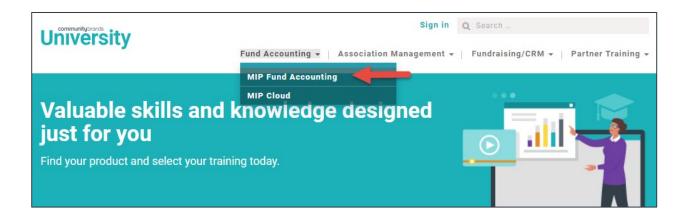
## University University



## **Registering for Classes**

- 1. Open a browser and navigate to <u>Community Brands University</u> (www.communitybrandsu.com).
- 2. Select your product of interest from the drop-down menu. (We will use MIP Fund Accounting as the example.)



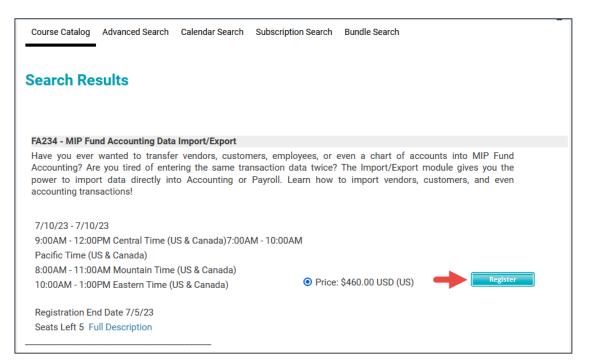
3. Locate the class you want from the Virtual Workshop, Attend In-Person, Live Webcast, Self Paced, or Bundle tabs.

Fund Accounting MIP Fund Ac	ccounting <sup>®</sup> Courses		+ ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		
Virtual WorkShop	Attend In-Person	Self-Paced	Bundle		
Accounts Payable	e (3 Seminars)				
Accounts Receiva	able (2 Seminars)				
Advanced Securit	Advanced Security (1 Seminar)				
Allocations Mana	Allocations Management (1 Seminar)				
Bank Reconciliati	on (2 Seminars)				
Budgets (1 Semin	lar)				
Data Import/Expo	rt (1 Seminar)				
FA234 - MIP Fu	Ind Accounting Data Import/Export				
Direct Deposit (1	Seminar)				

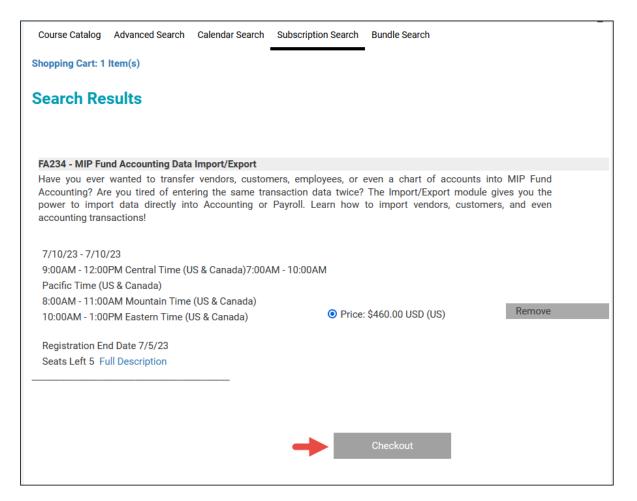
- 4. For example, expand FA234 MIP Fund Accounting Data Import/Export.
- 5. Read the Full Description.
- 6. Click Register.

FA234 - MIP Fund Accounting Data Im	port/Export
Description Have you ever wanted to transfer vendors, c accounts into MIP Fund Accounting? Are yo twice? The Import/Export module gives you Accounting or Payroll. Learn how to import of transactions!	u tired of entering the same transaction data the power to import data directly into
<ul> <li>Upcoming Dates And Locations</li> </ul>	

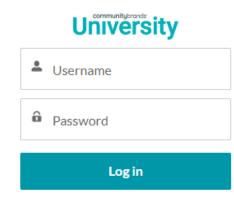
7. Review the available dates and click Register for the date you wish to attend.



8. Scroll to the bottom, then press Checkout.



9. At this point, you will be directed to the login screen.

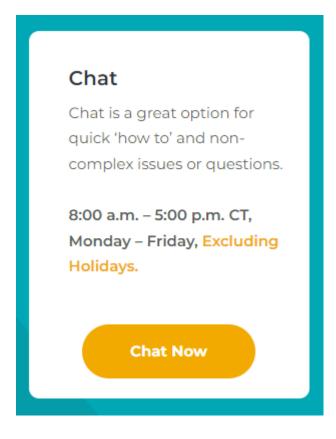


Forgot your password?

- If you already have a Community Brands University, Support Center, Service Center, or Knowledgebase account, you may log on to Community Brands University using your existing log in credentials: (email address and password).
- If you would like to create a new account or update the email address on your current account, please use this link to get Customer Support assistance in creating your account:

Customer Support | MIP True Fund Accounting Software Help

Then click the Chat Now button.



10. After logging in, review your shopping cart. You may add or remove classes. Once satisfied your shopping cart is correct, click Checkout.

Course Catalog Advanced Search	Calendar Search	Subscription Search	Bundle Search		
John Doe Shopping Cart: 1 Iter	n(s)				
Shopping Cart					
Click Checkout to process your reque	ests.				
	USD				
(	Course Name			Total	
<ol> <li>FA234 - MIP Fund Accounting Dat Full Description 7/10/23 - 7/10/23</li> <li>9:00AM - 12:00PM Central Time ( 7:00AM - 10:00AM Pacific Time ( 8:00AM - 11:00AM Mountain Time 10:00AM - 1:00PM Eastern Time ( Cancellation Policy</li> </ol>	US & Canada) JS & Canada) e (US & Canada)			Price: \$460.00 USD	Remove
Gancellation Folicy				\$460.00 USD	
	Reset	-	Check	out	

11. Enter your contact and billing information to continue through the checkout process. On the payment form, enter your credit card information, then click Pay. 12. After checking out, you will receive a confirmation/receipt.

John Doe					
		<b>Registration Completed</b>			
Printable Versio		uest was processed successfully.			
Confirmation Number		Registration Details	Price Status		
581-348-9-17-43	FA235 - MIP Fund Accounting Basic	9/13/17 - 9/13/17 2:00PM - 5:00PM Central Time (US & Canada)	Details Price: 375.00Confirme		
	Import	Sync to Outlook	Total \$375.00 USD		
You will receive an email notification with your registration information.					