NSU Continuing Education Course Application Instructions:

Step 1: Go to the Northern State University website. https://apply.northern.edu/apply/

Step 2: This will take you to the application management screen.

Step 3: Click the Create an account to start a new application under the First-Time Users. Use an k12, gmail, yahoo address you can easily check.

Step 4: Complete the Register form to begin creating your specific account tied to you and click the Continue button.

Step 5: You will be emailed a Temporary PIN to the email address provided. You will need to enter the 9-digit code and your birthdate again on the Login form.

Step 6: Enter your password on the Set Password form. Be sure to write it down as you can log back in using the same email/password you provide during this registration process. Be sure to follow the requirements in red for the password. When you meet them all they turn green as seen in the second image below. Click the Set Password button.

Step 7: On the Application Management page you will need to click the Start New Application text at the bottom to start the application process.

Step 8: In the pop-up window display the drop-down list and select Back to School Workshop Application. Choose this option to apply for the NSU Continuing Education Course "Motivating and Managing Disruptive Students" and click the Create Application button.
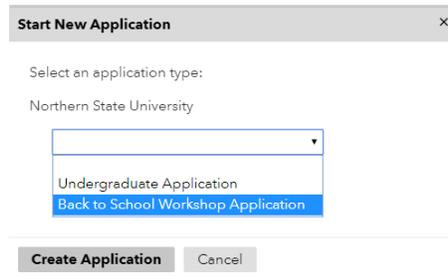
Step 9: On the next screen you will see the Back to School Workshop Application show up behind the pop-up box. Verify that the Back to School Workshop Application is Selected and click the Open Application button.
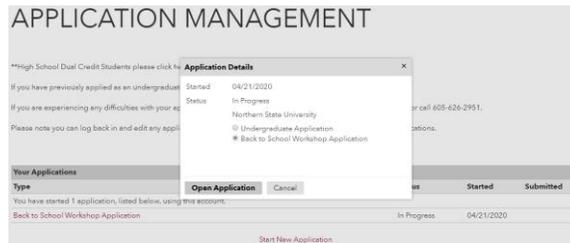
Step 10: Complete the Back to School Workshop Application Form.

Step 11: Once you have the form completed. Click the Continue button to move to the student certification/signature portion of the application. Read the statement and type your full name in the box provided. Click the Confirm button to move to the payment step.

Step 12: Review for Payment screen is where you can Save for Later if you don't have your credit card handy, or click the Finalize Application and Pay and then be taken to the secure payment window. If you save for later it will not fully submit your application. If you want to pay by check you can do that to, just click on the finalize and pay button, do the acknowledgement in step 13 and from steps 14 and 15 click submit payment and then close the box when it opens.

REVIEW FOR PAYMENT

If you are satisfied with your application and are ready to submit it, click Finalize Application and Pay.

Finalize Application and Pay   Save for Later

Step 13: When you click the Finalize and Pay button a pop up will appear confirming the understanding that once the application is submitted you can no longer make changes. Click the OK button.

apply.northern.edu says

I acknowledge that I will be unable to make changes to my application after I submit it online. I have ensured that my application is accurate, complete, and ready for submission.

OK   Cancel

Step 14: Submit payment screen confirms the application being submitted and the amount due. Click the Submit Payment button to enter the secure site to enter your credit/debit card payment information.

SUBMIT PAYMENT

Payment Details	
Description	Back to School Workshop Tuition for █████████
Amount Due	$40.00

Submit Payment

Step 15: Payment screen enter your credit/debit card information and click the submit button. You should receive a confirmation email shortly after clicking submit.

Card Information

Card Number *

Exp. Date *   Card Code

First Name *   Last Name *

Zip *

Submit