

SUU Registration Instructions

The course “Parent Involvement & Family Engagement (Cohort 21)” has been approved as EDPD 5100 177 for 3 credit/s.

***Registration closes for this course at 11:59pm on 01/23/23! This process takes at least 2 days!**

For assistance with any errors, please contact K12 Inservice, we will direct you further if needed:
K12inservice@suu.edu

If you have taken a course with SUU within the last two semesters you can skip Step 1. If you know your portal information and have also taken a course with SUU within the last two semesters, you can also skip step 2.

STEP 1: Apply to SUU

*Already did this last semester? Move onto STEP 2

- a) Go to <https://www.suu.edu/ed/k12/>
- b) Select “Continuing Teacher Education Application”
- c) Provide information in each tab as directed on the screen (**Semester: Spring 2023**)
- d) Select “Submit Application”
- e) After **ONE business day**, you will continue on to step 2.

STEP 2: Activate your SUU portal

- a) Go to www.suu.edu
- b) Select “mySUUportal” (upper left-hand corner)
- c) Select “Activate your account now” in the bottom right hand corner of the login box
- d) Put in the email address you used in your application, check the “I’m not a robot” box, and select “Go”
- e) Open the email from SUU and then select “Finish Your Account Activation”
- f) Follow the remaining steps provided on your portal

STEP 3: You will need to register for the class using the following CRN 13751

- a) Go to www.suu.edu
- b) Select “mySUUportal” (upper left-hand corner)
- c) Select “**Registration**” in the bottom left under Banner ***DO NOT select Registration Schedule Builder**
- d) Select “Register for Classes”
- e) Select the semester **Spring 2023**, then select “Continue”
- f) Select the “Enter CRN” at the top of the page
- g) Enter the **CRN 13751** and select “Add to Summary”
- h) You will have a screen pop up titled, “Confirm Your Dates”
In the first box date put the date that is below the “Permitted Date” by using the calendar pull down. **DO NOT PUT AN END DATE**
*These dates may not always correspond with your real course dates.
- i) Click Confirm and then Click Submit at the very bottom of the screen

*If you get an error make sure you take a screenshot and send it to k12inservice@suu.edu. Sometimes the error can be a temporary glitch and if you refresh your browser and try again it may go through.

If you have any issues logging, please contact our IT help desk at [435-865-8200](tel:435-865-8200)

[Canvas Information](#)

The instructor for your course may or may not use SUU's canvas, please check with them. If they do not use SUU's canvas, any questions regarding canvas should be directed to them.

If your instructor uses SUU's canvas, here is some important information for you:

-Canvas will take up to 48 hours to generate and show for you. If you do not see it, after that time, please contact K12, NOT

Canvas: K12inservice@suu.edu

-You will not be able to see canvas until the course start date, if you are still not seeing after the start date contact K12 Inservice

[Viewing/ordering your Transcript](#)

Please follow this link: <https://www.suu.edu/registrar/transcripts.html>

[Dropping the course](#)

Before the course starts

If you need to drop the course before the course starts you should be able to drop yourself in the same screen you registered in. Instead of registered click the drop down box and select web dropped.

If this is the only course you are enrolled in you will need to email K12inservice@suu.edu to be dropped

After the course starts

Please refer to the policies document you should've received with these instructions. If you drop more than a week after the first day of the course you will receive a 'W' on your transcripts. For more information read the policies document.