Register Online Guide

SVCEP and the CSIU have partnered to enroll students in the SVCEP courses. To access registration on the CSIU system, you will need to create a username and password. Below is information about how to create an account in the CSIU Registration System, register online and how to pay your tuition.

How do I create an online account?

1. Log onto the CSIU Registration System website: https://events.csiu.org
2. Choose the word "Login" inside the Quick Links (box located to the left of the Welcome paragraph).
3. When the next screen loads underneath the box you will see the word Register click that.
4. When the next screen loads, create/enter a Username, your email address and click the Register button.
5. You should receive an email from CSIU Act48 Registration System. Please check your spam folder as this email may end up in there. This email will contain a temporary password, which you will then use to log into the system and update your profile.
6. Go back to the log in screen and put in your username (you created), the temporary password provided to you in the email and click Log In
7. The next screen will be your Profile page. Here is where you will update your personal information. Please fill in the fields noted with a red * below:
     (a) **Name** Section:
          First Name
          Last Name
     (b) **Contact** Info Section: Email address required (if not already pre-populated)
     (c) **About Yourself** Section: you do not need to fill this in.
     (d) **New Password and Repeat New Password:** please create a new password that you will remember.
     (e) **Events Profile Information:**
          *Title: Student
          *PPID: Please place the following# here: 999999999
          *Organization/School District: SVCEP (goes here)
          *Address/Street/Number: your home street address
          *City/Town/Village: your hometown
          *State/County/Province: your state
          *Zip/Postal Code: your zip code
          *Country: USA goes here
          *Phone Number: Your primary contact number

Once all your information has been filled in click Submit and your account profile has been updated. You are now ready to register for a course.

How do I register online for a SVCEP course?

1. Find the bar entitled: SVCEP courses, locate the course you are interested in and click the word Register.
2. The next screen will provide a detailed description including date, time, location, cost and other information regarding the course you chose.
3. Scroll down the screen, under Personal Information please make certain all items with a red asterisk (*) are filled in. Then click Submit button.
4. The next screen will be verifying your registration and personal information. Click Confirm Registration to continue.
5. The next screen will be the Payment Overview. Here you will need to chose a Payment Option:
    a. **Pay by Credit Card** – This option will be for anyone paying with a major credit card. This will take you to another screen where you will be required to fill in all boxes marked with a * (red asterisk). Click submit when you are finished and follow through with any remaining screens.
    b. **Offline Payment Options** – This option will be for anyone paying by check, money order or scholarship. When you chose this option a drop down section (see below) will appear.

Attention!
If you wish to pay by check or money order, then please make note of the information below, and enter a Purchase Order Number _____ **Finalize Registration**

In the empty box please place either your Check#, Money Order # or Scholarship Code (you will not have a Purchase Order Number). You will also see the address of where to send your payment. Please make your check or money order payable to the SVCEP and mail to:

SVCEP
Attention: Thomas Rall
399 Stadium Drive
Sunbury, PA 17801

c. Once you click Finalize Registration, the next screen that appears will be Payment Overview, which will confirm your information.

CONGRATULATIONS! You are now registered.

Need Help? Who do I contact?

Course Information and Financial Assistance: For inquiries about courses and opportunities to support your educational goals, please contact:

Lenaire Ahlum
New Community College
Telephone: (570) 898-4334
Email: svcep01@gmail.com

Registration: For information on creating an account or registration assistance, please contact:

Audrey Jows, Administrative Assistant
CSIU
90 Lawton Lane
Milton, PA 17847
Telephone: (570) 523-1155, extension 2324
Email: ajows@csiu.org
Office Hours: Monday – Friday, 7:30 am to 3:30 pm