

CareerPLUS+

Employer Instructions: Batch Registering Employees

The instructions below are for employers who will be able to make a payment using a credit card. If you wish to pay by check, please contact Clarke's Institute for Professional Excellence at careerplus@clarke.edu or 563-588- 6416 for assistance.

1. Prior to enrolling employees in the micro courses, it is a good idea to notify the employees who will be enrolled that they will soon be getting confirmation emails with login information for their CareerPLUS micro course. You will need the following information when creating employee profiles:
 - Employee Name
 - Employee Email
 - Mailing address (it can be the company address)
 - Highest education level
2. Go to the CareerPLUS account login page at <https://www.enrole.com/clarke/jsp/login.jsp>
3. Click "Create Profile" and fill in your own name and information. Click "Submit." Make sure to remember the username and password you created.
4. Email Clarke University's Institute for Professional Excellence at careerplus@clarke.edu to request to be made a **Company Administrator** for your company/organization in the CareerPLUS registration system.
5. After you have received notification from Clarke's Institute that you have been added as a Company Administrator in the registration system, log in to your CareerPLUS account at <https://www.enrole.com/clarke/jsp/login.jsp>.
6. Browse the micro course session offerings in which you would like your employees to be enrolled. If you are enrolling employees in multiple sessions, make sure to select the appropriate pricing/option for each session. Add the desired micro course(s) to your registration cart. (See screenshots below.)

- Repeat this process for all the micro course sessions in which you would like to have your employees enrolled. Later you will have the opportunity to indicate which employees will enroll in which micro course(s).

CLARKE UNIVERSITY CareerPLUS+ Enter Username (Email)

Browse Catalog
Search by Facilitator
Search by Calendar
Registration Cart
Sign In
Badge Programs
Leadership
Communication

Search Catalog

FEATURED MICRO COURSES

Conflict Management
06/01/20 - 06/28/20
Not all conflict is bad. Conflict can be constructive and even productive, which can result in positive changes for an organization. This micro course will help you develop an understanding of the five approaches to conflict and will guide you through how to effectively resolve conflict in order to build healthy organizations.

Step 1: Select the micro course category.

Step 2: Select the micro course session.

CLARKE UNIVERSITY CareerPLUS+ Enter Username (Email)

Browse Catalog
Search by Facilitator
Search by Calendar
Registration Cart
Sign In
Badge Programs
Leadership
Communication
Conflict Management
Navigating Change
Data Analysis & Interpretation
Diversity & Inclusion
Critical Thinking
Innovation

MICRO COURSE DETAIL: LDEH120 - CONFLICT MANAGEMENT

Not all conflict is bad. Conflict can be constructive and even productive, which can result in positive changes for an organization. This micro course will help you develop an understanding of your personal conflict resolution style and uncover how to recognize others' conflict resolution styles, so that you can have effective conversations, even in the presence of conflict. This course contains no sessions.

SESSION DETAIL: MCG620W1-LDEH120

Schedule: Self-paced 28-day course. Accessible online 24 hours, starting on 06/01/2020 and ending on 06/28/2020.
Times: 12:00am - 11:59pm
View Full Schedule | Add to my Calendar
Select Price: 1 Micro Course - \$175.00

FACILITATORS

Name: B'Ann Dittmar

LOCATION

Online
Online
Online, IA 52001

Step 3: If you are enrolling employees in multiple sessions, make sure to select the appropriate pricing/option for each session. Note that the price is based on the number of micro courses per person, not per company.

Step 4: Add to cart.

Add to Cart

CLARKE UNIVERSITY
CareerPLUS+ Cart (1)

Search Catalog [Home](#)

ATTENDEE LIST

You have no attendees listed. Please sign in to add attendees.

REGISTRATION CART

	Unit Cost	Discount	Total Price
▶ Conflict Management			
06/01/20 - 06/28/20, Online		\$175.00	\$0.00 <input type="button" value="x"/>
Grand Total:			\$0.00

Each session/subsession must have at least one attendee

Step 5 (optional): Continue browsing for more micro courses, if your employees will be registering in more than one micro course.

- Once micro course sessions are added to the cart, by default you will be added to the cart as an attendee (EMPLOYER). You will want to REMOVE yourself from the session (unless you are enrolling yourself for the session as well). To remove yourself, click the X next to your name.

ATTENDEE LIST

Liz Kruse (liz.kruse@clarke.edu)

REGISTRATION CART

	Unit Cost	Discount	Total Price
▶ Conflict Management			
06/01/20 - 06/28/20, Online		\$175.00	\$0.00 <input type="button" value="x"/>
Liz Kruse <input type="button" value="x"/>			
▶ Data-Informed Decision Making			
06/01/20 - 06/28/20, Online		\$175.00	\$0.00 <input type="button" value="x"/>
Liz Kruse <input type="button" value="x"/>			
▶ Understanding Diversity to Build Empathy			
06/01/20 - 06/28/20, Online		\$175.00	\$0.00 <input type="button" value="x"/>
Liz Kruse <input type="button" value="x"/>			

If you will not be taking these courses yourself, you can click the "x" next to your name to remove yourself and ensure that you are not enrolled in these micro courses.

- Next, add the Employees to the session(s) by selecting them from the drop down list if they already have an account and click "Add employee."

9. If the employee whom you'd like to enroll is not listed in the Attendee List drop down, you will need to click on the "Add Another Attendee" button at the bottom of the page. Be sure to use the Employee's email address when adding them.

The screenshot shows two main sections: 'ATTENDEE LIST' and 'REGISTRATION CART'. In the 'ATTENDEE LIST' section, a dropdown menu is open showing 'Emily Goodmann (emily.goodmann@clarke.edu)' and 'Liz Kruse (liz.kruse@clarke.edu)'. A red box highlights the dropdown and the 'Add employee' button. A callout box explains that employees must have a CareerPLUS account to appear in the dropdown. In the 'REGISTRATION CART' section, three items are listed: 'Conflict Management', 'Data-Informed Decision Making', and 'Understanding Diversity'. Each item has an 'Add Attendees' dropdown menu. A red box highlights these dropdowns, and a callout box explains that employees should be added by course. A yellow callout box points to the 'Add Another Attendee' button at the bottom of the page, stating that it should be used if an employee is not in the dropdown. At the bottom of the page, there are three buttons: 'Continue Browsing', 'Add Another Attendee', and 'Checkout'.

ATTENDEE LIST

Emily Goodmann (emily.goodmann@clarke.edu) ▼
Add employee

Emily Goodmann (emily.goodmann@clarke.edu)
Liz Kruse (liz.kruse@clarke.edu)

REGISTRATION CART

Conflict Management
06/01/20 - 06/28/20, Online
Add Attendees ▼
Liz Kruse x

Data-Informed Decision Making
06/01/20 - 06/28/20, Online
Add Attendees ▼
Liz Kruse x

Understanding Diversity Build Empathy
06/01/20 - 06/28/20, Online
Add Attendees ▼
Liz Kruse x

Discount
\$165.00
\$165.00
\$175.00

Continue Browsing Add Another Attendee Checkout

Add employee from this drop-down and click "Add employee" if enrolling that employee in all micro courses listed below

Note: Employees will only show up in the drop down if they already have a CareerPLUS account set up.

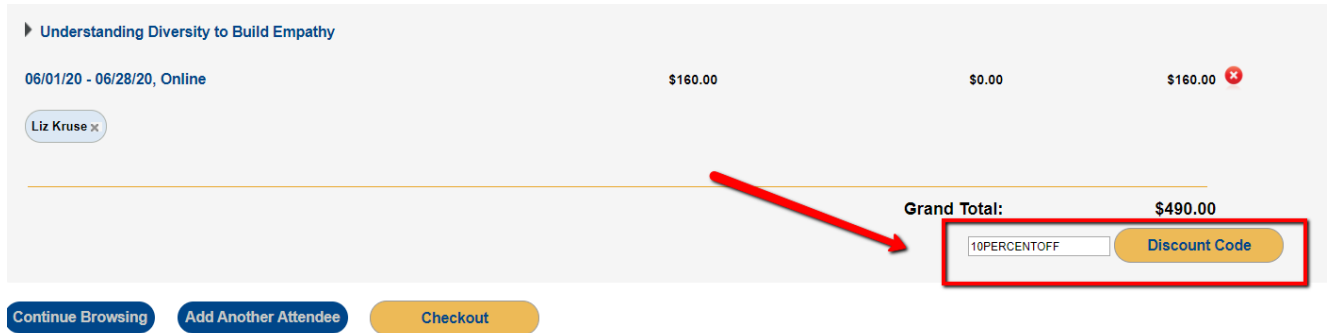
Not listed in the drop down? Click "Add Another Attendee" below

Add employee by course by selecting them from the "Add Attendees" drop down if not enrolling employee in all micro courses listed in Registration Cart

10. If you have been provided with a discount code, follow the steps below. If you do not have a discount code, please move on to Step 11.

- After all appropriate sessions and employees are added to the cart, enter the discount code that you were provided (either on an invoice or in an email) in the discount code field at the bottom of the page and click the "Discount Code" button. The discount should automatically calculate in the Grand Total. If you have any issues with your discount code, please contact careerplus@clarke.edu or 563-588- 6416 for assistance.
- Please note that discount codes are set up with very specific parameters and/or are unique to each employer or individual, so in most cases you will be able to use your discount code for multiple orders on different days provided that you are within the parameters of the discount. (For example, if you get a discount code for enrolling 10 employees in 2 micro courses each, you will be able to submit multiple orders as long as you don't exceed 10 employees or 2 micro courses per employee within the given time frame).
- Click "Check Out"

11. After all appropriate sessions and employees are added to the cart, click “Checkout.”



12. Select your response to “How did you hear about us?” and click “Next”

13. Click “Submit Order”

14. Enter your payment information. You will be required to pay by credit card. If you wish to pay by check, please contact Clarke’s Institute for Professional Excellence at careerplus@clarke.edu or 563-588- 6416 for assistance.

15. You will need to Print the Page as a receipt (you will not get an email receipt if you are not enrolled as well in the session).

16. The following emails will be sent to the Employees:

- Receipt email with everyone at the company that is enrolled in the session(s).
- Login Credentials for Moodle (where the employee will access the online course)
- Confirmation Email, providing registration details.

17. You (the Employer) can request a copy of the receipt from careerplus@clarke.edu if it was not printed at time of order.