

Ashland University  
Professional Development Services  
2017-2018 Online Registration Instructions

Please follow these instructions to use the Ashland University ONLINE registration for your school system. Go to the Ashland website to register for graduate credit: [www.ashland.edu](http://www.ashland.edu)

1. Click on <https://www.ashland.edu/founders/professional-development-services>
2. On the right, click on DISTRICT LOGIN.
3. Enter the USER NAME: **Ohioarteducation** and PIN: **OAE**
4. **Select class**  
The list of classes held in your district will appear. Find the class title you will be taking.
  - A. Click the green "register for this course" button at the bottom of the description.
5. **Personal Information**  
The AU registration form will appear. Complete the AU form. Submit.  
  
Additional registration information is optional. You can just choose submit.
6. **Pay for Classes**  
To pay for the class use the drop down menu for "choose one of the following"
  - A. Select register now and check out.
  - B. Choose payment type (2.7 % fee for credit card payments and a \$2.95 fee for electronic checks applied)
7. You will receive an email confirmation of your registration; PRINT a copy for your records.

If you prefer an electronic copy of the paper registration form is available at:

<http://www1.ashland.edu/founders/professional-development-services/pds-registration-form> Mail the completed registration with payment to the address listed on the form. If you are using an Ashland University tuition voucher worth \$166.00 please include this with your registration. Your registration will not be finalized until payment is received and processed.

Please direct questions about this process to Ashland University Columbus Center, Toll free 877-557-9497 extension 1108; 614-794-4850 or email our office at: [wbigelow@ashland.edu](mailto:wbigelow@ashland.edu).