "Register" tabs from the AQ website.



2. Scroll down this webpage for information about registration and prerequisites.
3. Choose one of the two registration buttons to proceed.



4. Enter "**EDAQ**" in either the **Course Code Number** box or the **Search for sections** box. You will not have to fill in any other areas of the form. Click **Search**.

5. Scroll down the list to find the course(s) you want and **Select** the course(s). Click on **Add Section** to add the course(s) to your cart.

The screenshot shows two course listings. The first listing is for 'EDAQ-A3221E-W-6 (567518) Special Education Part 1'. It has a 'Select' button in the top right corner, indicated by a red arrow. Below the listing is a table with columns: Seats (1), Times, Locations, and Instructors. The 'Seats' column shows 'Unlimited' and 'Meeting Times TBD'. The second listing is for 'EDAQ-A3222E-W-4 (567525) Special Education Part 2', also with a 'Select' button. Below the second listing is a detailed view for 'Special Education Part 1'. It includes a 'Requisites' section with 'None' and a 'Course Description' section with text about the course being an introductory overview. At the bottom of this detailed view are 'Close' and 'Add Section' buttons, with a red arrow pointing to the 'Add Section' button.

6. Once you are finished selecting your courses, scroll up to the top of the page. You can see the number of courses you've added to your cart in the yellow box at the top right corner. Select **Next** to proceed.

The screenshot shows the top navigation bar with a dark green background. On the right, there is a yellow box containing the number '1'. Below the navigation bar is a search bar with the placeholder text 'Search for sections...'. At the bottom of the search area are two buttons: 'Cancel' and 'Next'. A red arrow points to the 'Next' button.

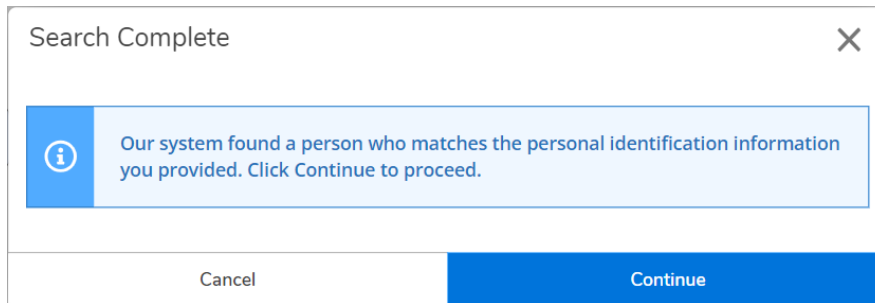
7. If you chose the 'I do not have or I have forgotten my username and password' button to register, you will proceed to the **Personal Identification and Current Address** page. Enter your details and ensure that you are entering your current, legal name. Be sure to check the small checkbox at the bottom of the page before selecting **Submit**.

The screenshot shows the header of the Trent University registration page. It features the Trent University logo on the left and the text 'Register and Pay for Continuing Education Classes' on the right. Below the text is a link: '< Return to Instant Enrollment Course Catalog'.

The screenshot shows the registration form. A red box highlights a checkbox with the text 'I certify that I am the person described above, and that the information presented is correct to the best of my knowledge. *'. Below the checkbox are three buttons: 'Cancel', 'Reset', and 'Submit'. A red arrow points to the 'Submit' button.

Note: If you need to update your name, address, or phone number prior to registration, please contact the AQ Office at AQ@trentu.ca or 1-855-698-7368 (ext 7056).

If you have a previous Trent account and your personal details have not changed, you will be matched to your records and receive a popup message (see photo example below).



8. Fill in **Additional Details** about your course(s). (Optional)

9. Verify that your course(s) are listed, and that all information is correct. Choose a **Payment Method**. Select **Proceed to Payment**.

A screenshot of a web form titled 'Courses Summary'. It lists 'EDAQ-A3071E-W-1 French Second Language Part 1 (567391)' with a cost of '\$634.00'. Below this, it shows 'Total' as '\$634.00'. The next section is 'Payment Details', which includes the instruction 'Click Proceed to Payment to pay the section's cost'. Under 'Payment Methods', there is a dropdown menu with 'Please Select' and a downward arrow. Two red arrows point to the dropdown menu and the 'Proceed to Payment' button. At the bottom are 'Cancel' and 'Proceed to Payment' buttons.

10. Confirm the course(s) and cost(s) on the **Payment Information** summary. Select **Pay Now**.

11. You will be brought to a third-party payment service called PayPath. Select **Continue**. Review the information on the next page and select **Continue**.

12. On the PayPath Payment Service page, verify the amount before selecting **Continue**.

13. Fill in your **Payment Card** and **Billing Address** information.

14. Confirm your payment details and save a copy of your receipt.

15. A confirmation message titled "**Class/Payment Acknowledgement**" will be sent to your email if you have registered successfully for your course(s).

If you have cancelled your registration or the session has timed out because of the duration, you will receive an email titled "AQ Enrollment Cancelled". Please contact the AQ Office at AQ@trentu.ca or 1-855-698-7368 (ext 7056) if you require any assistance.