

## How to Register for a CIG or CIH Course

1. Go to [www.interpnet.com](http://www.interpnet.com)
2. Click on "Sign In" at the top of the page. Sign in to your account.
  - a. If you do not have an account already, please click on "Sign In" and then click on "Create a new account".
  - b. Create a login and password, note it somewhere for your records.
3. To find the webpage for the the course that you would like to register for, either:
  - a. Hover over "Certification & Training". Click on Certification Course Calendar. Click on the link to the class that you would like to register for.
  - b. Or, if you have an email link that was sent to you, copy and paste it into your browser and hit enter.
4. Read the page about the class to get any information that you might need to know about that particular course.
5. At the bottom of the course page, Click on "Register Myself".
  - a. If there are multiple options for registration (for example there is a button for staff or public), click on the one that applies to you.
6. If you would like to apply to be Certified, click on the blue "Add" button next to "Add CIG (CIH) Certification" box. If you do not want to be certified, but you just want to take the class, you can skip this step. Once you click the "Add" button, a yellow box will show up that says "In Itinerary" next to the "Add CIG (CIH) Certification".
7. Click on "Proceed to Checkout"
  - a. If you have registered for \$0 (for students often associated with agencies and universities) you must still proceed to checkout. Then skip steps 8-9 and go to step 10.
8. If you have been given a Promotional Code (not all courses will have a promotional code), please enter it in the "Promotional Code" box and click "Apply". The amount should be taken off of the total cost. The promotional code is case sensitive so please make sure you enter it correctly.
9. Enter your Credit Card information.
  - a. Select which type of card you are using next to "Payment Method".
  - b. Enter your credit card number.
  - c. Type in the name on the card exactly as it is spelled on the credit card you are using.
  - d. Enter the expiration date.
  - e. Enter the 3 digit code from the back of your credit card.
10. Click "Submit Order". A new screen should come up showing that you are registered for the class and you should receive a confirmation email at the address you have on your account.

### To add on Certification after you have already registered for a course:

1. Go to [www.interpnet.com](http://www.interpnet.com)
2. Click on "Sign In" at the top of the page. Sign in to your account.
3. Find the webpage for the course that you have registered for.

4. At the bottom of the course page, look for the “Add CIG (CIH) Certification” box. Once you click the “Add” button, a yellow box will show up that says “In Itinerary” next to the “Add CIG (CIH) Certification”.
5. Click on “Proceed to Checkout”
  - a. If you have registered for \$0 (for students often associated with agencies and universities) you must still proceed to checkout. Then skip steps 6-7 and go to step 8.
6. If you have been given a Promotional Code (not all courses will have a promotional code), please enter it in the “Promotional Code” box and click “Apply”. The amount should be taken off of the total cost. The promotional code is case sensitive so please make sure you enter it correctly.
7. Enter your Credit Card information.
  - a. Select which type of card you are using next to “Payment Method”.
  - b. Enter your credit card number.
  - c. Type in the name on the card exactly as it is spelled on the credit card you are using.
  - d. Enter the expiration date.
  - e. Enter the 3 digit code from the back of your credit card.
8. Click “Submit Order”. A new screen should come up showing that you are registered for certification and you should receive a confirmation email at the address you have on your account.