**New Customers:**

1.  Go to the website http://pd.intelitek.com/.

2.  In the top-right corner of the screen, click **Log in**.

    You are not logged in. (Log in)
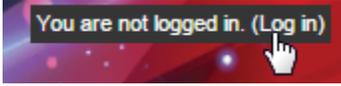
3.  Click **Create New Account**. The New account page opens.

    Create new account

4.  On the New account page, complete the required fields. Complete the optional fields as desired.

    Username* Johndoe
    The password mu
    alphanumeric cha
    Password* ..........

5.  Click **Create my new account**.

    Create my new account

6.  A confirmation email is sent to your account. Click **Continue**.

    Continue

7.  In the confirmation email, click the link provided. Alternatively, copy and paste the link into the address line at the top of your web browser window.

8.  On the page that opens, click **Continue**. Your registration as a new user is confirmed.

9.  Click **Courses** to view the list of courses that you may enroll in.

10. Click the name of a course that you want to register for.

    Introduction to Online Teaching
    Methodologies/Flipped Classroom
    This class was created for those teaching
    and get more time for one on one learning

11. The course may require an enrollment fee. To make the required payment, click **Send payment via PayPal**.

ⓘ *Note: Payments are processed by PayPal. You can pay via a PayPal account or via a credit card.*

**12.** Choose a method of payment. Complete the required fields, and then click **Pay** or **Pay Now**.



**13.** You are automatically directed back to the LearnMate Professional Development site. Click **Continue**. You are registered for the course.