

Stanford Advanced Project Management Program Application and Registration Instructions

Please read these instructions in their entirety before proceeding. You may also want to download and print a copy.

If you have previously created an account, or have attended/been accepted in any Stanford Center for Professional Development courses online, on-site, or at Stanford, you are "existing," not "new" **even if you are new to the website**. Please follow the instructions below starting at step one, using your known *mystanfordconnection* username and password when prompted. If you need your account ID and password, please send an email request to apm@scpdinfo.stanford.edu.

Do not set-up a new account as this will result in a duplicate student record.

START HERE: <http://apm.stanford.edu/>

1. Click on the red "enroll now" button on the top left hand side of the screen. From the drop down menu, select either "new" or "existing" based on the criteria above. This will route you to the appropriate landing page embedded within: scpd.stanford.edu - <http://scpd.stanford.edu/>.
2. If you are a new student, please skip to step 6. If you are an existing student enrolling in your next course, please proceed with step 3.
3. You have arrived at the home page of the Stanford Advanced Project Management program. From here you can view the entire curriculum. You may click on course titles for descriptions, and a list of the available sections.
4. To register, select **any** course you chose by title, then modality (**online** or **at Stanford**) and academic quarter*. Click the red "enroll in this section" button to add the course to your cart. Click on your shopping cart in the upper right hand corner to proceed with check-out.
5. You will be prompted for your *mystanfordconnection* username and password. Please log into your account to complete the transaction. Skip to step 9.
6. Please review the application information and click on the red "apply today" button on the bottom of the page. Follow the prompts to set-up a profile on *mystanfordconnection*. Select a log-in and password you will remember as this will be your student portal.
7. As a new student, you will be prompted to complete the application. Click on the "start" button. Select the section you would like to work on from the right hand side of the screen. You can save, exit, and then return to your in-progress application at anytime. Fill out all fields in their entirety and click submit. Prospective students are not required to pay or finalize course selections at this time. You can expect to receive notification of your admission decision via email within 7-10 business days.
8. Log-out of *mystanfordconnection* if you do not want to proceed with course registration or tuition payment at this time (unpaid course selections will not be saved but your application will be reviewed.) In the event you are accepted into the program, you may return to your profile to enroll for courses and remit your tuition fees. (Start over at step 1, use the "existing student" prompts)
9. As an accepted student, your registration is not complete until your tuition payment has been received. Follow the check-out process and select whichever payment option applies. If you are paying by credit card, please skip to step 11.
10. A member of the customer service staff will contact you via email within 2-3 business days to confirm your account balance and next steps. Please be advised that billing options vary by employer. You are encouraged to consult your training administrator regarding your company's policies.
11. Once your payment has processed (reflecting a zero balance), your enrollment is confirmed. The registered course will now appear in your "my current courses" screen on the home-page of your *mystanfordconnection* profile.

*Academic Quarter Date Ranges

January 1- March 31: Winter

April 1-June 30: Spring

July 1-August 31: Summer

September 1-December 31: Autumn