

Use the Batch Registration tool  in the Ecommerce section of the Admin tab to complete *CUIC* registrations.

**All learners registered for the same *CUIC* course in a batch are registered into the same exam session, with the same date and location.** To register learners into the same *CUIC* course but with different exam dates and/or different locations you must complete a separate batch registration.

**Questions?**

Cusource® Client Solutions is happy to help.  
[clientsolutions@ccua.com](mailto:clientsolutions@ccua.com) or 1.888.367.1386

## CU Administrator registering Learners for a CUIC Course – Self Study

Use the **Select Courses** tab and search for the course using the search box at the bottom of the page.

Course	Type	Delivery	Select
Business Lending 1st Edition - Self Study (CUC-345-BSLNE02-SLS)	ILT	Classroom	<input type="checkbox"/>
Commercial Mortgage Lending 4th Edition - Self Study (CUC-340-CMML04-SLS)	ILT	Classroom	<input type="checkbox"/>
Consumer & Residential Mortgage Lending 11th Edition - Self Study (CUC-310-CRMLE11-SLS)	ILT	Classroom	<input checked="" type="checkbox"/>
Financial Management 3rd Edition - Self Study (CUC-225-FMNE03-SLS)	ILT	Classroom	<input type="checkbox"/>
Fundamentals of Personal Financial Planning 9th Edition - Self Study (CUC-240-PPPE09-SLS)	ILT	Classroom	<input type="checkbox"/>
Products and Services 7th Edition - Self Study (CUC-185-PRSRE07-SLS)	ILT	Classroom	<input type="checkbox"/>
The Credit Union System 11th Edition - Self Study (CUC-200-TCUSE11-SLS)	ILT	Classroom	<input type="checkbox"/>

self study

Rows: 50 Results: 1-7 out of 7

After you select the course by checking the appropriate box in the **Select** column, you are prompted to select an exam date and location.

- CUIC 210 Self-Study June 2014 Exam-North Battleford (EXM18Jun14NBM)
- CUIC 210 Self-Study June 2014 Exam-North Battleford (EXM18Jun14NBM)
- CUIC 210 Self-Study June 2014 Exam-Oakville ON (EXM18Jun14OKV)**
- CUIC 210 Self-Study June 2014 Exam-Pointe De L'Eglise NS (EXM18Jun14POL)
- CUIC 210 Self-Study June 2014 Exam-Penticton BC (EXM18Jun14PNT)

Click **Select** to confirm your selection.


Select session

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Move to the **Select Users tab** and select the learners to register.

User	Branch	Select
HRApprover M. (memberapprover@example.com)	Member Test	<input type="checkbox"/>
Member T. (membertest@example.com)	Member Test	<input checked="" type="checkbox"/>
Member2 T. (member2test@example.com)	Member Test	<input checked="" type="checkbox"/>
PaulPaul P. (paul@cusource.ca)	Member Test	<input type="checkbox"/>

If you have a long list of users to register you can use the  **Upload User List** feature:

- Using Microsoft Excel, create a .csv file listing the login IDs for the learners you wish to register, in column A, as shown. This must be a .csv file, not an .xls file.

	A
1	LOGIN ID
2	employee1@creditunion.ca
3	employee2@creditunion.ca
4	employee3@creditunion.ca
5	employee4@creditunion.ca
6	
7	

- Click **Upload User List** at the top of the page and select your already saved .csv file.

Move to the **Checkout** tab, click **Calculate** and review the new and existing assignments list (if applicable).

Click **Pay with your group account** to complete the transaction. The learner will receive a notification that this new registration can be found under the **My Courses** tab in their account.

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## CU Administrator registering Learners for a *CUIC* Course – Cohort

Begin in the **Select Courses** tab and search for the course using the search box at the bottom of the page.

Course	Type	Delivery	Select
Business Lending 1st Edition - COHORT (CUC-345-BSLNE02-CHR)	ILT	Classroom	<input type="checkbox"/>
Commercial Mortgage Lending 4th Edition - COHORT (CUC-340-CMMLE04-CHR)	ILT	Classroom	<input type="checkbox"/>
Consumer & Residential Mortgage Lending 11th Edition - COHORT (CUC-210-CRMLE11-CHR)	ILT	Classroom	<input checked="" type="checkbox"/>
Financial Management 3rd Edition - COHORT (CUC-225-FNMNE03-CHR)	ILT	Classroom	<input type="checkbox"/>
Fundamentals of Personal Financial Planning 9th Edition - COHORT (CUC-240-PPFPE09-CHR)	ILT	Classroom	<input type="checkbox"/>
Products & Services 7th Edition - COHORT (CUC-185-PRSRE07-CHR)	ILT	Classroom	<input type="checkbox"/>
The Credit Union System 11th Edition - COHORT (CUC-200-TCUSE11-CHR)	ILT	Classroom	<input type="checkbox"/>

cohort

Rows: 50 Results: 1-7 out of 7

After you select the course by checking the appropriate box in the Select column you are prompted to select an exam date and location.

This date will determine into which cohort session the learner will be registered. Cohort sessions with a June exam date begin in March of that same year. Cohort sessions with a March exam begin in November of the previous year.

Select session

- CUIC 210 Cohort June 2014 Exam-Oakville ON (EXM18Jun14OKV) **Selected**
- CUIC 210 Cohort June 2014 Exam-North Battleford SK (EXM18Jun14NBR)
- CUIC 210 Cohort June 2014 Exam-Pointe De L'Eglise NS (EXM18Jun14PDL)
- CUIC 210 Cohort June 2014 Exam-Penticton BC (EXM18Jun14BMT)

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Click **Select** to confirm your selection.


Select session CUIC 210 Cohort June 2014 Exam-Oakville ON (EXM1... ▾

**Select**

Move to the **Select Users** tab and select the learners to register.

Select Courses   Select curriculums   **Select Users**   Checkout

User	Branch	Select
HRApprover M. (memberapprover@example.com)	Member Test	<input type="checkbox"/>
Member T. (membertest@example.com)	Member Test	<input checked="" type="checkbox"/>
Member2 T. (member2test@example.com)	Member Test	<input checked="" type="checkbox"/>
PaulPaul P. (paul@cusource.ca)	Member Test	<input type="checkbox"/>

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5	employee4@creditunion.ca
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