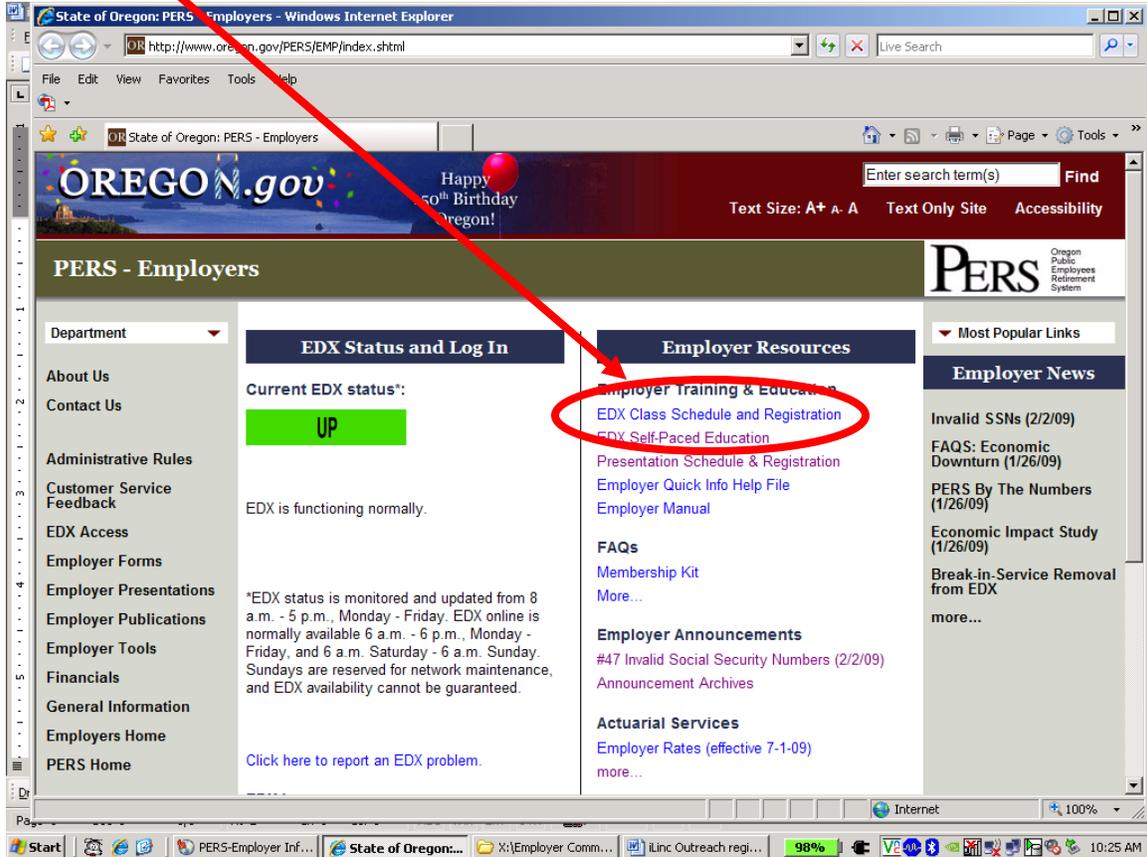


EDX Registration Instructions

1) Begin at the PERS Employer website: www.oregon.gov/pers/emp/index.shtml
You can access EDX classes through the “EDX Class Schedule and Registration” link:



2. Review the selections for classes. Make a selection and click on the registration link.

A screenshot of the EDX Class Schedule and Registration page. A red arrow points from the text above to the page. The page features a heading: 'Click on the course title corresponding to a specific date to register for class.' Below this, there are three rows of class information, each with a date header and two columns of course options. The first row is for 3/13/2009, the second for 3/27/2009, and the third for 4/10/2009. Each row lists 'EDX Basics' (9 a.m. - noon) and 'EDX Intermediate Topics' (1 p.m. - 4 p.m.).

3/13/2009	
EDX Basics: 9 a.m. - noon	EDX Intermediate Topics: 1 p.m. - 4 p.m.

3/27/2009	
EDX Basics: 9 a.m. - noon	EDX Intermediate Topics: 1 p.m. - 4 p.m.

4/10/2009	
EDX Basics: 9 a.m. - noon	EDX Intermediate Topics: 1 p.m. - 4 p.m.

3. This screen appears after you make selection. Complete **ONLY** the starred items (*) then click on “submit”

Enter the information and then click the "Submit" button.

IMPORTANT:

MEMBERS: Please verify your Email address is correct before submitting. Each attendee must register separately with a unique email address*. If you are bringing a guest, and do not have a different email address to use, please use noone@ilinc.com. This email address has been set up specifically for this purpose. Members attending sessions enter their "Last 4 digits" of their SSN. You do not need to enter "Employer ID"

*Members registering for a RAAS session can bring a guest without registering the guest.

EMPLOYERS: Please enter "Employer ID" number instead of "Last 4 SSN".

(* required)

* First Name:

* Last Name:

* E-mail Address:

Phone:

Retirement Date:

Last 4 digits of your SSN:

Employer ID:

NOTE: If your e-mail address is incorrect, you WILL NOT receive a registration confirmation or reminder.

4. This screen appears, indicating that you have successfully registered for your selected course.



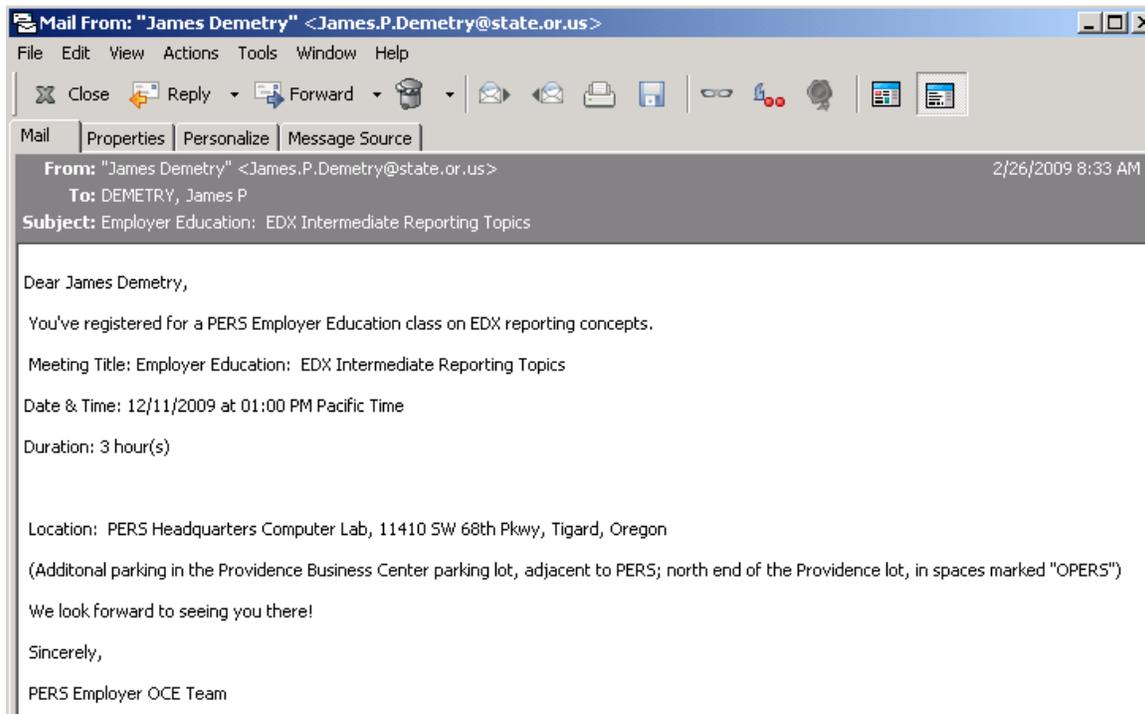
When registering, please remember that each attendee must register separately with a unique email address. If you need to register more than one attendee and do not have a unique email address please email Pers-employer.info.services@state.or.us for assistance.

You have successfully registered for a PERS education session. An invitation for this education session will be e-mailed to you shortly. The invitation will include session name, date, time and location.

Click [here](#) to register another attendee for this Counseling Session.

Or

To return to the PERS Employer Presentation Index, Click [here](#).



5. You will receive an e-mail confirmation upon successful registration.

You WILL NOT receive an e-mailed confirmation if:

A) You misspelled your e-mail address when you registered,

or

B) Your firewall blocks the e-mail.

If you have problems with registration, or wish to cancel a registration, please e-mail:

pers-employer.info.services@state.or.us