Using the New Penn State Conferences Online Registration Form

The Conferences & Institutes office at Penn State, has initiated a new online registration form. Below are the prescribed steps to navigate the form for single and group registrations.

What is a Penn State Digital Identity?

• Penn State Digital ID, this is usually in the format of abc1234  
  o This is either an Access ID or a Friends of Pennstate (FPS) ID  
• Penn State Student ID (PSU ID, this is in the form of 9-1234-5678)

1. On the online registration form screen. Click “Checkout.”
   a. You can have more than one program in your cart, either for yourself or different ones for different people you plan to register.

2. If you know your Penn State Digital ID and password, enter it. If not, click the box, “Need a Penn State Digital Identity? Forgot your Digital Identity? Click here…”
   a. If you have a FPS account but do not remember what it is go here: https://fps.psu.edu/finduser
   b. If you remember your FPS account but do not remember your password go here: https://fps.psu.edu/pwreset/index.html
   c. Complete the information on the “Customer Profile”. If you do not enter either your PSU ID or SSN*, a new PSU ID will be assigned to you.
   d. Be sure that you complete the “Log-In Information” section in the customer profile creating a password.

3. Click “Save.” If you are only registering yourself, continue to Step 5.

4. Multiple Enrollment Instructions
   a) On the “Customer Cart” page, click “Add/Edit/Delete Individuals”.
   b) On the “My Account” page, you should see your name, digital ID, Address, Phone and email information in a table. If the additional registrant has the same address as you, it is easier to add that registrant by clicking “copy”. If the additional registrant has a different address click “Add Customer”.
   c) After clicking “copy” or “add customer” you will come to the “Customer Profile” screen. If you have chosen “copy”, you will notice on the customer profile that your address and email information will appear.
      o On the customer profile screen, you will need to complete the personal information, date of birth, Social Security No. or PSU ID (if known), email notification and log in information sections.
      o If you do not want the registrant to receive email, check the box “Customer should NOT receive emails”. If you want the registrant to receive emails leave the box unchecked and make sure to add the email of the registrant, or yourself (if you want to receive the emails) in the email address box.
With the log in information section, you can use a same password or develop a different one.

d) After completing the customer profile for the registrant, click “Save” and you will return to the “My Account” screen with information of your registrant in the table. Once you have added all of your registrants, click “Continue” and you will be taken back to the “Customer Cart” page.

5. On the customer cart page select your registrant and click “Add individual to cart”.
   • Multiple Enrollments: You can select more than one customer by simply holding down the Shift key.

6. If you have multiple programs in your cart this is where you can choose which program(s) each person in your cart will attend by checking the appropriate boxes.
   • All boxes for all programs will be defaulted for each individual, so make sure you uncheck any programs that person will not be attending.

7. Click “Continue”, and you will find yourself on the first page of the registration form.
   • Multiple Enrollments: If you are registering multiple individuals you will have to make sure that each individual’s information is accurate and that all required fields are filled in.

8. Continue through the form by clicking “Continue” after you have entered the information asked for.

9. On the “Pricing/Payment” screen, enter your credit card information. Once the information is entered, click “Continue”.
   • Multiple Enrollments: You will now be on the next participants registration form. Continue filling out the information requested for all participants one at a time.

10. When you have finished. You will receive a summary page with your transaction results.
    • Multiple Enrollment: After the last participant, you will then receive a summary page with all participants and their status enrollment in the course, along with their individual prices.

*Most accounts are also linked to a Social Security number. The social security number (SSN) you provide for enrollment purposes is not required, but if provided, will be used by the University to verify your identity for official record keeping and reporting. If you choose not to supply your SSN, certain services, such as transcripts, enrollment verification, tax reporting, Pennsylvania's Act48 reporting, financial aid and other services may not be available to you, and Penn State cannot guarantee a complete academic record for you. Your SSN will be stored in a central system and only used for official reporting and record keeping. It will not be used as a primary source to identify you within the Penn State system; the PSU ID will be used as the primary identifier.