

## How to Sign Up in RegPack

Click on the green “Create Account” button

Fill out the prompted questions and click on “Sign Me Up!”

Fill out the form. Select YES for “Are you interested in on-campus housing” to be able to see what housing options are available

Select “Go to Next Step”

Select what programs you are interested in by clicking on the radio button next to the dates for each program.

Select “Go to Next Step” at the bottom of the page

Agree to terms and conditions

Select “Go to Next Step”

Here is the list of money due. Each program should include a \$50 registration fee, a lab fee (varies by workshop), the cost of housing (if you selected “yes” to that question on the first page), and tuition costs. **If anything is missing, please let us know.** Housing costs and tuition should be able to be removed from the list. Other charges should not be able to be removed.

Select “Go to Next Step”

Select “pay in full” or “pay in installments”

Select “Go to Next Step”

From here, you can enter the fake credit card information given below, or choose “Skip This Step” and back out.

**To submit the purchase with a credit card - use this. You will receive an email verifying your purchase**