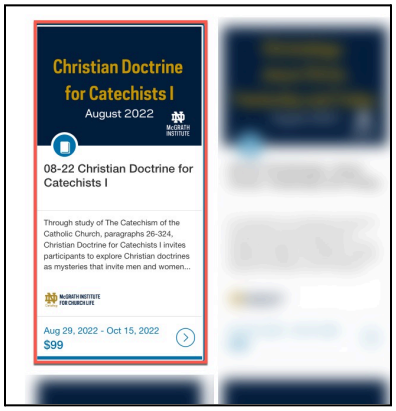
Course Registration and Cancellation Processes Including System Emails

1. Browse for courses at [https://mcgrathcatalog.nd.edu/](https://mcgrathcatalog.nd.edu/).

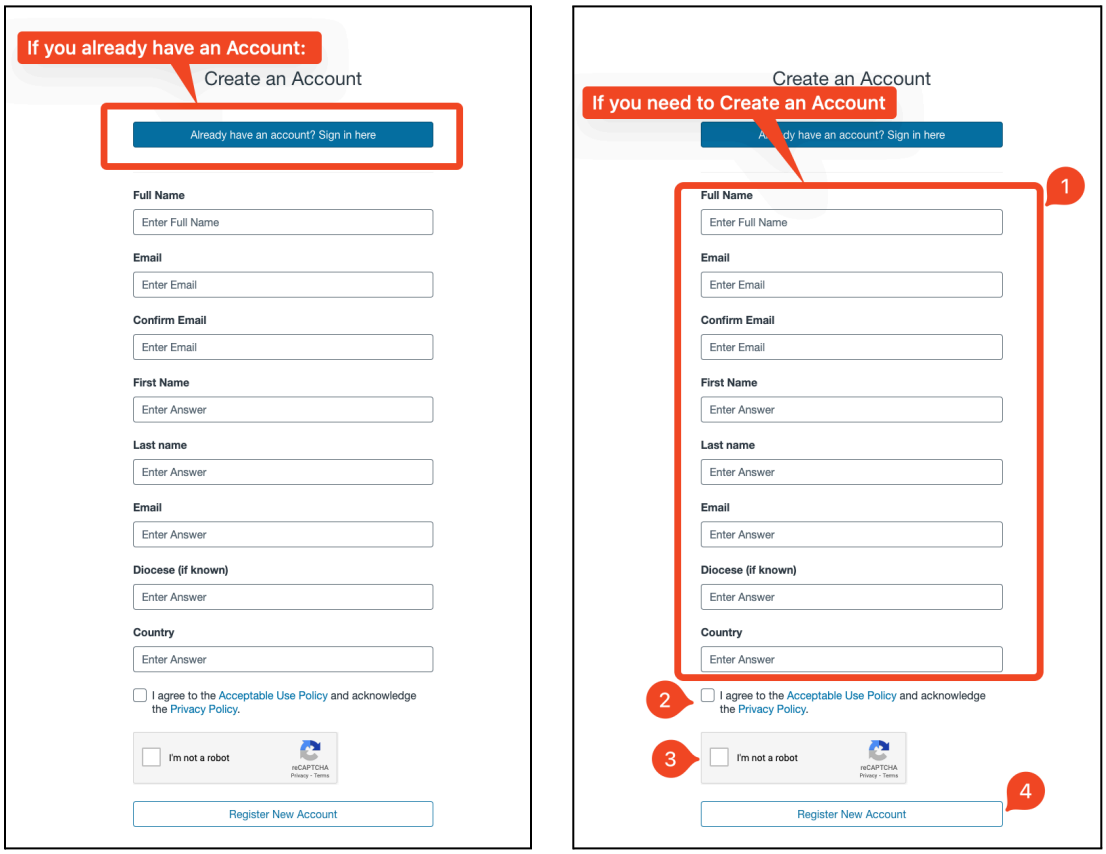
2. When you find the right course, click on the card with the description.



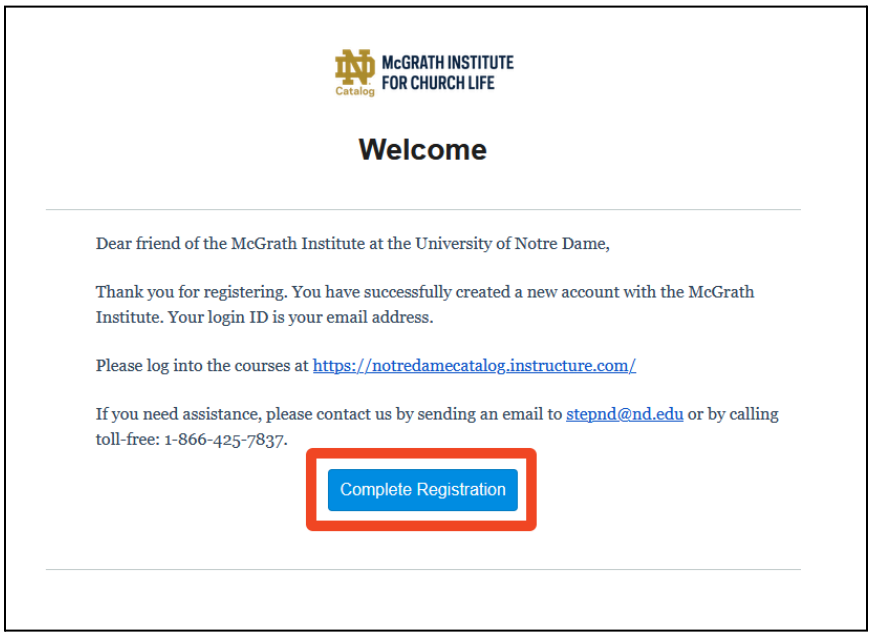

3. On the following screen, click **Enroll Now.** Optionally, you can click on the shopping cart icon if you are interested in taking multiple courses.

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

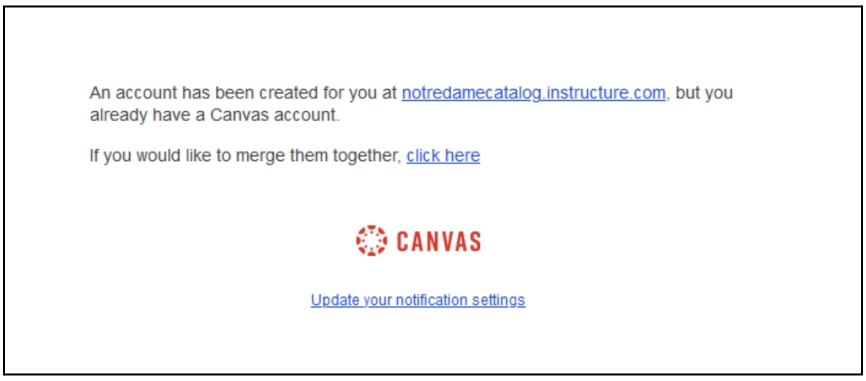
If you do not yet have a Canvas Account, create one by filling out the rest of the form. Please be sure to use the email address you wish to use for your course.




**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.

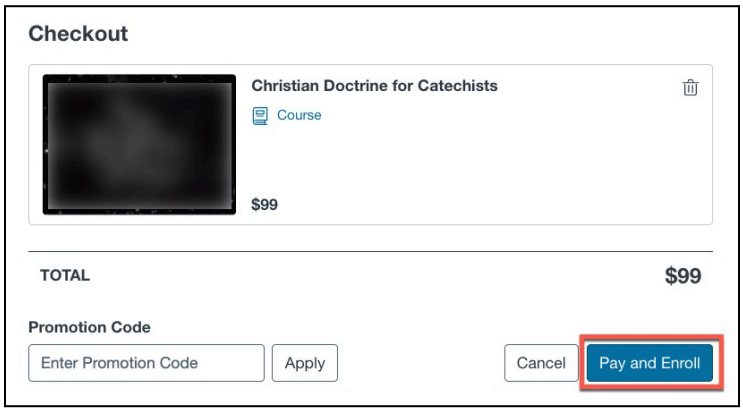



*If you attempt to create an account, when you already have a Canvas account associated with your email address, Canvas will offer the opportunity to merge accounts*:

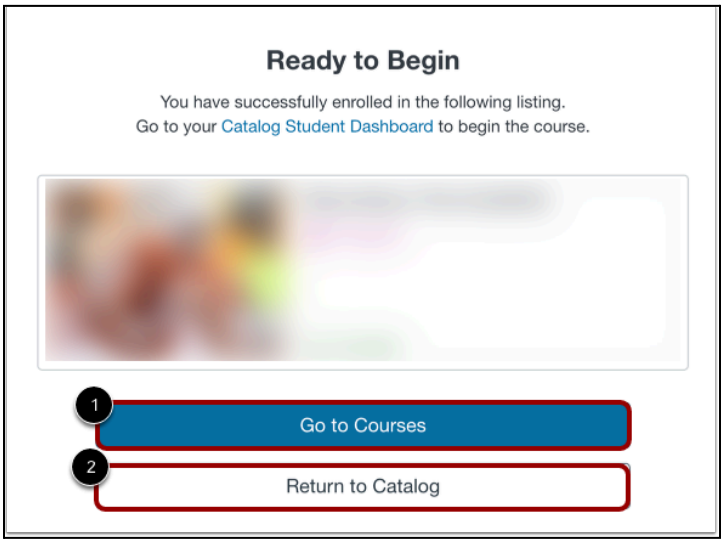



When you click Click Complete Registration, you'll be taken back to Catalog where you can complete your enrollment.

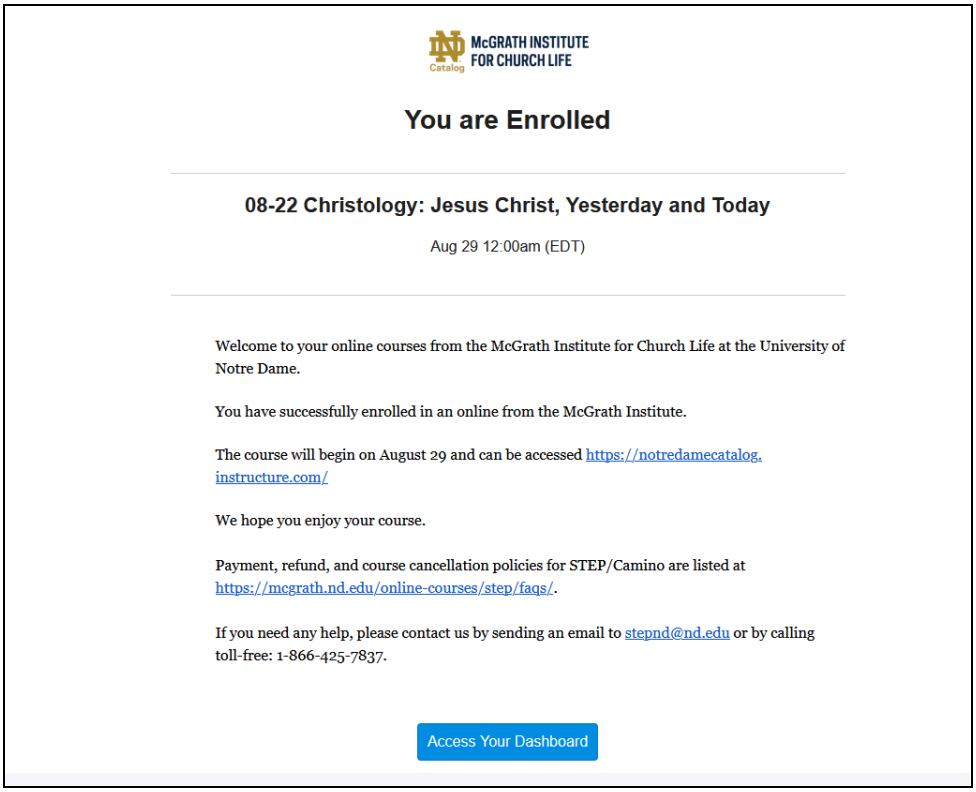
5. Click **Pay and Enroll**




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.




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



McGRATH INSTITUTE FOR CHURCH LIFE

Catalog

## 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/

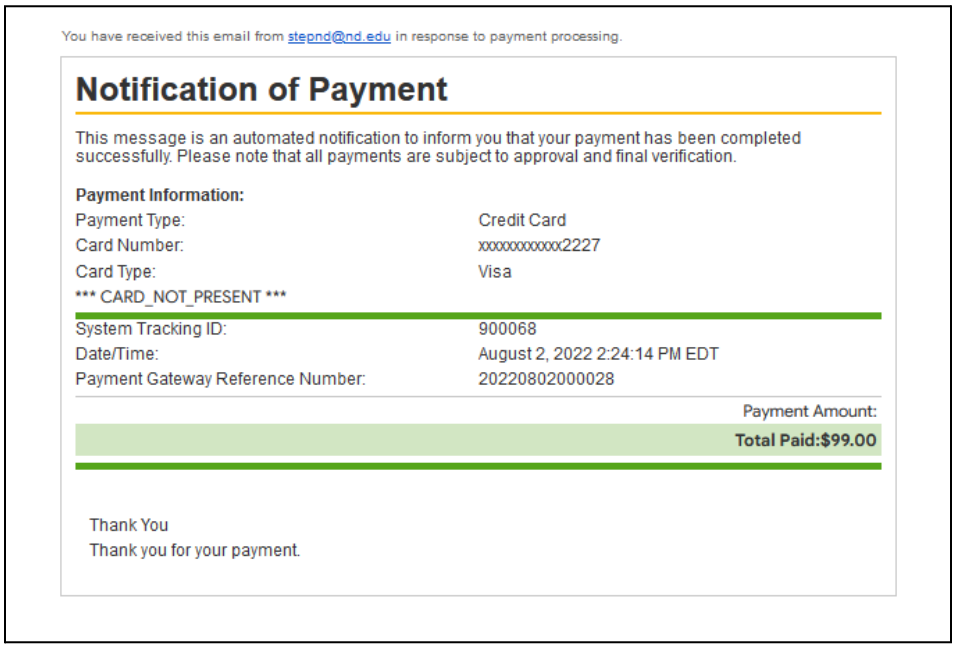
We hope you enjoy your course.

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: | xxxxxxxxxxx2227 |
| 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**

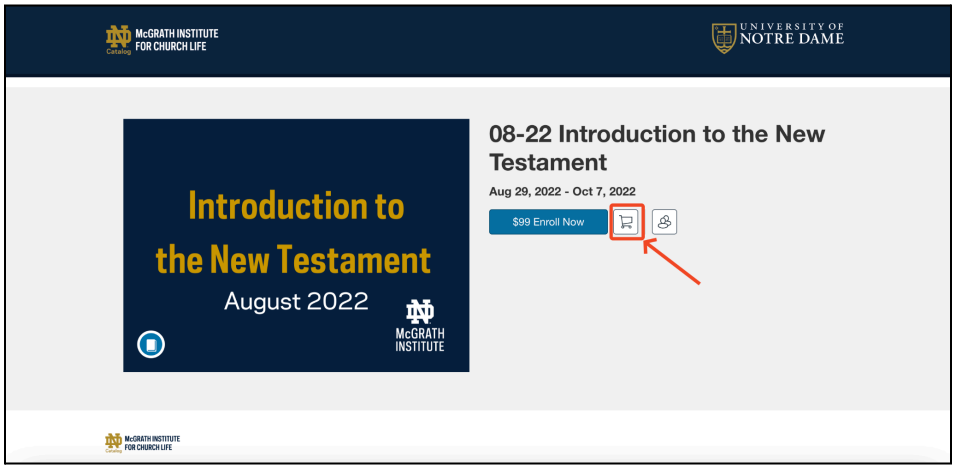
Thank You

Thank you for your payment.

## To Register for More Than One Course

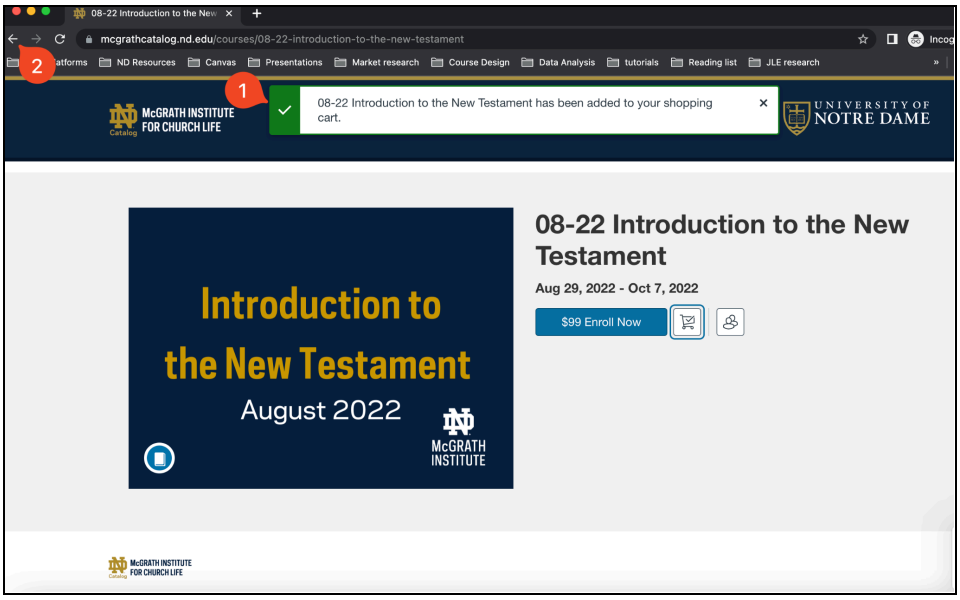
Canvas Catalog has a Shopping Cart feature which allows you to purchase multiple courses at the same time.

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

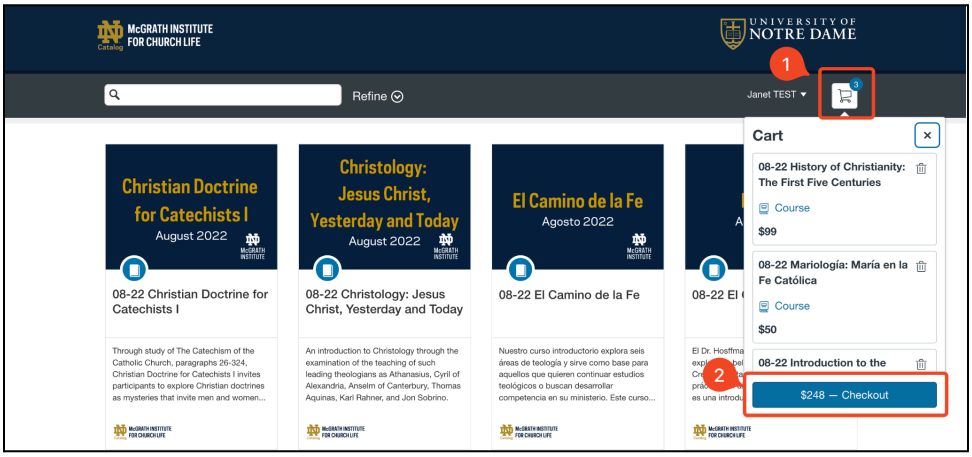



You will briefly see a notification banner indicating that your course has been added to your cart (1).

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



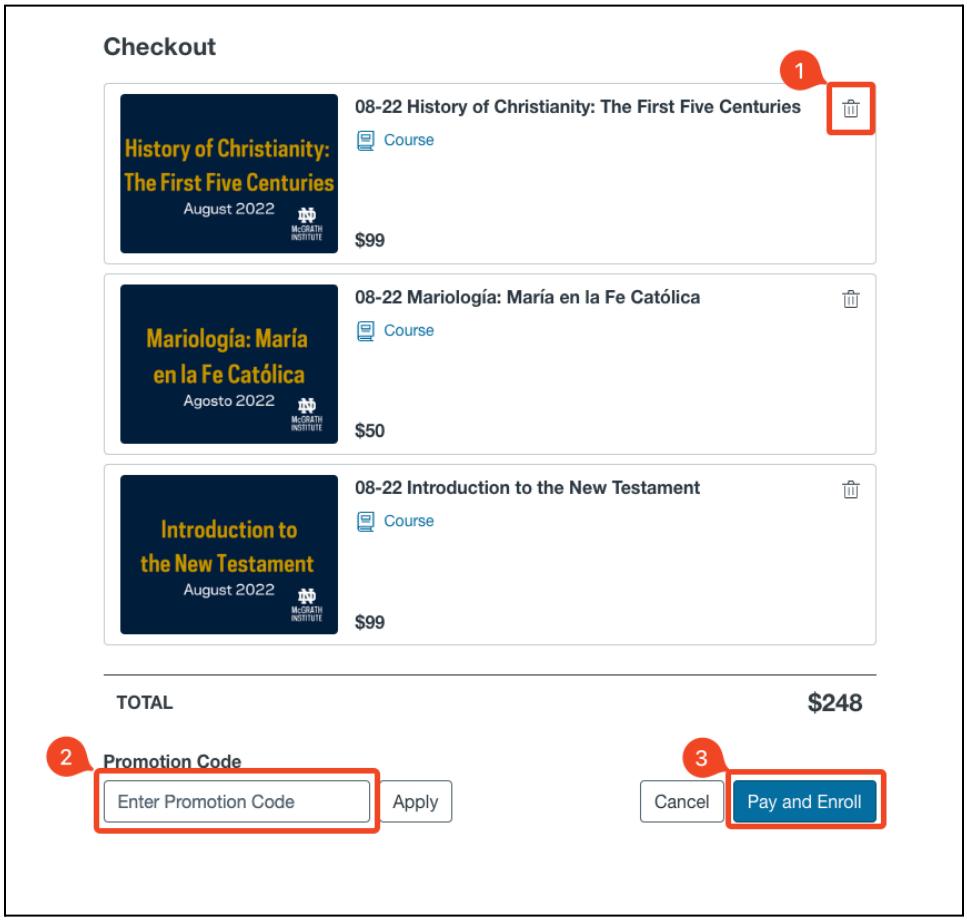

When you are ready to purchase, click on the shopping cart icon on the upper right of the listing page (1), then click on “Checkout” when the Cart listing appears (2.).




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
1
History of Christianity: The First Five Centuries
August 2022
08-22 History of Christianity: The First Five Centuries
Course
$99
Mariología: María en la Fe Católica
Agosto 2022
08-22 Mariología: María en la Fe Católica
Course
$50
Introduction to the New Testament
August 2022
08-22 Introduction to the New Testament
Course
$99
TOTAL
$248
2
Promotion Code
Enter Promotion Code
Apply
3
Cancel
Pay and Enroll