

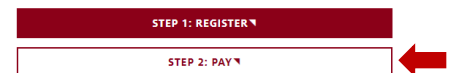
Paying for Crucial Conversations – Individual Learner

Make sure you are provisionally registered for the correct set of class dates using the registration buttons on the [Crucial Conversations website](https://olod.arizona.edu/content/crucial-conversations-registration-online).

To finalize your registration, pay for your license and course materials at the **UA-Crucial Conversations Pay Portal**.

- To find the Pay Portal, click on the 'Pay' button below the 'Register' button on the course dates you wish to enroll in.

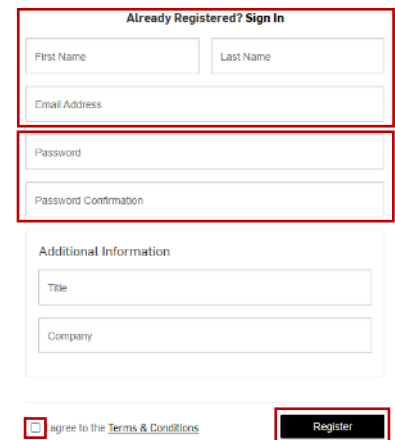
- The dates and Pay Portal for online courses can be found here: <https://olod.arizona.edu/content/crucial-conversations-registration-online>
- The dates and Pay Portal for in-person classes can be found here: <https://olod.arizona.edu/content/crucial-conversations-registration-inperson>



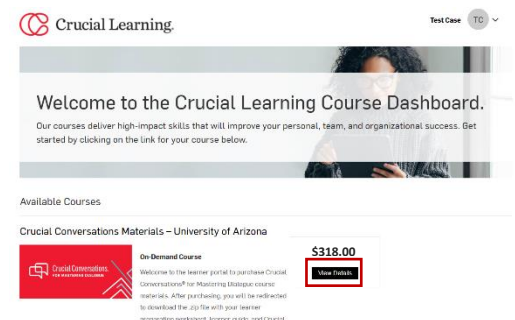
- Once at the portal, create your account.

- Enter your **first and last name and university email address**.
- Create a password.** Passwords must be a minimum of 8 characters and include 1 number.
- You can skip entering your title and company.
- Check the box** at the bottom, agreeing to the terms and conditions.
- Click the **'Register'** button.

Create a new account by filling out the form below to access an on-demand course.



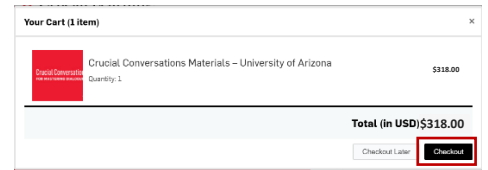
- After hitting 'Register' you will be brought to the Course Dashboard, which shows which course you are registering for and the price. Click on the **'View Details'** button.



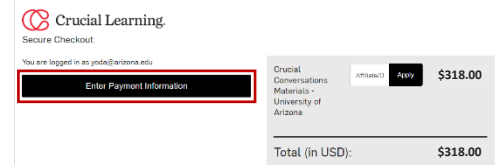
4. At the course page, click the **'Enroll Now'** button to bring you to your cart.



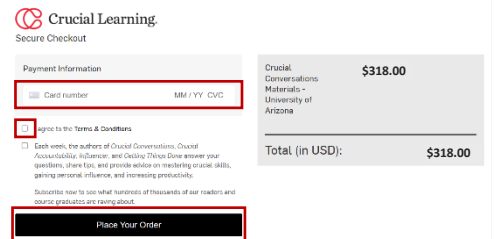
5. Once in the cart, click the **'Checkout'** button.



6. On the Checkout page, click the **'Enter Payment Information'** button.

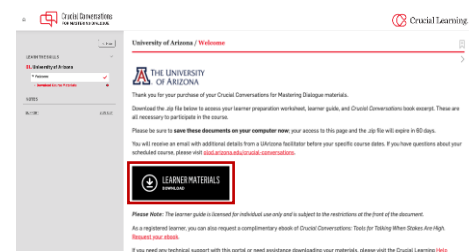


7. You will be prompted to enter your **credit card information**.
- Check the box** to agree to the Terms and Conditions.
 - Optionally check the box to subscribe to the Crucial Learning newsletter and resources.
 - Click the **'Place Your Order'** button.



8. Congratulations! You have completed the payment process.

Click on the **'Learner Materials'** button to download your required class materials. Make sure to download them within 90 days of creating your account.



You will receive details about the class, including its location/zoom link, within a few days.