Register for a LEED® Workshop/Online Course

1. Go to https://www.usgbc.org/Workshops/Register. To view the **Refund and Cancellation Policy** for LEED workshops and online courses, visit http://www.usgbc.org/DisplayPage.aspx?CMSPageID=281.

2. Leave the "Workshop Type" search field blank and click on the "Search" button to view a full list of workshops, or limit your search by selecting a workshop or online course type.

3. Scroll down to view your search results. Click on a workshop title for full details, including location and pricing. Click on "[Register]" next to your desired workshop.

4. If you have an existing site user account on the USGBC Web site and *have yet to log in*, please log in by entering the E-mail address and password that you provided when you created your account. Then click on the "Log In" button and proceed to step 6.

5. If you have not created a site user account, please do the following:

    a. Click on "New to USGBC? Register now. It's free and easy" beneath the "Log In" button.

    b. Enter your contact information. *If your company is a member of USGBC National, please enter your organization's USGBC Corporate Access ID in the appropriate field to access 'member only' online resources and receive member rates for products and services purchased through our Web site. You can add your organization's ID to your account later if you lack it at this time.*

    c. Click on the "Submit Your Registration" button at the bottom of the page once you have filled all required fields. You will be notified that you are about to be connected to a non-secure site. Click "Yes" to continue.

6. On the "Register for a workshop" page, confirm that you are registering for the correct workshop. *Scroll down to verify pricing.* To purchase the workshop's corresponding Reference Guide*, check the appropriate box and update your cart. Click on "Checkout."

7. Enter your payment information and shipping information (if applicable). After you have verified that your information is correct, click *only once* on "Submit Order."

8. The message "Thank you for registering for [Workshop Type]" will appear at the top of the page to confirm your successful registration. You should receive a receipt via E-mail from USGBC within thirty minutes of your registration.

9. Upon registration, each workshop attendee receives online access to several USGBC resources, including the appropriate LEED Reference Guide, Online Sample Credit Templates, and CIR (Credit Interpretation Rulings)**. To access these resources, sign into your account on the USGBC Web site and place your cursor over the "LEED" link at the top of the page:

a. For the Reference Guide and Credit Templates, click on "LEED Resources" and then click on the appropriate links on the right-hand side of the page.

b. For CIR, click on "Project Certification" and the appropriate link on the right-hand side of the page.

If you encounter problems with registration, please contact the USGBC customer service team at workshop@usgbc.org or call (800) 795-1747. Thank you and enjoy the workshop!

*Attendees of LEED Technical Reviews and the LEED for Homes Program Review can purchase the reference guide that matches their workshop type at the time of their workshop registration or at the workshop. Attendees of other workshops can complete and submit a reference guide order form with multiple choices at their workshop.

**Only attendees of the LEED for New Construction, LEED for Commercial Interiors, LEED for Existing Buildings, and LEED for Schools Technical Reviews receive online access to a LEED Reference Guide, Online Sample Credit Templates, and CIR.