

ITCP Registration

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



Alert: Registration Instructions

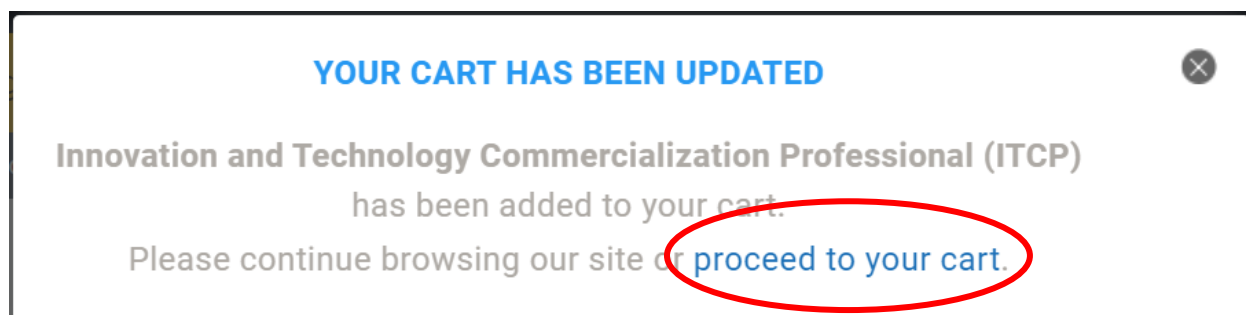
For help registering for this course, please review our [registration instructions in English \(英文版注册教程\)](#) and our [registration instructions in Chinese \(中文版注册教程\)](#).

SESSION DETAILS

UPCOMING SESSIONS					^
JUN 13, 2022 - AUG 15, 2022	REGISTER BY JUN 13, 2022	ONLINE	\$600		
SEP 6, 2022 - DEC 15, 2022	REGISTER BY SEP 6, 2022	ONLINE	\$600		
PREVIOUS SESSIONS					^

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.

Create Attendee Account

Log In

Enter Attendee Information Below

E-mail *

The email address you select as part of your account login will be used for password reset emails and other notifications such as registration confirmations and reminders.

These emails can sometimes get filtered into spam or are blocked by an organization's firewall.

To ensure you receive email communications from Georgia Tech Professional Education, we recommend using either a personal email address and/or whitelisting pe.gatech.edu in your email client and in your firewall rules or other security settings (or ask your IT team to do this).

Verify E-mail *

Password *

Password strength:

Confirm password *

Passwords Match:

Provide a password for the new account in both fields.

Legal First Name *

Preferred First Name *

Legal Middle Name

Legal Last Name *

Suffix

Date of Birth *

Please select your date of birth

Month

Day

Year

Address Type *

- Select a value -

Please select your address type

Country *

United States

Address 1 *

Address 2

City *

State *

ZIP code *

Organization Name

30 character limit.

Job Title

30 character limit.

Nation of Citizenship *

☐ I am also a US Permanent Resident ("Green Card Holder")

US SSN

Last 4 digits only.

Gender

Phone Type *

Area Code *

Digits Only - no spaces or other padding

Phone Number *

Digits Only - no spaces or characters

Create Attendee Account

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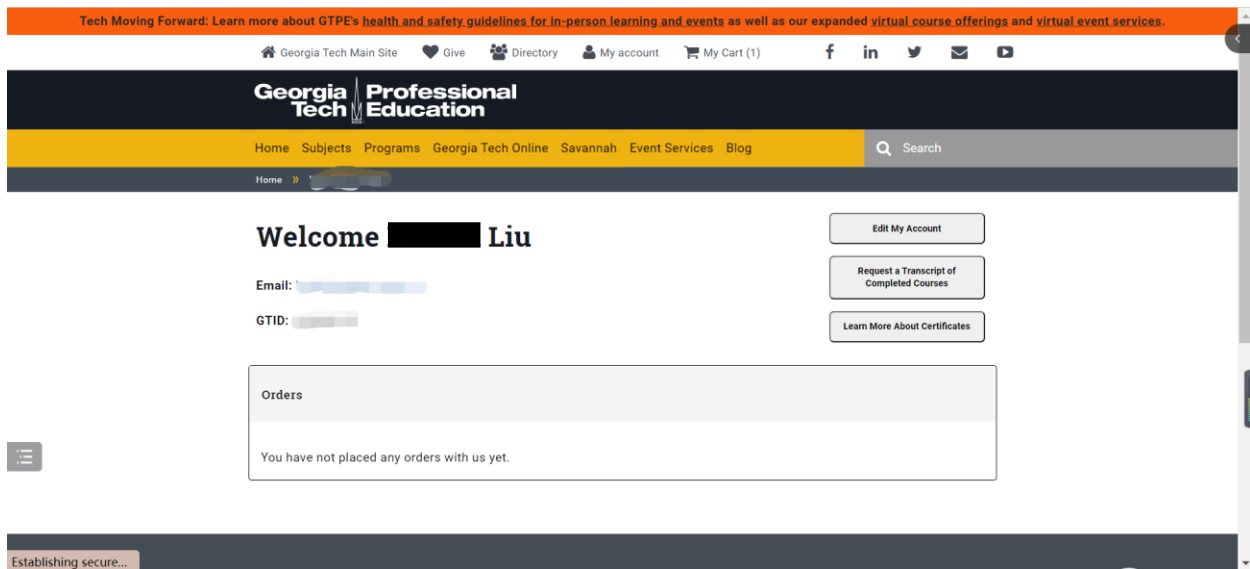
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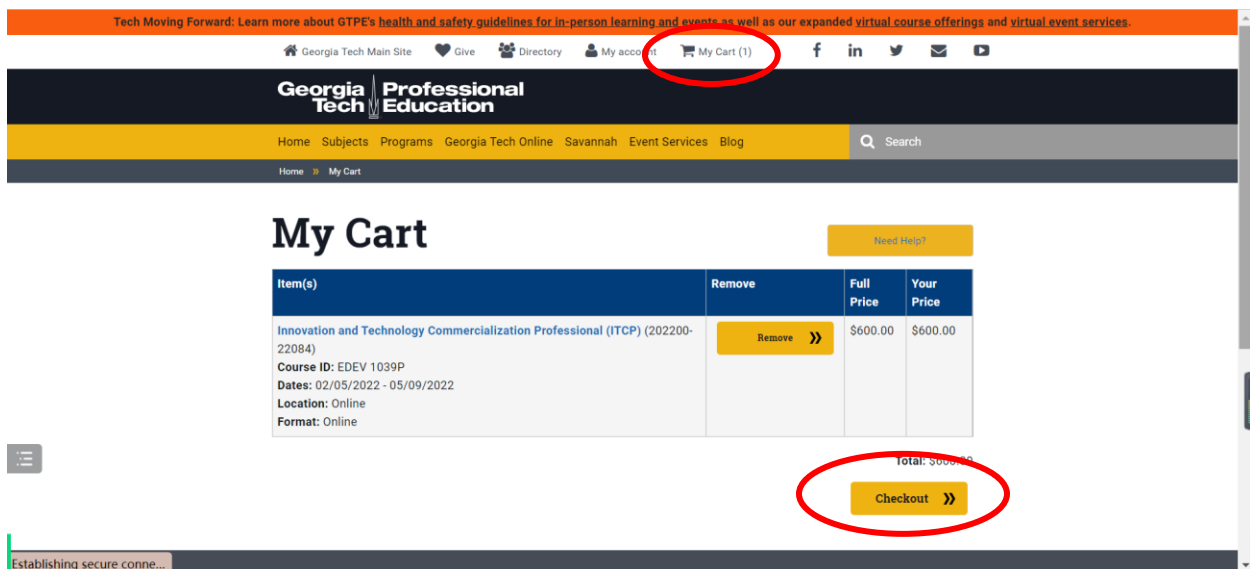
Visit Us

84 5th St NW, Atlanta, GA
30303

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”.

Georgia Tech Main Site
Give
Directory
My account
My Cart (1)
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Checkout

Checkout

Need Help?

Item(s)	Full Price	Your Price
Innovation and Technology Commercialization Professional (ITCP) (202200-22084) Course ID: EDEV 1039P Dates: 02/05/2022 - 05/09/2022 Location: Online Format: Online	\$600.00	\$600.00

Order total \$600.00

Coupon Code

Apply coupon >>

Enter your coupon code here.
Only one coupon code allowed.

Continue to next step >>

Cancel

10. Select payment, fill out billing information, and other necessary information. Click on “Continue to next page”.

Georgia Tech Main Site
Give
Directory
My account
My Cart (1)
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Need Help?

Item(s)	Full Price	Your Price
Innovation and Technology Commercialization Professional (ITCP) (202200-22084) Course ID: EDEV 1039P Dates: 02/05/2022 - 05/09/2022 Location: Online Format: Online	\$600.00	\$600.00

Order total \$600.00

Account information

Customer Name

Liu

Address

Beijing,

Company Name

Company Name
None Provided

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
Greenland Free Trade Area, No.4 Jinli

Address 2

City Beijing **State** -None- **ZIP code**

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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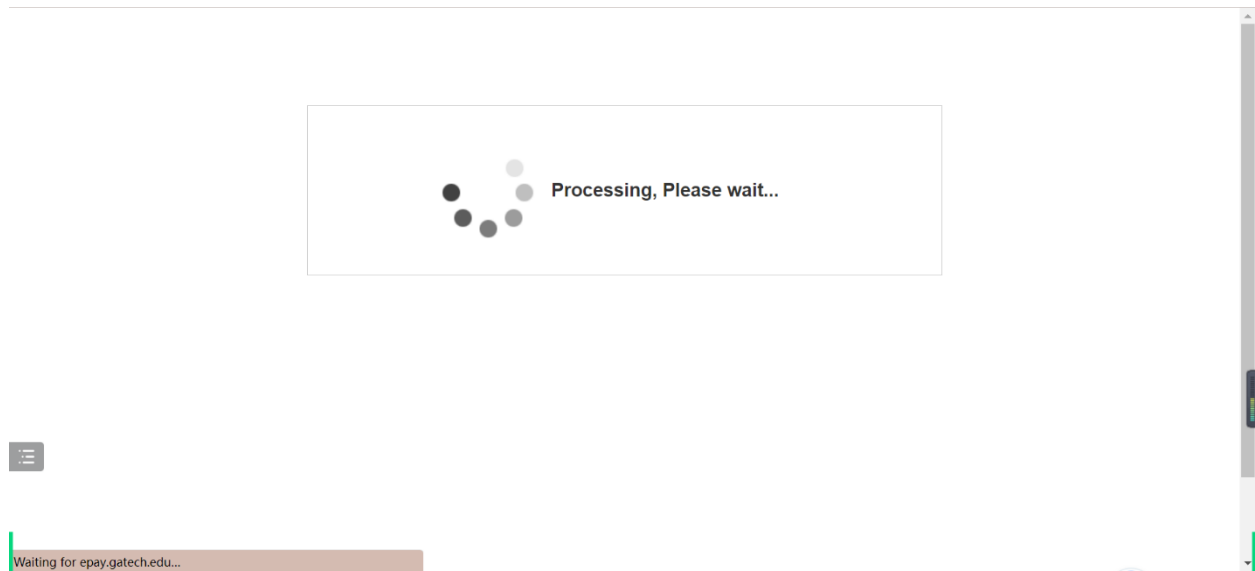
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11. Give it a few moments to process.



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.

A screenshot of the Georgia Tech Professional Education payment page. The page has a header with the Georgia Tech Professional Education logo. Below the header is a navigation bar with three icons: a credit card icon labeled "Payment", a thumbs up icon labeled "Confirmation", and a receipt icon labeled "Receipt". The main content area is divided into two sections: "Payment Information" and "Account Information". The "Payment Information" section shows a "Total:" of "\$600.00" and a "Payment Method:" dropdown menu set to "Credit Card". Below the dropdown are logos for American Express, Discover, Mastercard, BCard, and Visa. The "Account Information" section shows a "Credit Card Type:" dropdown menu set to "Select a Credit Card Type". A red asterisk with the text "* Indicates required information" is present in the top right corner of both sections. The browser's address bar at the bottom shows "Waiting for epay.gatech.edu...".

Credit Card Type:^{*}

Select a Credit Card Type

Account Number:^{*}

Please input the bank card number

Expiration Date:^{*}

022022

Security Code:^{*}

View Example

Name on Card:^{*}

Liu

Billing Information

* Indicates required information

Street Address 1:^{*}

No.4 Jinhang West Road

Street Address 2:

Street Address 3:

Street Address 4:

Street Address 4:

City:^{*}

Beijing

State/Province:^{*}

Postal Code:^{*}

100000

Country:^{*}

China

Contact Information

* Indicates required information

Email:^{*}

Day Phone:

(555) 555-5555

Cancel

Continue

13. Confirm your information and click “Continue” again to complete your payment.

Georgia Tech Professional Education

Payment Confirmation Receipt

Confirmation

Amount:	\$600.00
Date and Time:	2/10/22 1:26 AM
Name on Card:	██████ Liu
Account Number:	xxxxxxxxxx0301

Back Cancel **Continue**

14. You can print receipt or click to finish.

Georgia Tech Professional Education

Payment Confirmation Receipt

Thank you! This is your receipt.

Thank you. Please print this receipt for your records. Click the button below to finish your transaction. Do not use your browser's Back button or close this window.

Amount:	\$600.00
Total:	\$600.00
Date and Time:	2/10/22 1:26 AM
Name on Card:	██████ Liu
Account Number:	xxxxxxxxxx0301

Account Number:	xxxxxxxxxxxx0301
Card Type:	Mastercard
Reference Number:	20220210000002
External Transaction ID:	██████████
System Tracking ID:	██████████
*** Card Not Present ***	

[Print Receipt](#)[Payment Successful. Click to finish.](#)

Help

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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!

Tech Moving Forward: Learn more about GTPE's health and safety guidelines for in-person learning and events as well as our expanded virtual course offerings and virtual event services.

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Checkout Complete

Thank you for your order! What's next?

You will receive an email confirmation within a few minutes.

You will receive an additional email if you ordered either an online course or a course that requires you to access certain Georgia Tech systems. It will provide instructions for creating a password to your Georgia Tech (GT) account different from your account and password on this website. This email may take up to an hour to reach you.

You can [log in](#) at anytime to the GTPE website to review your order details for dates, times, locations and access information for online courses. In addition, you can view the same information directly from the section details link on the course page(s) you just registered for.

You can [review the order](#) just completed.

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