

CEME Registration for Online "Resident and Clinical Faculty Development" 2015-2016

Here you will find access to:

- CEME Introduction to Research
- CEME Grand Rounds
- CEME OMT Workshops for Residents
- COMLEX Level 3 OPP Review
- Etc.

Directions:

Please begin the registration process by clicking on the following link:

<https://flexreg.nova.edu/index.jsp?frc=DO000002&q=crn:140>

For **Returning Users**, please complete registration and when prompted sign in with your Sharklink ID. If you have forgotten your Sharklink ID, please contact NSU Help Desk at 954-262-HELP. They are open Monday through Friday 7am to 10pm and have weekend hours.

For **New Users**, please see below for screenshots to assist you in the registration process. You will be directed to the webpage shown below. This is the Flex Registration page.

The screenshot shows a web browser window displaying the Flex Registration page. The page header includes the NSU logo and navigation links like 'Home', 'Schedule Builder', 'Manage Registration', and 'My Profile'. A search bar is visible with the text 'Search All terms for Enter your search criteria here'. Below the search bar, the page title is 'Registration'. A message states: 'Below is the class you have selected. To continue your registration select Add then click View and Continue registration. If you wish to add additional classes to your schedule, click the magnifying glass in the search bar above. Once you have added the additional courses, click the View and Continue button. Once you have added your class(es), click the Register button.' The search results show one class: 'COM 1000 0 - Resident and Clinical Faculty Development'. The class details include CRN: 140, Term: 2015-16 ContinuingEd/Prof Dev, Campus: Programs On-line, Fees: \$0.00, Instructor: Hamstra, Janet, Type: Distance Educ: Internet, Seats: 1500, Registration dates: Jun 19, 2015 - Jun 30, 2016, and Start dates: Jun 19, 2015 - Jun 30, 2016. There are 'Details' and 'Add' buttons next to the class listing. A blue arrow points to the 'Add' button. Below the class listing, there is a 'View and Continue Registration' button, with another blue arrow pointing to it. A text box with a white background and black border is overlaid on the page, containing the following text: 'This is the Course that you will need to register for: COM 1000 0- Resident and Clinical Faculty Development. If you click on the magnify button, the "Course Details" window will be displayed. Click "Add" and then "View and Continue Registration"'. The text box has a drop shadow and a thin black border. The system tray at the bottom right shows the time as 12:24 PM on 7/13/2015.

Select Add

NSU NOVA SOUTHEASTERN UNIVERSITY

Home | Schedule Builder | Manage Registration | My Profile

Search All terms for Enter your search criteria here Advanced Search Registration Help

Registration

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Search Results (Found 1 class.)


Sort... Detailed View

COM 1000 0 - Resident and Clinical Faculty Devel
Programs On-line Seats: 1500
06/19/15 - 06/30/16
Fees: \$0.00

Details Add

Schedule Weekly View

Current Registered



Start Over Register

Banner Flexible Registration v8.6.1

12:27 PM 7/13/2015

Then select Register.

NSU NOVA SOUTHEASTERN UNIVERSITY

Home | Schedule Builder | Manage Registration | My Profile

Search All terms for Enter your search criteria here Advanced Search Registration Help

Registration

Below is the class you have selected. To continue your registration select Add then click View and Continue registration. If you wish to add additional classes to your schedule, click the magnifying glass in the search bar above. Once you have added the additional courses, click the View and Continue button. Once you have added your class(es), click the Register button.

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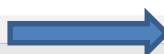
Details Add

Schedule Weekly View

Current Registered

COM 1000 0 - Resident and Clinical Faculty Development			
CR#: 140	Term: 2015-16 ContinuingEd/Prof Dev	Campus: Programs On-line	Fees: \$0.00
Instructor: Hamstra, Janet	Type: Distance Educ: Internet	Seats: 1500	Details
Start dates: 06/19/15 - 06/30/16			

Start Over Register



Banner Flexible Registration v8.6.1

12:29 PM 7/13/2015

Once you click on the “Register” button you will now see the “New Student?” window that is shown below.

The screenshot shows a registration window with two main sections. On the left, under the heading "New Student?", there is a message: "New to Nova Southeastern University? Create your account now to complete the registration process." Below this message is a dark button labeled "Create New Account". On the right, under the heading "Sign In", there is a message: "Please sign in using your NSU ID number and WebStar PIN." Below this are two input fields: "*User name:" and "*Password:". At the bottom right of the "Sign In" section are two buttons: "Cancel" and "Sign In". A link labeled "Forgot Password?" is located at the bottom left of the "Sign In" section.

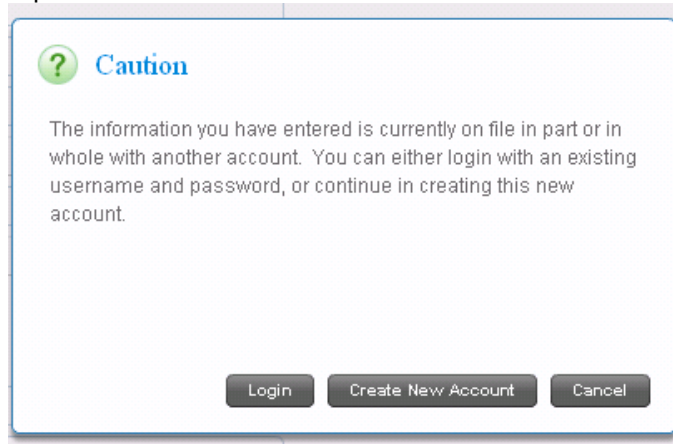
On this window, please click on “Create New Account”. (For returning users and those that have a NSU ID, please sign in and it will take you down to the Registrations Results screen. You may now log into SharkLearn (<https://sharklearn.nova.edu>). After you have logged in you will be able to see the Course Title “Resident and Clinical Development” Select the course, and then select my course content to view all the offerings.)

The **Create a New Account** requests standard biographical data. Some elements are required (designated with an asterisk) and others are not. In addition to the standard university-mandated fields, centers could request their own data fields.

The screenshot shows the "Create a New Account" form within the NOVA Southeastern University WebSTAR interface. The form is divided into two main sections: "Account Details" and "Security Check". The "Account Details" section contains several input fields and dropdown menus: "*First name:", "*Last name:", "Middle name:", "Suffix:", "SSNSIN/TIN:", "*Birthdate (MMDD/YYYY):", "Ethnicity:", "*Gender:", "Citizenship:", "Race 1:", "Race 2:", and "Race 3:". The "Security Check" section contains a checkbox labeled "I agree with the [acceptable use policy](#)." and a security image with the text "6pyd2". Below the image is a text input field with the prompt "*Please type the text you see in the image." and a "Try another" button. At the bottom right of the form are "Cancel" and "Submit" buttons. Two red arrows point from the bottom of the page to the "I agree" checkbox and the security text input field.

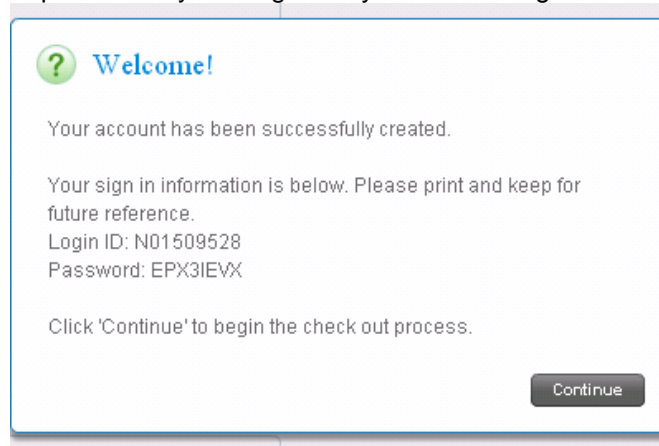
After answering all questions, please click the “**I agree**” statement and type in the security text and click the **Submit** button.

The system will then check if you already exist in the system. If it appears that you are already have an account, it will provide a warning and indicate that you should Login with your existing credentials. If you don't remember your credentials you would need to contact the NSU Help desk at (954-262-4357) to retrieve you username and password.



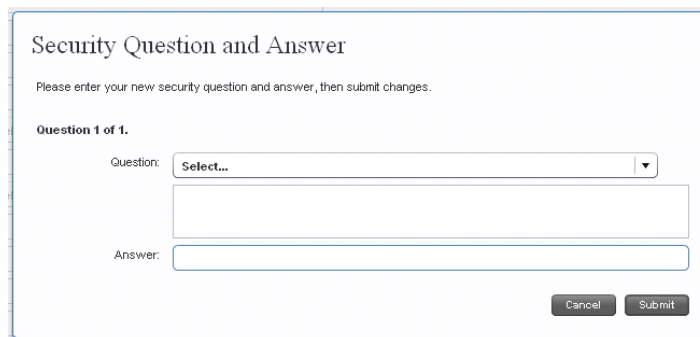
A dialog box with a green question mark icon and the title "Caution". The text inside reads: "The information you have entered is currently on file in part or in whole with another account. You can either login with an existing username and password, or continue in creating this new account." At the bottom, there are three buttons: "Login", "Create New Account", and "Cancel".

If it appears that you are NOT in the system, or if you click the Create New Account button (as shown above, the system will generate the NSU ID number and Password (WebStar PIN). You will have an opportunity to change your password by clicking on "My Profile/ Change Password" from the main page.



A dialog box with a green question mark icon and the title "Welcome!". The text inside reads: "Your account has been successfully created. Your sign in information is below. Please print and keep for future reference. Login ID: N01509528 Password: EPX3IEVX Click 'Continue' to begin the check out process." At the bottom right, there is a "Continue" button.

You will then be asked to answer a security question. This enables you to retrieve your security credentials later.



A form titled "Security Question and Answer". Below the title, it says "Please enter your new security question and answer, then submit changes." Underneath, it says "Question 1 of 1." There is a "Question:" label followed by a dropdown menu with "Select..." and a downward arrow. Below the dropdown is a text input field. There is an "Answer:" label followed by another text input field. At the bottom right, there are "Cancel" and "Submit" buttons.

The Registration Results would then be presented.

The screenshot shows the NOVA University registration interface. At the top, there is a navigation bar with the NOVA logo and links for 'Test5 Test-ESS', 'Sign Out', and 'Help'. Below this is a menu with 'Home', 'Schedule Builder', 'Manage Registration', 'Saved Plans', and 'My Profile'. A search bar is present with a dropdown for 'All terms' and a search button. The main content area is titled 'Registration Results' and features a 'Show details' link. A registration entry is displayed for 'OPCE 0056 0 | Forever Young: Contact Lens Fitting for the Baby Boom Generation | 2012-13 ContinuingEdProv Dev'. The entry includes a status of 'Web Registration', an 'Action' dropdown set to 'None', and a 'Class total' of '\$20.00'. At the bottom of the page, there is a 'Coupon code' input field with an 'Apply' button, a 'Total: \$20.00' display, and buttons for 'Cancel registration', 'Update registration', and 'Proceed to payment'. The footer text reads 'Banner Flexible Registration v0.5.2'.

For **New Users**: once you have finished registering, you will need to retrieve your SharkLink Identification:

1. Click on this link "[Retrieve Your SharkLink ID](#)"
2. Select option #2 to input your NSU ID# and your date of birth. You will be given a Sharklink ID and password.
3. With your new Sharklink ID and password, please log in to the course through [Sharklearn](#).
4. Upon successfully logging in you will be brought to the main page. Under courses please select the "**Resident and Clinical Development**" course.
5. Then select "My Course Content" on the left hand side to view all the offerings.