Live Event Enrollment System Registration

Step 1: Log On

- If you have previously attended a live course with UHCO, you are a Returning user. Login using the following credentials:
  - OE Tracker Number
    - If you do not know your ARBO OE Tracker Number, you may find it on the ARBO website or you may contact our office at optce@uh.central.edu for assistance.
  - Password
    - Your password has been preset with the following:
      - first initial + last initial + zip code
        - Example: aj77204
    - NOTE: Your zip code is based on the address you provided our office during a previous registration – usually home or office. Contact our office if need assistance.
- If you have not attended a live course with UHCO, please create a new account.

Step 2: Course Selection

- If you are directed to the course link you selected from the CE website, proceed to Step 3
- If you are not immediately directed to the course link you selected from the CE website:
  - Click Courses on left side navigation
  - Under Other Lookup Options, select All Courses
  - Select Course Title, i.e. CE in the Southwest
  - Select Enroll Yourself

Step 3: Registration Selection

- Select a registration fee
- Select sessions you wish to attend that equal the number of registration hours you’ve selected
  - Each session = 4 hours
- Click Proceed to Checkout
Step 4: Process Payment

- Complete all fields and click Payment Service
- Enter your payment information and click Pay Now

Step 5: Receipt & Log Out

Thank you for your order!

You may print this receipt page for your records. A receipt has also been emailed to you.

Order Information
Merchant: Foundation for Education and Research in Vision
Date/Time: 16-Jul-2020 1:05:48 CDT

Billing Information
Amanda Johnson
4901 Calhoun Road
Houston, TX 77204
optce@central.uh.edu
Phone: 713-743-1900

Transaction Completed
Forced Enrollment Confirmation for Amanda Johnson (Staff)
16Jul-2020 11:47:04 EST
Date/Time: 16-Jul-2020 1:05:48 CDT
Transaction ID: 123456789
Auth Code: 0123456
Payment Method: Visa ****1234

Total charges: $359.00
Your credit card has been charged for the amount due