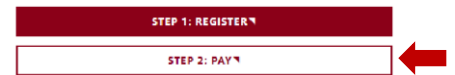


Paying for Crucial Conversations – Individual Learner

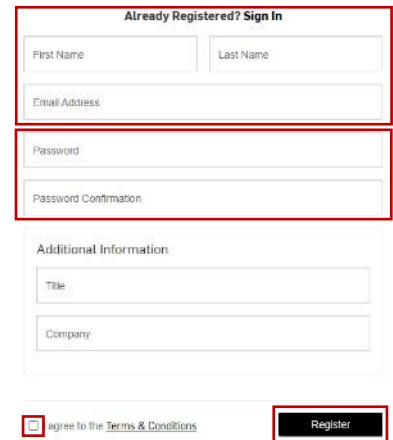
Make sure you are provisionally registered for the correct set of class dates using the registration buttons on the [Crucial Conversations website](#).

To finalize your registration, pay for your license and course materials at the **UA-Crucial Conversations Pay Portal**.

1. To find the Pay Portal, click on the ‘Pay’ button below the ‘Register’ button on the course dates you wish to enroll in.
2. Once at the portal, create your account.
 - a. Enter your **first and last name and university email address**.
 - b. **Create a password**. Passwords must be a minimum of 8 characters and include 1 number.
 - c. You can skip entering your title and company.
 - d. **Check the box** at the bottom, agreeing to the terms and conditions.
 - e. Click the **‘Register’** button.



Create a new account by filling out the form below to access an on-demand course.



Already Registered? Sign In

First Name Last Name

Email Address

Password

Password Confirmation

Additional Information

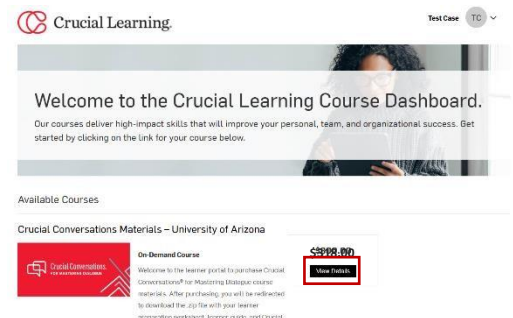
Title

Company

I agree to the [Terms & Conditions](#)

Register

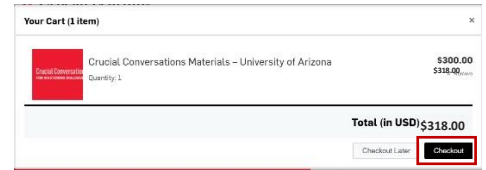
3. After hitting ‘Register’ you will be brought to the Course Dashboard, which shows which course you are registering for and the price. Click on the **‘View Details’** button.



4. At the course page, click the **'Enroll Now'** button to bring you to your cart.



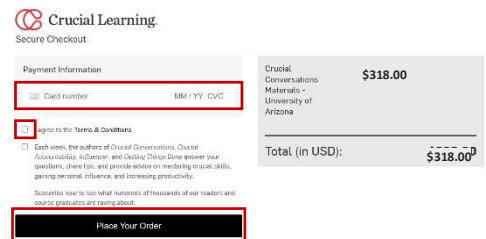
5. Once in the cart, click the **'Checkout'** button.



6. On the Checkout page, click the **'Enter Payment Information'** button.

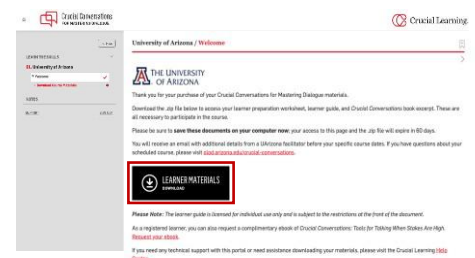


7. You will be prompted to enter your **credit card information**.
- a. **Check the box** to agree to the Terms and Conditions.
 - b. Optionally check the box to subscribe to the Crucial Learning newsletter and resources.
 - c. Click the **'Place Your Order'** button.



8. Congratulations! You have completed the payment process.

Click on the **'Learner Materials'** button to download your required class materials. Make sure to download them within 90 days of creating your account.



You will receive details from the HR Talent Development team the week before the course start date.