Cancer Equity Colloquium 2024 – Registration Instructions

1. Go to this link: https://cpd.partners.org/content/cancer-equity-colloquium-2024

2. Click on ‘Register/Take Course’ tab

3. Click ‘Create New Visitor Account’ under Visitor Login

4. Fill out all required questions: required questions are labeled with a red asterisks online and outlined in red boxes in the below screenshots

USER ACCOUNT

USERNAME *
Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-MAIL ADDRESS *
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

PASSWORD REQUIREMENTS
• Password must contain at least one uppercase character.
• Password must be at least 7 characters in length.
• Password must not contain the username.
• Password must contain at least one digit.

Provide a password for the new account in both fields.

Password *

CONFIRM PASSWORD *
Profession Type: If you do not see your profession listed in the drop-down menu, please scroll all the way to the bottom of the drop-down menu and select ‘Other’

Degree/Credentials: Begin typing your credentials and select from the list that appears. If you do not have any credentials that are provided, please click on the textbox labeled “choose some options” and scroll all the way to the bottom of the drop-down menu. You will be able to select ‘N/A’ or ‘Other’

Display Degrees: You can either type the credentials you want listed after your name on your certificate or you can type a dash — if you do not have credentials to list.
5. Click ‘Create New Account’. This will bring you to your new account.

6. Go to this link: https://cpd.partners.org/content/cancer-equity-colloquium-2024; you should still be logged in to your account.

7. Click ‘Register’

8. Complete the required questions (Tuition Fee, How Did You Hear About This Course, What Do You Hope To Gain From Attending This Event). Click ‘Add to Cart’
9. You will be brought to your Shopping Cart. Click ‘Checkout’
10. Enter your billing information

**BILLING INFORMATION**
Enter your billing address and information here.

**SAVED ADDRESSES**
- Select one…

**FIRST NAME** *

**LAST NAME** *

**COMPANY**

**STREET ADDRESS** *

**CITY** *

**STATE/PROVINCE** *
- Select -

**COUNTRY** *
United States

**POSTAL CODE** *

**PHONE NUMBER**

**COUPON DISCOUNT**
Enter a coupon code and click “Apply to order” below.

**COUPON CODE**

**APPLY TO ORDER**

**COUPON Discount/Code**: If you were not provided a discount code from the department, you will leave this text box blank.

11. Click ‘Review Order’ to complete the checkout process

**PAYMENT METHOD**
- Credit Card

**ORDER TOTAL**
- Subtotal: $50.00
- Order total: $50.00

12. Enter your credit card information, then click ‘Pay’

13. Once your tuition fee has gone through, you will receive an email confirming your registration for this activity.