Instructions for creating your account and registering for BPACE:

1- You have completed the questionnaire hosted in Qualtrics. THANK YOU! You should have been redirected to this website. If you were not, you can also get there by clicking HERE>>

2- Enter your information to create your profile or account in our Engagement Portal. Click “Submit”

More directions on next page>>
3- Congrats, you are in our Engagement Portal! Now you need to click (near the top) on “Professional Development...” (see image below).

4- Read the information at the top of the “Professional Development” page regarding how you choose the opportunity, for which, you wish to register/attend.

5- You will see a list of the opportunities open for registration.

6- Click “Register” on the event or experience that is appropriate. See image below (highlight added):

7- On the next page click the button “+Add”

8- A pop-up window will appear with the questions you must answer to register for this event.

   ➢ NOTE- If necessary, please make sure you have given permission for this site to provide pop-up windows.

9- Click “Continue”

   ➢ NOTE- If you have incorrectly completed a question (e.g., went over the number of characters allowed) or left a required question blank the system will ask you to go back and correct or complete that information.

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OPTIONAL- ADD ANOTHER PERSON TO YOUR REGISTRATION

10- Once you click “Continue” at the bottom you will be taken back to the main screen for registering for this experience.

11- If necessary, you can add another registration by clicking “Add”
   ➢  NOTE: We highly encourage each individual interested in registering to create their own account with our Engagement Portal so that each of you can come back anytime and register for another event or apply for one of our grants or loans (exclusions apply; eligibility restrictions apply).

ONCE EVERYONE IS ADDED TO YOUR REGISTRATION

12- Once there are no other people add to your registration, please click “Continue” (a big green button near bottom of your screen; see photo).

NOTE: If you did register more than one person, the Portal will ask for the first and last name of the individual filling out this registration- you do have the opportunity to choose a name from one that you just entered/registered.

13- After you click “Continue” you will need to check the box for the following statement, “I acknowledge that I have read and understand Indiana Campus Compact’s Terms and Conditions” before the “Process” button will appear at the bottom right corner of this screen.

14- Click “Process”

15- You are done and registered!
   ➢  NOTES: At this point you can choose to:
   o Add this experience to your calendar by choosing an action under “Add to my calendar”;
   o Click “New Registration” to add a different individual to the same experience you just registered for, or
   o Close that tab or your browser window.

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IF THERE IS A FEE ASSOCIATED WITH THE EXPERIENCE

... Once there are no other people to register, please click “Continue” (Big green button near bottom of your screen).
  NOTE: If you registered more than one person, the Portal will ask who was the individual filling out this registration.

... Enter your payment information.
... Please make sure to check the box for the following statement, “I acknowledge that I have read and understand Indiana Campus Compact’s Terms and Conditions.”
... Click “Process”
... You are done!
  - NOTES: At this point you can choose to:
    - Add this experience to your calendar by choosing an action under “Add to my calendar”;
    - Click “New Registration” to add a different individual to the same experience you just registered for, or;
    - Close that tab or your browser window.