


Use the Batch Registration tool  in the Ecommerce section of the Admin tab to complete *CUIC* registrations.

All learners registered for the same *CUIC* course in a batch are registered into the same exam session, with the same date and location. To register learners into the same *CUIC* course but with different exam dates and/or different locations you must complete a separate batch registration.

Questions?

Cusource® Client Solutions is happy to help.
clientsolutions@ccua.com or 1.888.367.1386

CU Administrator registering Learners for a CUIC Course – Self Study

Use the **Select Courses** tab and search for the course using the search box at the bottom of the page.

Course	Type	Delivery	Select
Business Lending 1st Edition - Self Study (CUC-345-BSLNE02-SLS)	ILT	Classroom	<input type="checkbox"/>
Commercial Mortgage Lending 4th Edition - Self Study (CUC-340-CMMLE04-SLS)	ILT	Classroom	<input type="checkbox"/>
Consumer & Residential Mortgage Lending 11th Edition - Self Study (CUC-210-CRMLE11-SLS)	ILT	Classroom	<input checked="" type="checkbox"/>
Financial Management 3rd Edition - Self Study (CUC-225-FNMNE03-SLS)	ILT	Classroom	<input type="checkbox"/>
Fundamentals of Personal Financial Planning 9th Edition - Self Study (CUC-240-FPFPE09-SLS)	ILT	Classroom	<input type="checkbox"/>
Products and Services 7th Edition - Self Study (CUC-185-PRSRE07-SLS)	ILT	Classroom	<input type="checkbox"/>
The Credit Union System 11th Edition - Self Study (CUC-200-TCUSE11-SLS)	ILT	Classroom	<input type="checkbox"/>

self study

Rows 50 Results 1-7 out of 7

After you select the course by checking the appropriate box in the **Select** column, you are prompted to select an exam date and location.

- CUIC 210 Self-Study June 2014 Exam-Nanaimo BC (EXM18Jun14NNM)
- CUIC 210 Self-Study June 2014 Exam-North Battleford SK (EXM18Jun14NRB)
- CUIC 210 Self-Study June 2014 Exam-Oakville ON (EXM18Jun14OKV)**
- CUIC 210 Self-Study June 2014 Exam-Pointe De L'Eglise NS (EXM18Jun14PDL)
- CUIC 210 Self-Study June 2014 Exam-Penticton BC (EXM18Jun14PNT)

Click **Select** to confirm your selection.


Select session CUIC 210 Self-Study June 2014 Exam-Oakville ON (E... ▼)

Questions?

Cusource® Client Solutions is happy to help.
clientsolutions@ccua.com or 1.888.367.1386

Move to the **Select Users tab** and select the learners to register.

User	Branch	Select
HRApprover M. (memberapprover@example.com)	Member Test	<input type="checkbox"/>
Member T. (membertest@example.com)	Member Test	<input checked="" type="checkbox"/>
Member2 T. (member2test@example.com)	Member Test	<input checked="" type="checkbox"/>
PaulPaul P. (paul@cusource.ca)	Member Test	<input type="checkbox"/>

If you have a long list of users to register you can use the  **Upload User List** feature:

- Using Microsoft Excel, create a .csv file listing the login IDs for the learners you wish to register, in column A, as shown. This must be a .csv file, not an .xls file.

	A
1	LOGIN ID
2	employee1@creditunion.ca
3	employee2@creditunion.ca
4	employee3@creditunion.ca
5	employee4@creditunion.ca
6	
7	

- Click **Upload User List** at the top of the page and select your already saved .csv file.

Move to the **Checkout** tab, click **Calculate** and review the new and existing assignments list (if applicable).

Click **Pay with your group account** to complete the transaction. The learner will receive a notification that this new registration can be found under the **My Courses** tab in their account.

Questions?

Cusource® Client Solutions is happy to help.
clientsolutions@ccua.com or 1.888.367.1386

CU Administrator registering Learners for a *CUIC* Course – Cohort

Begin in the **Select Courses** tab and search for the course using the search box at the bottom of the page.

Course	Type	Delivery	Select
Business Lending 1st Edition - COHORT (CUC-345-BSLNE02-CHR)	ILT	Classroom	<input type="checkbox"/>
Commercial Mortgage Lending 4th Edition - COHORT (CUC-340-CMMLE04-CHR)	ILT	Classroom	<input type="checkbox"/>
Consumer & Residential Mortgage Lending 11th Edition - COHORT (CUC-210-CRMLE11-CHR)	ILT	Classroom	<input checked="" type="checkbox"/>
Financial Management 3rd Edition - COHORT (CUC-225-FNMNE03-CHR)	ILT	Classroom	<input type="checkbox"/>
Fundamentals of Personal Financial Planning 9th Edition - COHORT (CUC-240-FPFPE09-CHR)	ILT	Classroom	<input type="checkbox"/>
Products & Services 7th Edition - COHORT (CUC-185-PRSRE07-CHR)	ILT	Classroom	<input type="checkbox"/>
The Credit Union System 11th Edition - COHORT (CUC-200-TCUSE11-CHR)	ILT	Classroom	<input type="checkbox"/>

Search: cohort

Rows: 50 Results: 1-7 out of 7

After you select the course by checking the appropriate box in the Select column you are prompted to select an exam date and location.

This date will determine into which cohort session the learner will be registered. Cohort sessions with a June exam date begin in March of that same year. Cohort sessions with a March exam begin in November of the previous year.

Select session

- CUIC 210 Cohort June 2014 Exam-Oakville ON (EXM18Jun14OKV) **Selected**
- CUIC 210 Cohort June 2014 Exam-North Battleford SK (EXM18Jun14NBR)
- CUIC 210 Cohort June 2014 Exam-Pointe De L'Eglise NS (EXM18Jun14PDL)
- CUIC 210 Cohort June 2014 Exam-Penticton BC (EXM18Jun14PNT)

Questions?

Cusource® Client Solutions is happy to help.
clientsolutions@ccua.com or 1.888.367.1386

Click **Select** to confirm your selection.


Select session CUIC 210 Cohort June 2014 Exam-Oakville ON (EXM1... ▾

Select

Move to the **Select Users** tab and select the learners to register.

Select Courses Select curriculums **Select Users** Checkout

User ▲	Branch	Select
HRApprover M. (memberapprover@example.com)	Member Test	<input type="checkbox"/>
Member T. (membertest@example.com)	Member Test	<input checked="" type="checkbox"/>
Member2 T. (member2test@exaqmple.com)	Member Test	<input checked="" type="checkbox"/>
PaulPaul P. (paul@cusource.ca)	Member Test	<input type="checkbox"/>

If you have a long list of users to register you can use the  **Upload User List** feature:

- Using Microsoft Excel, create a .csv file listing the login IDs for the learners you wish to register, in column A, as shown. *This must be a .csv file, not an .xls file.*

	A
1	LOGIN ID
2	employee1@creditunion.ca
3	employee2@creditunion.ca
4	employee3@creditunion.ca
5	employee4@creditunion.ca
6	
7	

- Click **Upload User List** at the top of the page and select your already saved .csv file.

Move to the **Checkout** tab, click **Calculate** and review the new and existing assignments list (if applicable).

Click **Pay with your group account** to complete the transaction. The learner will receive a notification that this new registration can be found under the **My Courses** tab in their account.

Questions?

Cusource® Client Solutions is happy to help.
clientsolutions@ccua.com or 1.888.367.1386

Learner registering for a CUIC Course – Self Study

Click on the Search & Learn tab to search the catalogue



Click on the **Details** button to begin the registration

<p>Consumer & Residential Mortgage Lending 11th Edition - Self Study (CUC-210-CRMLE11-SLS) This 10-module, independent-study course presents the basic concepts of consumer and residential mortgage lending -- member contact, personal... (See More)</p>	<p>Registration: Ends Jun 30 Dates: Jun 18 to Nov 19 (Registration dates will vary between sessions. Check details.)</p>	<p>\$594.00</p>	<p>Details</p>
---	--	-----------------	-----------------------

Using the drop down menus, select the province, the city, and the specific location where you will sit your exam. Then select the date you want to write your exam.

To schedule a student arranged exam, click on link beneath the session date to access the required form.

Find an exam sitting by location

If you need, request a [student arranged exam](#)

Questions?

Cusource® Client Solutions is happy to help.
clientsolutions@ccua.com or 1.888.367.1386

Click on the **Register for this exam sitting** button to confirm your selection to add the course and exam registration to your cart.

Please confirm session

CUIC 210 Self-Study June 2014 Exam-Oakville ON (Jun 2014)

If you decide to transfer to another session, a transfer fee may be applied.

Add to cart

Questions?

Cusource[®] Client Solutions is happy to help.
clientsolutions@ccua.com or 1.888.367.1386

Learner registering for a **CUIC Course – Cohort**

Click on the **Search & Learn** tab to search the catalogue



Click on the **Details** button to begin the registration

<p>Consumer & Residential Mortgage Lending 11th Edition - COHORT (CUC-210-CRML11-CHR) What is a Cohort?</p> <p>A cohort or online class is an alternative to independent study. Cohort participants work with a subject matter expert, as... (See More)</p>	<p>Registration: Ends Feb 28 Dates: Mar 10 to Jun 18 (Registration dates will vary between sessions. Check details.)</p>	<p>\$834.00</p>	<p>Details</p>
--	--	-----------------	-----------------------

Using the drop down menus, select the province, the city, and the specific location where you will sit your exam. Then select the date you want to start the cohort. This start date will determine your exam date.

Find an exam sitting by location

If no exam location suits your needs, request a [student arranged exam](#)

Questions?

Cusource® Client Solutions is happy to help.
clientsolutions@ccua.com or 1.888.367.1386

When the page refreshes you will see the dates for the cohort session, including the exam date, time, and location.

CUISOURCE / 4. CUIC® Courses and Programs / 4.1 Courses

Print this page

Search for another exam session

Select a province Select a city Select a location

Select a session date

Register for this exam sitting

If no exam location suits your needs, request a [student arranged exam](#)

Course Code:	CUC-210-CRMLE11-CHR
Fee:	\$834.00
Status:	Open
Registration:	Monday Nov 18 th at 8:30 am to Friday Feb 28 th at 7:30 pm
Cohort Session:	Monday Mar 10 th to Wednesday Jun 18 th
Exam Date:	Wednesday Jun 18 th at 7:00 pm to 9:30 pm EDT
Location:	Sheridan College 1430 Trafalgar Road, Oakville ON, L6H 2L1

Click on the **Register for this exam sitting** button to confirm your selection to add the course and exam registration to your cart.

Please confirm session

CUIC 210 Cohort June 2014 Exam-Oakville ON (Mar 2014)


If you decide to transfer to another session, a transfer fee may be applied.


Add to cart

Questions?

Cusource® Client Solutions is happy to help.
clientsolutions@ccua.com or 1.888.367.1386

Completing your registration

To complete the registration, proceed to your **Cart**  to process the payment.

Item	Type	Price
CUIC 210 Self-Study June 2014 Exam-Oakville ON (CUC-210-CRMLE11-SLS-EXM18Jun14OKV) Course classroom	Course	\$594.00 

Cancellation Policy

A cancellation of an enrollment in an instructor-led or eClassroom session, virtual conference or webinar may be made without penalty if received in advance of the registration deadline. No-shows will be assessed 100% of the published price. Cancellations of an eLearning course or license may be processed within 10 business days of the purchase and will qualify for a full refund provided the course or license has not been launched. Except for the cancellation policy described above, all other course payments and fees are non-refundable. It is

Subtotal	\$594.00
Discount	\$0.00
Total	\$594.00

Pay with Credit Card

Pay with your Group Account

If paying by Group Account, your registration will require approval from your credit union's Learning Gateway administrator. A message is sent to the administrator as soon as you complete the registration. The course will show as pending approval under the **My Courses** tab.

If you pay by Credit Card, your registration is complete and you can access the digital study guide (if applicable) from the **My Courses** tab.

Questions?

Cusource® Client Solutions is happy to help.
clientsolutions@ccua.com or 1.888.367.1386