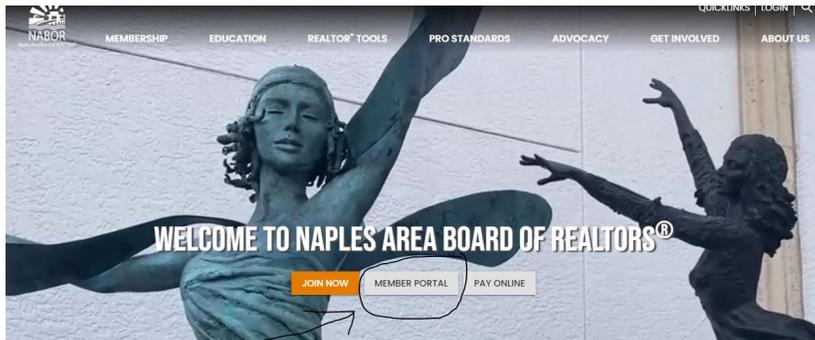


How to find/register for classes on nabor.com for non-members

1. Go to www.nabor.com
2. **Click on the Member Portal button**



3. Click on "Non-member Sign Up" below the green sign in bar

4. Fill out the form. Your user name **must be** your email address.
5. Click on "upcoming courses" at the top of the page to the right of the NABOR logo.
6. You can scroll through the list of courses for the current month. You can also change the date above the calendar to see a larger time period, just change the end date and click the arrow to the right.
7. You can also streamline your search by unclicking "select all" under the calendar and just choosing the type of class you are looking for (Continuing Education – for example, if you are looking for classes with CE credit or Code of Ethics for an ethics class, etc.)
8. You can also change the month by clicking the arrow on the calendar at the top right.
9. Once you have found a course that you are interested in, click the course title and read the description
10. If you would like to register for the course, click the green register button – this will add the class to your shopping cart
11. You can choose "continue shopping" if you would like to register for multiple classes or choose "Checkout" to proceed.
12. There are 3 additional steps in the checkout process – Payment Info, Review and Complete. You must go through all steps to be registered even if the class is free.