

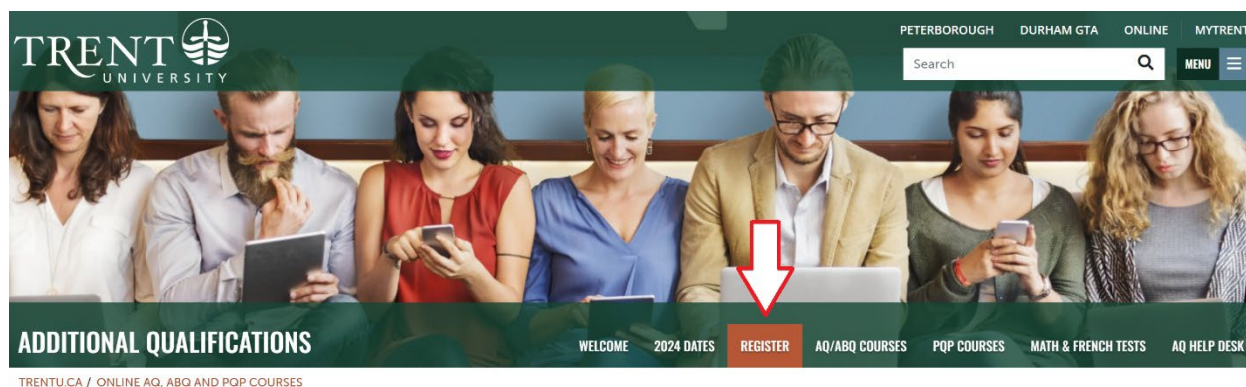


How to Register for AQ, ABQ and PQP Courses: A Student Guide

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/online/registration>

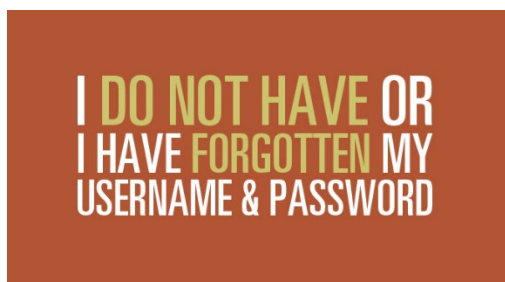
The link above is a direct link to the AQ registration page. You can also navigate to the registration page using either of the two "Register" tabs from the AQ website.



2. Scroll down this webpage for information about registration and prerequisites.
3. On this page, there are two options available to you:

Option 1: For new Trent students or if you have forgotten your previous Trent login

- Click on the **'I do not have, or I have forgotten my username and password'** button (pictured below).



Note: If you are a previous Trent student, you will be automatically linked to your account once you enter your personal details later in the registration process. This will allow you to receive the Trent discount for returning students.

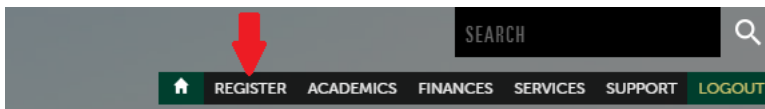
- Continue to Step 4 below.

Option 2: For returning Trent students WITH a login

- Click on the **'I have a Trent Username and Password'** button (pictured below) to log in to your Trent account. Log in with your Trent email as your username.



- Click on the **REGISTER** tab in the top right corner of your screen (pictured below). If this is not visible to you, please use Option 1 to register as Trent Alumni.



- Click on the "Rocket" icon that says **AQ Courses**.



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**.

TRENT UNIVERSITY Help

Search for Sections

Catalog Advanced Search

Meeting Start Date or After Meeting End Date

Course Code Number

Time Of Day

Topic Code

Location

Type "EDAQ" into either box. You do not need to enter information for the other boxes.

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 cards. The first card is for 'EDAQ-A3221E-W-6 (567518) Special Education Part 1' with a 'Select' button. The second card is for 'EDAQ-A3222E-W-4 (567525) Special Education Part 2' with a 'Select' button. Below these is a detailed view of the first course, showing 'Requisites: None' and a 'Course Description' that states: 'Special Education Part 1 is both an introductory overview of Special Education in the classroom. This course provides the knowledge and tools required of a classroom teacher in meeting the needs of every student.' At the bottom of this view are 'Close' and 'Add Section' buttons. Red arrows point to the 'Select' buttons and 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.

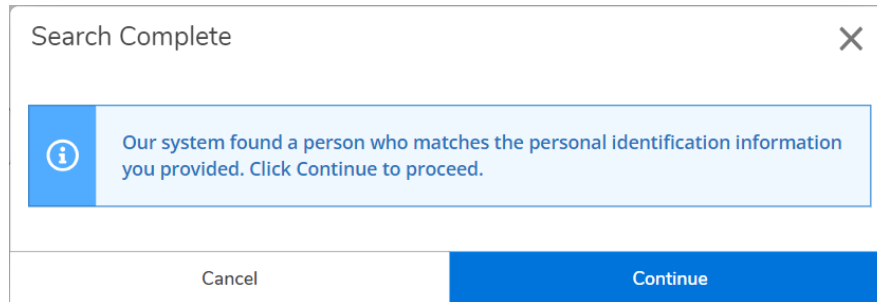
The screenshot shows the top navigation bar with a 'Help' icon and a yellow box containing the number '1'. Below this is a search bar with the placeholder text 'Search for sections...' and a magnifying glass icon. At the bottom of the search area are 'Cancel' and 'Next' buttons. A red arrow points to the 'Next' button.

7. Enter your personal details on the **Personal Identification and Current Address** page. Be sure to check the small checkbox at the bottom of the page before selecting **Submit**.

The screenshot shows the 'TRENT UNIVERSITY' logo at the top. Below it is the heading 'Register and Pay for Continuing Education Classes' and a link '< Return to Instant Enrollment Course Catalog'. At the bottom, there is a red-bordered box containing a checked checkbox and 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 this box are 'Cancel', 'Reset', and 'Submit' buttons. A red arrow points to the 'Submit' button.

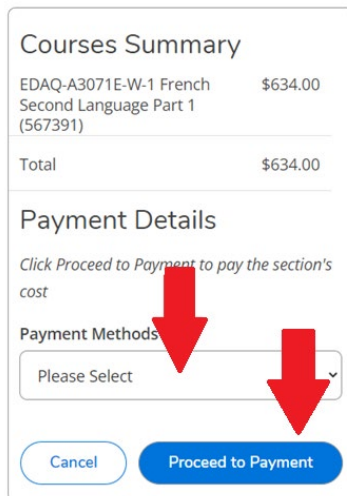
Note: If you have a Trent account and chose the "I do not have or I have forgotten my username and password" option, your personal details **MUST BE THE SAME** as the details on your Trent student records for the system to automatically match you. If you need to update your name, address, or phone number 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**.



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.