




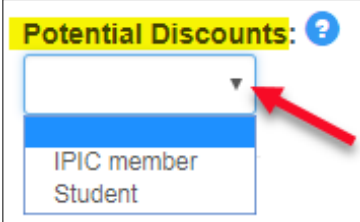

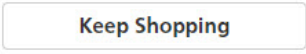


### How to register for an activity with a discount

Kindly note that some discounts require the presence of certain information in your student profile. As an example, in some cases, your association to a certain group (e.g. McGill Alumni) makes you eligible to receive specific discounts when registering for certain activities. If this information is missing from your profile, you will not be able to apply the discount to your transaction.

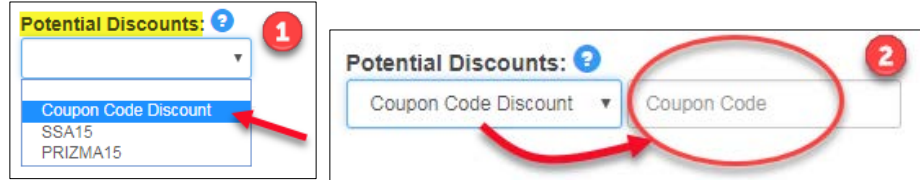
If the discount contains a restriction, it will be indicated in its description. To view the discount's description, simply click on the discount's title (see sample below).

Location:	Downtown, Montreal	
Course Fee(s):	Fee non-credit	\$895.00
Potential Discount(s):	<a href="#">McGill Students and Alumni Discount</a> <a href="#">McGill Staff Discount PD Activities</a>	

	Steps of the Process
1.	Visit <a href="http://www.mcgill.ca/scs">www.mcgill.ca/scs</a> and search for the desired activity.
2.	<p>On the right-hand side of the page, click  next to the relevant activity to expand your selection (see sample below).</p> 
3.	Click  .
4.	A pop-up window will appear. Click  to proceed with the transaction.
5.	<p>Review your cart (pending transaction) to ensure that all of the information is accurate.</p> <ul style="list-style-type: none"> <li>○ If a <b>Discount Code</b>: <ul style="list-style-type: none"> <li>▪ Select the relevant discount code from the drop-down list options. The cart will automatically refresh with the reduced price.</li> </ul> </li> </ul>  <ul style="list-style-type: none"> <li>▪ Click  to proceed or  to register for more than one activity.</li> </ul> <p><u>OR</u></p>



- If a **Coupon Code**:
  - Select “Coupon Code Discount” from the drop-down list options and enter the applicable code provided to you by the department. The cart will automatically refresh with the reduced price.



- Click **Checkout** to proceed or **Keep Shopping** to add another activity.

To proceed with your purchase, you will be asked to log in to the Athena student portal.

- **If you already have an account** (left-hand side of the page):
  - Log in to the Athena student portal, using the relevant user name and corresponding password.
  - You will automatically be routed to your student profile page. Review the information for accuracy and click **Continue Checkout** to proceed.
  - The page will refresh and display your pending transaction (cart). Fill out the short questionnaire and read/check off the “Policy Confirmation” box. Click **Continue Checkout** to proceed.
  - You will now arrive at the payment section. Fill out the necessary credit card fields and click **Process Transaction** to pay and finalize the transaction.

OR

- 6.
- **If you are a new user** (right-hand side of the page):
    - To create a new Athena student account, type your e-mail address – twice – in the designated fields and click **Continue**.
    - Next, create your student profile by filling out all of the necessary fields. Mandatory fields required for profile creation include:
      - ✓ Username
        - Your legal name, as indicated in Government issued identification (e.g. passport).
      - ✓ Gender
      - ✓ Date of birth
      - ✓ E-mail address (at least one)
      - ✓ Telephone number (at least one)
      - ✓ Address (at least one)
      - ✓ Mailing list preferences
        - Select how the University may contact you.



	<p>✓ Initials in the Privacy Policies section</p> <ul style="list-style-type: none"><li>▪ Click <b>Continue Checkout</b> to proceed.</li><li>▪ The page will refresh and display your pending transaction (cart). Fill out the questionnaire and read/check off the Policy Confirmation box. Click <b>Continue Checkout</b> to proceed.</li><li>▪ Complete the relevant credit card information and click <b>Process Transaction</b> to pay and finalize the transaction.</li></ul>
7.	<p>The page will refresh and indicate if the transaction was completed successfully. If so, an automated confirmation of enrollment and receipt will be sent to you, by e-mail, to confirm that you have successfully enrolled and paid for your activity.</p>