



## How to register for an online course:

1. Start on McGrath homepage
2. Go to online course link in the top, navigation bar.
3. On this page, “select step online courses” for courses in English.
4. On this next page, Click on the “Courses and Registration” box
5. If you’re a current partner, go here to find the list of courses specific to your diocese.
6. If not, search for the course you’re interested in
  - a. Courses are Grouped by categories, doctrine, scripture,
  - b. They are also listed by those is the next upcoming session
7. Click on the course title to learn more or the register link on the far right.
8. Read through the course description and expectations
9. Click the button to register
10. One this page, select the dates for the course.
11. Hit continue
12. Select your diocese. Our partner dioceses have a discount. Or select “standard fee”
13. At this point you can add additional courses or “proceed to checkout.”
14. If you have a **promo code** given to you by your diocese or school, add that here and click “**apply.**” Then click "**Proceed to Checkout.**"
15. The system gives you the option to create a profile.
16. You can also leave Login box empty. It is more direct to skip this box.
17. Then fill in your address, email, phone, etc.
18. Select “continue unregistered.”
19. The system may ask you to select the proper mailing address with the extra 4 digit postal zip
20. Select and continue to payment.
21. Please enter credit card information. If you do not have a credit card, please call our office for assistance register. 1-866-425-7837.
22. Hit continue.
23. On the next page, fill in the required demographic information.
24. Then click on “review order.”
25. If it all looks correct, please submit your registration order.
26. The next screen will say thank you and let you know to look for an email with further instructions.
27. Thank you for your interest in McGrath Online courses.
28. We hope you enjoy your course.