

How to Register for a Course

The screenshot shows the Skills@UC course catalog page. At the top, there is a red navigation bar with the University of Cincinnati logo and the text "CINCINNATI". Below this, a dark red bar contains the text "SKILLS COURSE CATALOG". The main content area has a white background with a red header for the course "CE-36PA1005X - Google Data Analytics Certificate". To the right of the course title are four red buttons with icons: an envelope, a clock, a question mark, and a lock. Below the title, the text "Delivery Options: Online Self-Paced" is displayed. The "Course Description" section contains two paragraphs of text. To the right of the description is a "Select a section to enroll" box containing a table with one row: "CE-36PA1005X - Fall 2024", "Aug 06, 2024", "Online Self-Paced", and a "+" button. The word "Available" is written in green below the table row.

Click on the "+" button on the right-hand side and click "add to cart"

This annotated version of the screenshot highlights the "ADD TO CART" button. The button is a red rectangle with white text, circled in yellow. The rest of the page content is identical to the previous screenshot, including the course title, description, and enrollment table.

- Press “checkout” on the bottom right

Cart (1 Item)

[CHECKOUT](#)

Item	Options	Quantity	Subtotal
 <p>Course CTAP Bootcamp Google Data Analytics CE-36PA1005X - Fall 2024 Fee: \$99.00 Remove</p>	Fee: enrollment fee \$99.00	1	\$99.00
Subtotal			\$99.00
Total			\$99.00

[CHECKOUT](#)

[Registration Policies](#)

***If you are currently a UC Employee or student, you may login with your UC email**


Login 

SKILLS COURSE CATALOG

[Professional Development and Advancement](#)
 [Educational Advancement](#)
 [Personal Enrichment](#)

Account Options

Log in to an existing account

If you're a UC student, employee, faculty member, or an alumni with active UC credentials, this is the option for you. Log in the same way you access other UC systems.

[Forgot User Name](#)

[Forgot Password](#)

[SKILLS LOG IN](#)

I need an account

If you don't have an existing account and are not affiliated with UC, create a new one here. You will receive an invitation to finish setting up your account.

[CREATE ACCOUNT](#)

- Type in your UC username and password

Sign in to:
skills.uc.edu

University of
CINCINNATI

Username

Password

Log In

Need Help?
[Get my username](#)
[Change my password](#)
[Forgot my password](#)
Call the [IT Service Desk](#) at 513-556-HELP(4357) option 2 or 866-397-3382.

By using this service you agree to adhere to
[UC information security policies](#)

- You will then need to fill out all the required information on your profile first before you pay for your course

Learner
Information
Communication

Confirmation

You have 30 minutes to complete the transaction. Your reservations will expire in 29:35.

Has any of your profile information changed recently? If so, please update it now.

CONTINUE CHECKOUT

Learner Information

Department

First Name (Legal Name)* Middle Name

Last Name (Legal Name)*

Date of Birth*

Email Address* Retype Email Address*

SAVE EMAIL

- From here, you will be able to select “Continue Checkout” and continue your credit card information.

Payment Method: Credit Card

After clicking Continue Checkout, you will be redirected to another page to complete your purchase securely.

Policy Confirmation

We understand that, sometimes, life gets in the way. This is why we will give you a full refund if you must cancel your registration, at least, 24 hours prior to the class start date. Please contact us at ce@uc.edu or (513) 556-6932 to process your refund.

- I have read and understand registration policies and approve the settlement of any amount owing with my chosen payment method. *

[Print Registration Policies](#)

CONTINUE CHECKOUT

Required fields are indicated by *.

***If you have not registered for a course before, this is your first time at Skills@UC, type in your email for “I need an account”**

Log In or Create an Account

Please select one of the following options

Log in to an existing account

If you're a UC student, employee, faculty member, or an alumni with active UC credentials, this is the option for you. Log in the same way you access other UC systems.

UC LOG IN

If you've previously created an account on Skills@UC using a non-UC email address, this option is for you.

[Forgot User Name](#)

Email Address

[Forgot Password](#)

Password (case sensitive)

SKILLS LOG IN

I need an account

If you don't have an existing account and are not affiliated with UC, create a new one here. You will receive an invitation to finish setting up your account.

Email (this will be your username)

Retype Email Address

CREATE ACCOUNT

- Once your email is typed in, select “create account”

Profile

Learner
Information
Communication

Complete the following information to proceed with your request.

Learner Information

Salutation

First Name (Legal Name)*

Middle Name

Last Name (Legal Name)*

Date of Birth*



Email Address*

Retype Email Address*

SAVE EMAIL

Type*
Permanent

- Next, fill out the following information on this page

Name & Email

Privacy &
Contact

Please type your initials into each of the boxes below to indicate that you have read and understand these privacy policies:

■■■■

I understand that University of Cincinnati abides by FERPA regulations and will not release my student information unless I expressly give University of Cincinnati permission to do so.*

■■■■

I understand that if I choose one of the following:

- Affiliate my course enrollment(s) with a company or group, OR
- Request that my company or group be billed directly for my courses

University of Cincinnati will release to the appropriate company or group the following enrollment details: my account number, my student type, my course(s), course schedule(s), delivery method(s) and location(s), units, tuition amount(s) and fees due.*

[Privacy Policy](#)

CONTINUE CHECKOUT

Required fields are indicated by *.

- Next, type in your credit card information and select “continue checkout”

Type in credit card info before you go to your email to create a password, or else you will lose your course in your cart

Payment Method: Credit card
Credit Card Payment

Provide payment information

Name on Card*

Credit Card No.*

Date of Expiration*

Security Code*

Policy Confirmation

We understand that, sometimes, life gets in the way. This is why we will give you a full refund if you must cancel your registration, at least, 24 hours prior to the class start date. Please contact us at ce@uc.edu or (513) 556-6932 to process your refund.

I have read and understand registration policies and approve the settlement of any amount owing with my chosen payment method.*

[Print Registration Policies](#)

[CONTINUE CHECKOUT](#)

Required fields are indicated by *.

- You need to click the policy box before continuing to payment
- After you register for your course, you will then need to go on your email and set up a password for your account



Set your password

You have created a new account. [Click here](#) to choose a password.

If you received this email in error, contact University of Cincinnati at skills@uc.edu.

Skills@UC
University of Cincinnati
2600 Clifton Ave
Cincinnati, OH 45221
Email: skills@uc.edu
Web Site: <https://skills.uc.edu>

***Once you have already enrolled in a course through Skills@UC, you can then use the middle column "I Have a Skills@UC account" to purchase more courses**

Checkout

My Profile / Payment / Receipt

Log In or Create an Account

Please select one of the following options

Log in to an existing account

If you're a UC student, employee, faculty member, or an alumni with active UC credentials, this is the option for you. Log in the same way you access other UC systems.

UC LOG IN

I have a Skills@UC account

If you've previously created an account on Skills@UC using a non-UC email address, this option is for you.

[Forgot User Name](#)

[Forgot Password](#)

SKILLS LOG IN

I need an account

If you don't have an existing account and are not affiliated with UC, create a new one here. You will receive an invitation to finish setting up your account.

CREATE ACCOUNT

- You will then be taken to your profile and scroll down to the bottom to continue to checkout.

Checkout

My Profile / Payment / Receipt

Profile

Learner Information

Communication

Confirmation

You have 30 minutes to complete the transaction. Your reservations will expire in 28:49.

Has any of your profile information changed recently? If so, please update it now.

CONTINUE CHECKOUT

Learner Information

Salutation

First Name (Legal Name)* Middle Name

Last Name (Legal Name)*

Date of Birth*

If you have any questions on how to use Skills@UC, email: skills@uc.edu