

## **IF YOU HAVE NEVER SIGNED UP ONLINE PLEASE DO THE FOLLOWING!**

The first step is to create a login with the Michigan AGD. This is DIFFERENT than the National AGD login.

To do this, please go to:

[www.michiganagd.org](http://www.michiganagd.org)

From the home page, on the top left please select "Online Registrations"

This will take you to a secondary page. On this page please select register at the top right (next to Login).

Enter all the required information and hit submit.

This will take you to a second page where you must enter your AGD number.

If you register correctly it will log you into the site and you will see Welcome "your name" at the top left.

Select "view all" to see all programs. There will be 3 course offerings. Please select carefully.

One will be for NEW GRAD AGD members. One will be for all other AGD members. One will be for NON-AGD members.

Please select "enroll" at the top left. The course is placed in the cart. Open the cart.

The next step is to ask for a credit card number to be kept on file. WE ARE STILL ASKING FOR A CREDIT CARD TO BE KEPT ON FILE EVEN IF IT'S A \$0 COURSE.

Once you have added the card information, select cart again.

At the bottom, check the box to agree to terms and conditions and press checkout.

For the third tab (Details), make any changes that need to be made select "update details."

If there are no changes select "update details".

This takes you to tab 4 (Questions). Please re-enter your AGD number here AND select veggie if requested. Then select "update details".

The fifth tab (Legal) please "accept" our credit card policy and our refund policy.

At this point the signup is complete and you should see an invoice showing you are registered for the course. You will receive an email confirming your registration in the course.