Amp Enrollment Support Sheet

As of Fall 2015, Louisiana Tech University's Office of Professional Education Outreach is now providing online registration opportunities for all Life Long Learning Extension students. Below are step-by-step instructions to assist our students in registration with the new system. Should you have questions or concerns, please don't hesitate to contact us.

1. Visit http://www.latech.edu/graduate_school/

2. Select "Apply Now" button at the bottom right corner of the screen.

3. Scroll again to the bottom of the page and click the *apply now* icon. **Link below**. *http://www.latech.edu/graduate_school/admissions/index.php*

4. You should arrive on the application page. Please click, "new applicant."

5. Provide the details and then click create account. You will receive an email at the email address you provided for user verification.

6. After verification, use your User Name and Password (as you've established them) to login to your account.

7. Complete the following selections:
- **Choose Program Selection**
- Choose new applicant.
- Choose College of Education
- For location **Always** choose Ruston.
- Choose the Non-degree program
- Choose Life Long Learning
- In the **Major Tab** you will choose **Life Long Learning- Education Extension**.
- Term will be Fall 2015
- Click Apply

8. A screen will pop up, please choose the application at the top that is in bolded blue letters, this is the application that you just created. This will take you to several different tabs where you enter required information, such as Personal Information, Demographic Information etc.

9. In the **Education Tab** please choose- No degree expected or completed; also you will have to enter information about the degrees you have received previously, Bachelor's, Master's and +30

10. In the **Test Scores Tab** please choose- I do not have test scores.

Please continue to the next page for additional registration instructions.

11. In the **Responsibility Tab** you must click the box after reading before you can see the sections labeled Course Title, Instructor and District/Parish.

    Course Title:_____

    Instructor:_____

    Parish:_____

The link for our Online Catalog is: http://education.latech.edu/departments/ science_technology_education_center/opeo.php. The page will provide the above information if you are not certain of the course title or instructor.

12. Click the enrollment tab and then choose the list of courses to access the catalog to retrieve the information needed.

In the **Teaching Certificate/Transcript Tab**, you will need to upload your valid teaching certificate. https://www.teachlouisiana.net/teachers.aspx

13. Click verify on the right hand side of the page and then enter your name, you will have to save the file in order to upload it to the enrollment system.

14.You will also have to upload your teaching certificate in the Transcript section.

14. Leave the **Admission Fee Tab** blank if you have paid via check or if your school district is paying this fee, otherwise you will need to pay the application fee via the comptrollers' office and make note of the conformation number to enter in the appropriate area.

15.Under the **Submission Tab,** check the box and fill out your name and date for the electronic signature. Then submit You will not be able to submit until your fees have been paid and are enter into the system, you will be sent an email to log back into your account and submit after the fee payment has been posted.