# Live Events & Live Webinars: Online Registration

Live Event & Webinar Enrollment System

Step 1: Course Selection

- If you are directed to the course link you selected from the CE website, proceed to Step 3

- If you are not immediately directed to the course link you selected from the CE website:

    o Click Courses on left side navigation

    o Under Other Lookup Options, select All Courses

    o Select Course Title, i.e. CE in Dallas

    o Select Enroll Yourself
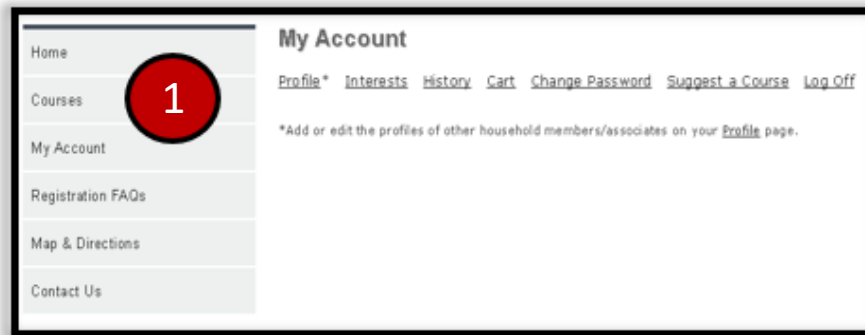
2. Log On

- If you have previously attended a live course with UHCO, you are a Returning user. Login using the following credentials:

    o OE Tracker Number

        ▪ If you do not know your ARBO OE Tracker Number, you may find it on the ARBO website or you may contact our office at optce@central.uh.edu for assistance.

    o Password

        ▪ Your password has been preset with the following:

            ▪ first initial + last initial + zip code

                ▪ Example: aj77204

            ▪ NOTE: Your zip code is based on the address you provided our office during a previous registration – usually home or office. Contact our office if need assistance.

- If you have not attended a live course with UHCO, please create a new account.

Step 3: Registration Selection

- Select a registration fee

- Select workshop sessions you wish to attend that equal the number of registration hours you've selected

  - Each workshop session = 4 hours

- Click Proceed to Checkout

Step 4: Process Payment

- Complete all fields and click Payment Service

- Enter your payment information and click Pay Now

Step 5: Receipt & Log Out

Our goal is to make this process as easy for you as we can. As always, we are only an email (optce@central.uh.edu) or phone call away (713-743-1900)!

Click Here to view the In-Person and Live Webinar Conference Registration FAQ