

Step 2: Fill out all the required fields and click on "Create my new account".

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- **Step 3**: You should receive a confirmation email within 5 minutes, if your email address is correct. Once you receive that confirmation email, click on the link sent to you in your email to confirm your registration. If you do not receive the confirmation email, you should first check your spam folder (especially if you are using Yahoo). If you have not received it in your spam folder, you should create another account. **Please do not send emails to any COSTI staff with this problem.**
- **Step 4:** You should now wait for a COSTI staff to contact you to provide you with the enrolment key. Please note that if you have signed up for an Online Services course, this may not happen immediately as you are put on a waiting list and for each course the first 15 applicants will be contacted.
- **Step 5**: Once you receive the enrolment key, click on the related course category and enter your enrolment key in the given space. Please note that this is a one-time requirement.