MnDOT Technical Certification Registration Instructions
2021 – 2022 Season

Start Here: https://training.lsc.edu/home/mndot-technical-certification/

On the right-hand side of the site, click on **Register Now** (registration opens on October 1st, 2021)

Click on **My Account**

If this is your first time registering, click on **Create New Account** under New Users. If you've registered for courses in the past, click on **Login to my Account** under Returning Users.

New Users: Under "New Users" click on **Create New Account**
Here you will decide if this is going to be a **personal account** or an **organization account**.

If you are doing registrations for yourself only, you will create a personal account. A credit card will be required for payment to finalize your registration. If your company is paying for the class, you would submit a receipt to them for re-imbursement.

If you are registering multiple people from your company AND you will oversee getting payment for the classes to Lake Superior College, then you would create an Organization account. If you would not be the person doing this, then you should contact your company, so they can set this up.

Carefully follow the instructions on each screen for setting up the account. **You must AT LEAST fill in all sections with a *** but you should make your account as complete as possible.
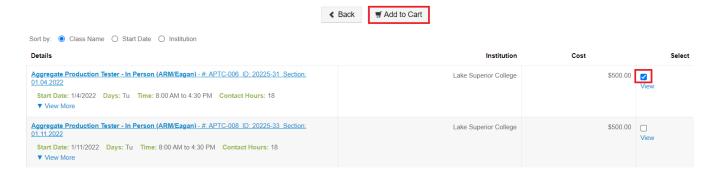
ATTENTION: If you are an organization and will be paying with a Purchase Order, you will need to email or call for approval. When paying with a PO you must upload a file in PDF format.

<u>Registration Specialist:</u>

Shannon Wark
218-733-7680
shannon.wark@lsc.edu

Once logged in, you should see a listing of the MnDOT Technical Certification courses. Scroll down and find the class category you would like to register for. Click on the class category title.

Once you find the class you would like to register for, click the box in the select column for that class and click **Add to Cart**.

Here you will click on **Select a Participant**.   If you have more than one participant in your account, you will choose from the drop down which student you would like to attend. You can also increase the quantity or change the participant as needed. Once your changes are complete, click **Update Cart**.

Organizations: You NEED to include the participants email addresses in their profile, as we will send out confirmation emails, virtual course links, and reminders for the classes.

Once complete you can either click on **Back to Catalog** to continue adding classes or **Check Out** to complete your registration and make payment.

Assign Participants to each Activity Selected

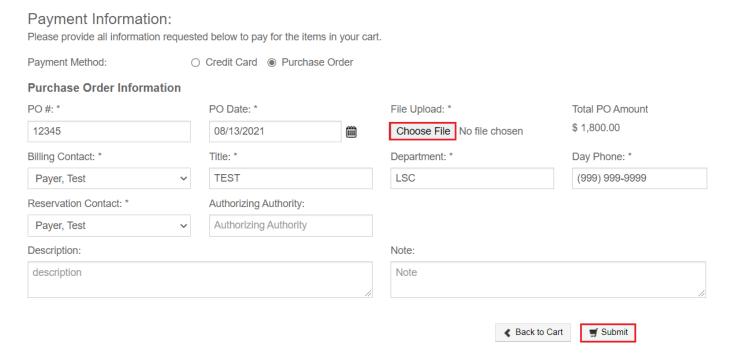| Qty	#-ID-Section	Item	Participant	Begins	Days	Sess	Start Time	Item Cost	Due	Pay Amount	Delete
1	APTC-006 -20225-31 -01.04.2022	Aggregate Production Tester - In Person (ARM/Eagan)	Select Participant	01/04/2022	Tu	1	8:00 AM	$500.00	$500.00	$500.00	☐
									Total Pay Amount:		$500.00

◀ Back to Catalog | Update Cart | Clear Cart | Check Out ▶

Your payment options will appear below your registrations. If you're using a credit card, select that option and enter in your card information, then Submit.

If you're paying with a PO:

- Select Purchase Order and enter all fields with an asterisk (*).
- <u>You must upload a PDF copy of the PO in order to check out</u>: Under File Upload*, click on Choose File to upload a PDF copy of the PO.
- Once you've filled in all required fields and uploaded your PO, click Submit.

Payment Information:
Please provide all information requested below to pay for the items in your cart.

Payment Method: ○ Credit Card   ● Purchase Order

Purchase Order Information

PO #: *	PO Date: *	File Upload: *	Total PO Amount
12345	08/13/2021 🗓	Choose File No file chosen	$ 1,800.00

Billing Contact: *	Title: *	Department: *	Day Phone: *
Payer, Test ▾	TEST	LSC	(999) 999-9999

Reservation Contact: *	Authorizing Authority:		
Payer, Test ▾	Authorizing Authority		

Description:
description

Note:
Note

◀ Back to Cart   🛒 Submit

Once complete, you should receive a registration confirmation message which lists your order amount and PO #.