

*****IMPORTANT – PLEASE READ CAREFULLY*****
NEW REGISTRATION PROCESS

HOW TO CREATE ACCOUNT & REGISTER ONLINE FOR CONTINUING EDUCATION CLASSES/MMII

Participants will need to create an account **ONLY ONCE** in order to register for MMII offerings. Login and registration is still required for each MMII offering thereafter.

Go to <https://wce.macomb.edu>

1. Click on **LOGIN/CREATE ACCOUNT** (near top of screen under graphic banner)
2. Click on **Create New Profile** (under **New Students**)
3. Click **Submit** on the **Profile Creation** screen (**Select Profile type** should be set to **Student Profile (single user)**)
4. Enter all fields in **Step 1** and click Continue
5. Enter all fields in **Step 2** and click Submit
6. Click **Browse** (top-left of screen under graphic banner) and choose **Macomb Multicultural International Initiatives (MMII)**, and select from list of subcategories (e.g. **Diversity Dialogues**, etc.)
7. Choose **ADD TO CART** from any/all offerings
8. Click **CHECKOUT** at the top-right of the page
9. Your **SHOPPING CART** will display, select/check **Agree to Policies**
10. Select **Checkout** at bottom-left of screen, type your **Signature** and click **I Agree**
11. Your registration is complete, and an **email confirmation** will be sent to you