ITCP Registration

1. Down to the SESSION DETAILS (circled), you will see the upcoming sessions listed. Check the session you would like to register.

2. Click on the yellow “Register” bar

3. A pop up should appear that says, “YOUR CART HAS BEEN UPDATED.” Please proceed by clicking the hyperlink “proceed to your cart” (circled).

4. Click “Checkout” on the lower right-hand corner of the page and it will take you to a log in page.

5. Please proceed by clicking on the “Create Attendee Account” if you don’t have a log in. The page should be as shown below.
6. Once you created an account, it will take to a page similar to the one below:

7. Please make a note of your GTID and click on the grey “My Cart” (circled) tab on the upper right-hand of the page. This will take you back to the page shown below:

8. Click on “Checkout” again.

9. Click on “Continue to next page”.
10. Select payment, fill out billing information, and other necessary information. Click on “Continue to next page”.
### Electronic Check Information
- We suggest using the e-check option only with personal checking accounts.
- Corporate accounts generally fail when the bank receives the transaction from our payment processor and could result in a returned check fee assessed to your Georgia Tech account.
- Corporate customers who wish to pay by check should use the Company Purchase Order payment option.

### Payment
- **Credit Card or Electronic Check**
- **Company Purchase Order**

### Billing Information
- **Country:** China
- **Full Name:**
- **Address 1:** Northwest Trade Ave, No. 1, JiF
- **Address 2:**

### Terms of Service
I have read and understand the Terms of Service for doing business with Georgia Tech Professional Education. Pay special attention to the withdrawal, refund, and payment policies.

I agree with the Terms of Service ✅

*Continue to next step ➤

Go back

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**Visit Us**
- 84 5th St NW, Atlanta, GA 30308
- Get Directions
- Phone: 404-385-9990
11. Give it a few moments to process.

12. Next, you will be directed to the payment page as shown below. Please fill in the necessary information and click “Continue” on the lower right-hand corner.
Please input the bank card number

Billing Information

Street Address 1: No.4 Jinhang West Road
City: Beijing
State/Province: 
Postal Code: 100000
Country: China

Contact Information

Email: 
Day Phone: (555) 555-5555
13. Confirm your information and click “Continue” again to complete your payment.

14. You can print receipt or click to finish.
15. Congratulations! You are registered for the ITCP course. Please read the next steps. The confirmation email may take longer than we expect. It shows the link to activate your GT account to log in Canvas, the learning platform. We have also prepared the tutorial for account activation. Thank you for your patience!