

SCREEN – Directions for Registration

1. Open your web browser and go to: <http://www.phtc-online.org/catalog/screen>
2. Click on the “Enroll Button”
3. You will be taken to the PHTC Online log in page
 - a. If you/the individual taking the course have an account on PHTC Online, then enter your/their username and password and click the “Log In” button.
 - b. If you/the individual taking the course do not/does not have an account:
 - i. Click the button on the right to “Create a PHTC Online account”
 - ii. Fill in the requested information **for the learner**, then click the “Create Account” button
4. At this point you will be presented with information about accessing the course. Click the button to proceed.
5. Enter your/individual taking the course's Occupation, Affiliation, and RN License number. IMPORTANT – make sure this is the information for the specific learner for whom the registration is being made. Then click the button to proceed.
6. Submit your payment
 - a. To pay via credit card: Click the “Pay via Credit Card” button and follow the prompts.
 - b. To pay via any other method:
 - i. Learners without a credit card must arrange payment by contacting UAlbany Center for Public Health Continuing Education. (Contact information below.) Once payment has been confirmed, you will be provided with a Transaction ID to enter.
 - ii. Enter the Transaction ID you received from the School of Public Health in the Transaction ID field.
 - iii. Click the “Submit and Begin the Course” button.
7. Once payment is complete, you will be taken to the main menu, where you can begin reviewing the course modules (or provide that information to the individual taking the course).