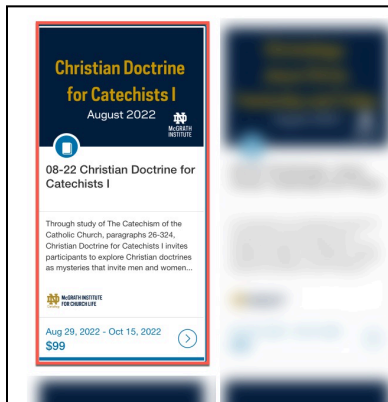
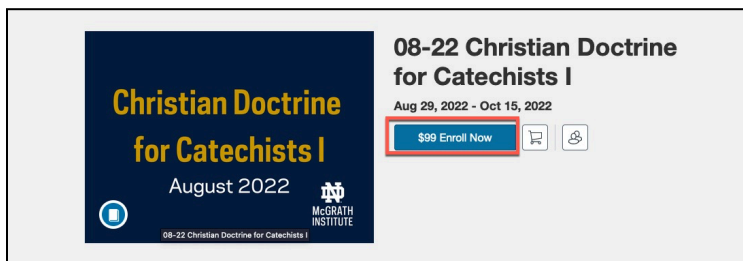


Course Registration and Cancellation Processes Including System Emails

1. Browse for courses at <https://mcgrathcatalog.nd.edu/>.
2. When you find the right course, click on the card with the description.



3. On the following screen, click **Enroll Now**. Optionally, you can click on the shopping cart icon if you are interested in taking multiple courses.



4. If you already have a Canvas Account, click **Already have an account? Sign In.**

If you do not yet have a Canvas Account, create one by filling out the rest of the form. Please be sure to use the email address you wish to use for your course.

If you already have an Account:

Create an Account

Already have an account? Sign in here

Full Name
Enter Full Name

Email
Enter Email

Confirm Email
Enter Email

First Name
Enter Answer


Last name
Enter Answer

Email
Enter Answer

Diocese (if known)
Enter Answer

Country
Enter Answer

☐ I agree to the [Acceptable Use Policy](#) and acknowledge the [Privacy Policy](#).

☐ I'm not a robot 

Register New Account

If you need to Create an Account

Create an Account

Already have an account? Sign in here

1 Full Name
Enter Full Name

2 Email
Enter Email

3 Confirm Email
Enter Email

4 First Name
Enter Answer


Last name
Enter Answer

Email
Enter Answer

Diocese (if known)
Enter Answer

Country
Enter Answer

☐ I agree to the [Acceptable Use Policy](#) and acknowledge the [Privacy Policy](#).

☐ I'm not a robot 

Register New Account

Note: If you registered for a new account, you must verify your account to [complete your registration](#) and begin the course. Check your registration email address and follow the instructions in the confirmation email to confirm your account.



Welcome

Dear friend of the McGrath Institute at the University of Notre Dame,

Thank you for registering. You have successfully created a new account with the McGrath Institute. Your login ID is your email address.

Please log into the courses at <https://notredamecatalog.instructure.com/>

If you need assistance, please contact us by sending an email to stepnd@nd.edu or by calling toll-free: 1-866-425-7837.

[Complete Registration](#)

If you attempt to create an account, when you already have a Canvas account associated with your email address, Canvas will offer the opportunity to merge accounts:

An account has been created for you at notredamecatalog.instructure.com, but you already have a Canvas account.

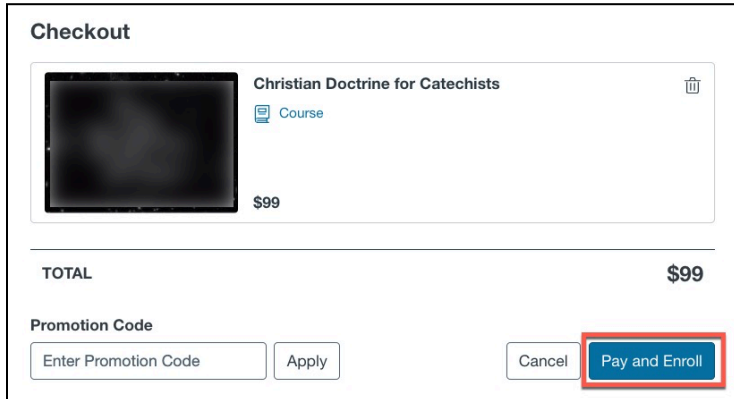
If you would like to merge them together, [click here](#)



[Update your notification settings](#)

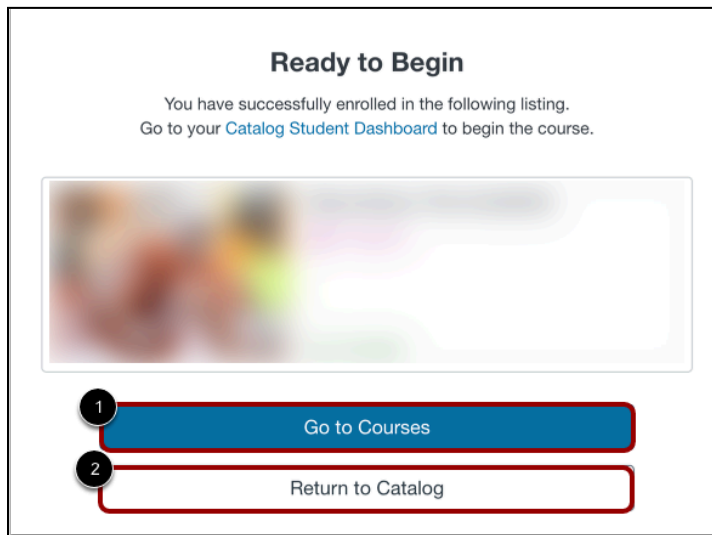
When you click Click Complete Registration, you'll be taken back to Catalog where you can complete your enrollment.

5. Click **Pay and Enroll**



The screenshot shows a checkout interface. At the top, it says "Checkout". Below this, there is a course listing for "Christian Doctrine for Catechists" with a price of "\$99". A "TOTAL" section shows the amount "\$99". At the bottom, there is a "Promotion Code" section with an input field and an "Apply" button. To the right of the promotion code section are two buttons: "Cancel" and "Pay and Enroll". The "Pay and Enroll" button is highlighted with a red border.

6. Fill out payment details to complete the purchase. After payment, you can **Go to Course** to begin coursework (if your course has started) or **Return to Catalog** if you would like to continue browsing. For a more detailed overview of enrollment options see, [How do I enroll in a Catalog course?](#)
- Please note, STEP and Camino Courses cannot be accessed until the course start date.



The screenshot shows a "Ready to Begin" page. It states: "You have successfully enrolled in the following listing. Go to your [Catalog Student Dashboard](#) to begin the course." Below this text is a blurred image of a course listing. At the bottom, there are two buttons: "Go to Courses" (labeled with a red circle and the number 1) and "Return to Catalog" (labeled with a red circle and the number 2). Both buttons are highlighted with a red border.

7. After your enrollment is complete, you will receive a confirmation email:



You are Enrolled

08-22 Christology: Jesus Christ, Yesterday and Today

Aug 29 12:00am (EDT)

Welcome to your online courses from the McGrath Institute for Church Life at the University of Notre Dame.

You have successfully enrolled in an online from the McGrath Institute.

The course will begin on August 29 and can be accessed <https://notredamecatalog.instructure.com/>

We hope you enjoy your course.

Payment, refund, and course cancellation policies for STEP/Camino are listed at <https://mcgrath.nd.edu/online-courses/step/faqs/>.

If you need any help, please contact us by sending an email to stepnd@nd.edu or by calling toll-free: 1-866-425-7837.

[Access Your Dashboard](#)

You will also receive an email confirming your payment; it will be sent from stepnd@nd.edu and will have the subject line "Notification of Payment".

You have received this email from stepnd@nd.edu in response to payment processing.

Notification of Payment

This message is an automated notification to inform you that your payment has been completed successfully. Please note that all payments are subject to approval and final verification.

Payment Information:

Payment Type:	Credit Card
Card Number:	xxxxxxxxxxxx2227
Card Type:	Visa
*** CARD_NOT_PRESENT ***	

System Tracking ID:	900068
Date/Time:	August 2, 2022 2:24:14 PM EDT
Payment Gateway Reference Number:	20220802000028

Payment Amount:

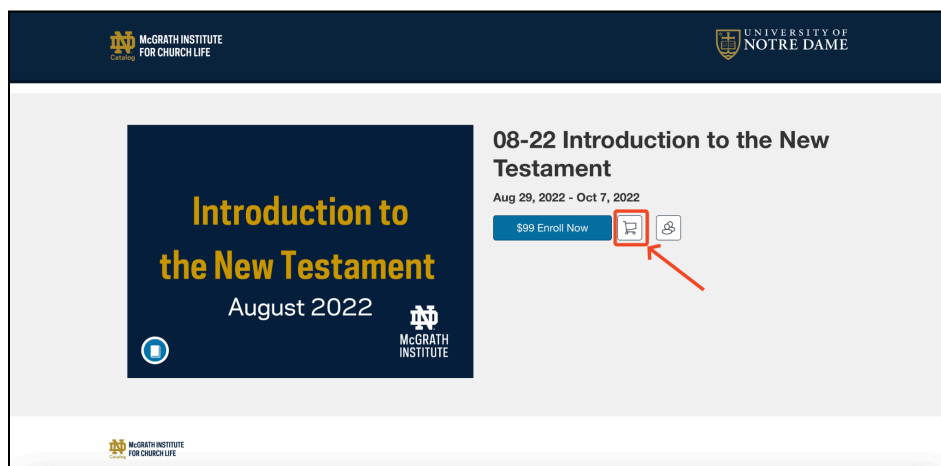
Total Paid:\$99.00

Thank You
Thank you for your payment.

To Register for More Than One Course

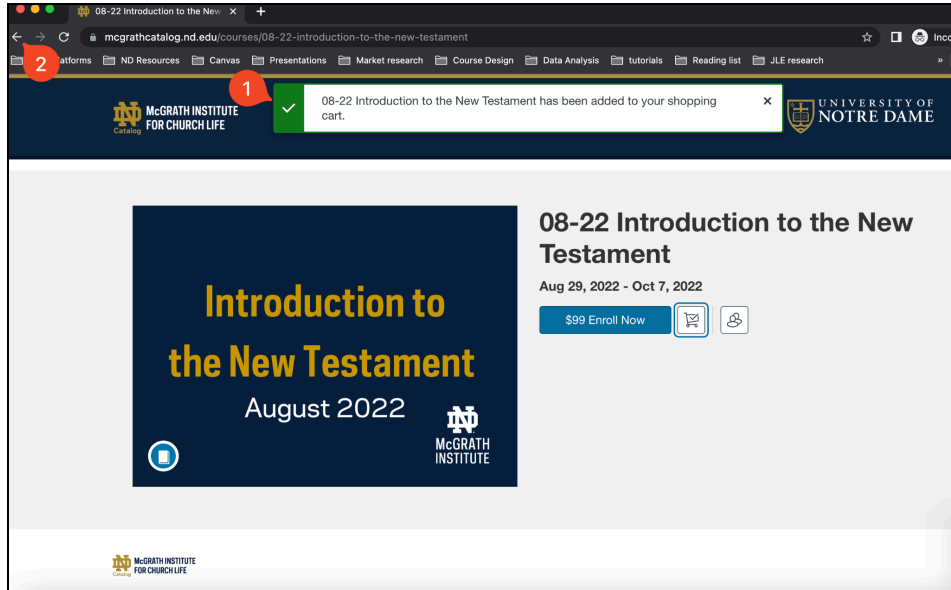
Canvas Catalog has a Shopping Cart feature which allows you to purchase multiple courses at the same time.

When you are at a course listing, click on the shopping cart icon rather than the blue “Enroll Now” button.

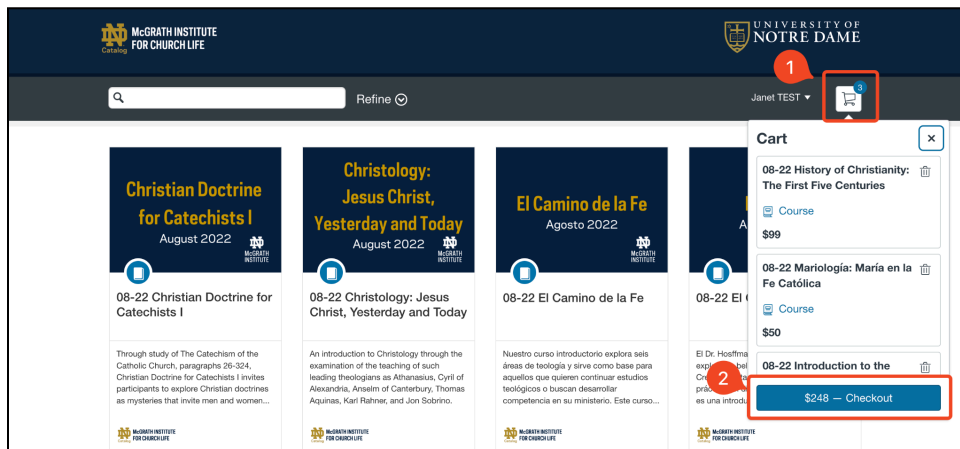


You will briefly see a notification banner indicating that your course has been added to your cart (1).

You can then use your browser's back arrow to navigate back to the listings page to select more courses. (2)



When you are ready to purchase, click on the shopping cart icon on the upper right of the listing page (1), then click on “Checkout” when the Cart listing appears (2.).



If you decide you do not wish to purchase all the items in your cart, you can remove individual items by clicking on the trash can icon. (1)

If you have a Promotional Code, you can enter it in the text box on the bottom left of the page. (2)

When you are ready, click on the blue “Pay and Enroll” button. (3)

Checkout



08-22 History of Christianity: The First Five Centuries

 [Course](#)

\$99



08-22 Mariología: María en la Fe Católica

 [Course](#)

\$50



08-22 Introduction to the New Testament

 [Course](#)

\$99



TOTAL

\$248

2

Promotion Code

Apply

3

Cancel

Pay and Enroll