

Registering for Online Course: Orientation to USGBC & GBCI

1. Go to www.usgbc.org and click on "Sign In" in the upper right-hand corner of the page.
2. If you have an existing site user account on the USGBC Web site and *have yet to log in*, please log in by entering the Email address and password that you provided when you created your account. Proceed to **Step 4**.
3. If you have not created a site user account, please do the following:
 - a. On the "Login" page, click the "New to USGBC? Register now. It's free and easy" link beneath the "Login" button.
 - b. Enter your contact information. *Enter your company's Corporate Access ID in the Corporate Access ID field IF your company is a USGBC National Member. If you do not have your company's ID at this time, you can add it later.*
 - c. Click *only once* on the "Submit Your Registration" button at the bottom of the page and proceed to **Step 4**. You do not need to check for an E-mail confirmation from USGBC if the page verifies that you have submitted your site user registration.
4. Click <https://www.usgbc.org/Workshops/WorkshopList.aspx?REGISTER=3843> (or paste this address into your address bar).
5. No promotion code is required. The course is free and displayed as "\$0.00". Click the "Checkout" button in the bottom right.
6. Fill in any required fields. Click the "Submit Order" button in the bottom right.
7. You will receive 2 confirmation E-mails from USGBC Billing (one with an attached receipt) verifying that you have successfully registered for the workshop.
8. To access your course, ensure that you are signed in the USGBC website.
 - a. In the upper right hand corner select "Your Account".
 - b. From the blue banner on the right hand side of your screen, select "Online courses".
 - c. Select "LAUNCH THIS COURSE" to launch your online course in a new tab or window. Please ensure that your pop-up blockers are disabled or your online course(s) will not operate correctly.

If you encounter problems with registration, please contact the USGBC customer service team at education@usgbc.org call (800) 795-1747.

Thank you and enjoy the online course!