



# ---Step-by-Step Instructions for Providing a CEU Payment---

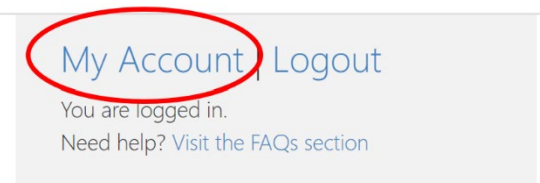


## BEFORE YOU START...

- Have you completed the **Pre-assessment, Post-assessment** (passing score of 70 or higher), and **Survey** to earn your free **Certificate of Completion**? *Please check your **My Account** page for your **Certificate of Completion**.*
- Have you checked with your agency/organization to see if AFIRM's free **Certificate of Completion** is accepted for professional development hours/credits? *Please note that AFIRM does not maintain a registry of this information.*
- Are you a BCBA? *If so, please access **Step-by-Step Instructions for Registering and Providing Payment for Type-II CEs**.*
- Are you seeking academic credit? *If so, CEUs from AFIRM/UNC Friday Center for Continuing Education do not qualify as academic credit, only as professional development hours/credits.*

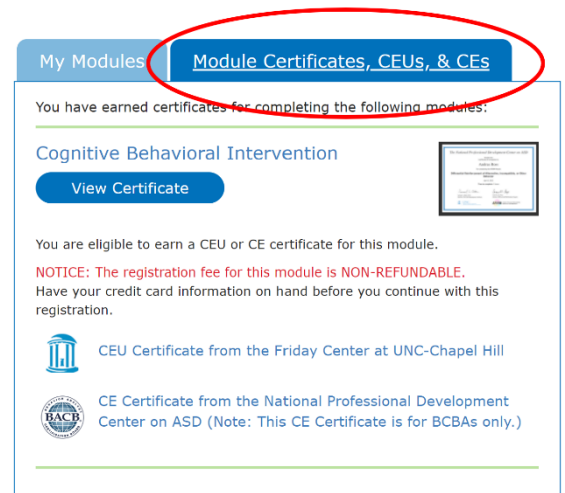
## STEP 1:

After login, click on **My Account** located in the top-right of your screen.



## STEP 2:

Click on the blue **Module Certificates, CEUs, & CEs** tab.

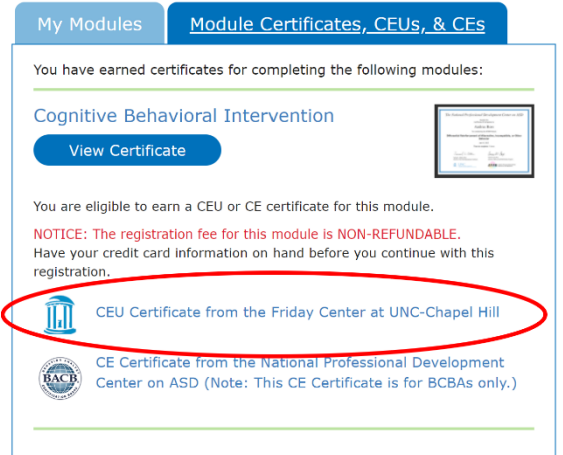




### STEP 3:

Go to the module that you completed and click on **CEU Certificate from the Friday Center at UNC-Chapel Hill.**

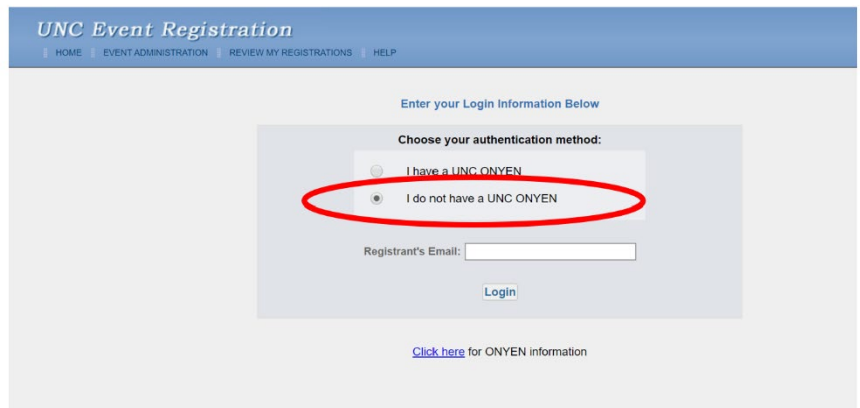
This link will take you to the **UNC Event Registration** system.



### STEP 4:

Click on **I do not have a UNC ONYEN.**

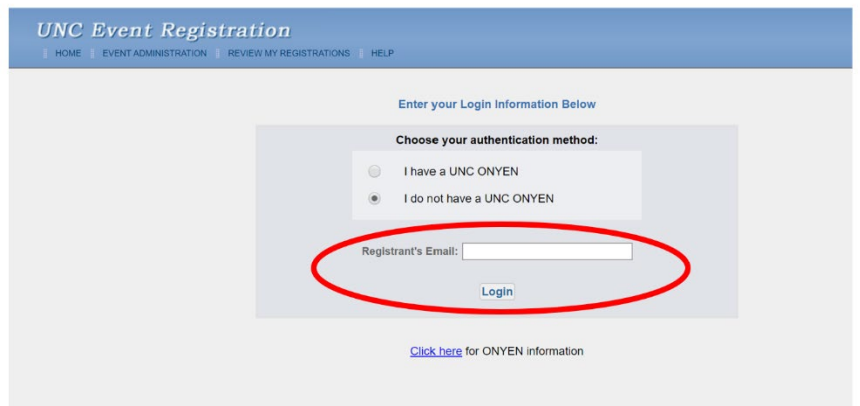
*Note:* UNC employees and students should click on **I have a UNC ONYEN.**



### STEP 5:

Input your email address and click on **Login.**

The **Login** will take you to a new page.





### STEP 6:

Confirm that you are registering for the correct course.

Click on **Register for this Event**.

If you have questions about registering or obtaining your CEUs, please email the AFIRM Team at: [afirm@unc.edu](mailto:afirm@unc.edu)

Location:	Online
Date:	Tuesday, January 01, 2019 - Thursday, December 31, 2020
Time:	-
Sponsor:	FPG CDI
Presenters:	Ann Sam Kara Anne Hume Jessica Dykstra Steinbrenner
Price:	\$35.00
Pay Methods:	Credit Card
Payment Notes:	Only Visa or MasterCard credit cards are accepted.

For more information, contact the event administrator: Victoria Waters [victoria.waters@unc.edu](mailto:victoria.waters@unc.edu)

**Register for this Event**

*Note: Only Visa or Mastercard are accepted. Cash, check, or POs are not accepted forms of payment.*

*Note: The registration fee is non-refundable.*

### STEP 7:

You have been routed to the **Registrant's Information** page.

Input the required information.

Click **>> Next Step**.

**UNC Event Registration**

HOME | EVENT ADMINISTRATION | REVIEW MY REGISTRATIONS | HELP | LOGOUT Registration: perkins567@nc.rr.com

Registering For: AFIRM Module: Cognitive Behavioral Intervention

Registrant's Information | Event Questions | Registration Confirmation

Please fill in your information below to register for this event.

**>> Next Step**

\* First Name:

\* Last Name:

\* Street Address:

Address 2:

\* City:

\* State:

\* Zip:

\* Email Address:  Alternate Email (copied on confirmation)

Cancel **>> Next Step**

### STEP 8:

You have been routed to the **Event Questions** page.

Input the required information.

Type **NA** in the **UNC PID or FID number** line item IF you do not have this number.

Click on **>> Next Step**.

**UNC Event Registration**

HOME | EVENT ADMINISTRATION | REVIEW MY REGISTRATIONS | HELP | LOGOUT Registration: perkins567@nc.rr.com

Registering For: AFIRM Module: Cognitive Behavioral Intervention

Registrant's Information | **Event Questions** | Registration Confirmation

Please fill in your information below to register for this event.

Previous Step **>> Next Step**

\* Legal First Name:

\* Legal Last Name:

\* Date of Birth (mm/dd/yyyy):

\* UNC PID or FID number (Please put NA if not applicable. A FID number will be created for you. You will receive this FID number in an email from the Friday Center within 42 days.):

Cancel **>> Next Step**

**Type NA in this box**

## STEP 9:

You have been routed to the **Registration Confirmation** page.

Click the drop-down arrow to select payment type.

*Note: Visa or Mastercard are the only accepted forms of payment.*

Click on **>> Next Step**.

## STEP 10:

You will receive a message to continue.

Click on **Continue With Credit Card Payment**.

## STEP 11:

You will be routed to a UNC page for payment.

Input all required information.

Click on **Continue** at the bottom of the screen.



## AFTER REGISTERING AND SUBMITTING PAYMENT...

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- ❑ You will receive an **Event Confirmation: AFIRM Module** email from [afirm@unc.edu](mailto:afirm@unc.edu) to the email address you provided. *Note: Check your Spam/Junk folder if you have not received the email.*
- ❑ Within 45 days of registration and receipt of payment, after AFIRM has confirmed completion of module requirements, generally the first full week of the following month of submitted registration/payment, you will receive an email from the UNC Friday Center for Continuing Education. This email will contain your FID number. To request your CEUs, use the FID number to login here:  
[https://fridaycenter.itsapps.unc.edu/CEU/jsp/CEU\\_RequestOneLogin.jsp](https://fridaycenter.itsapps.unc.edu/CEU/jsp/CEU_RequestOneLogin.jsp)

## TROUBLESHOOTING....

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- ❑ If you are attempting to register and provide payment on an agency/organization's computer, such as a school, you may be behind a firewall or security system that is preventing your access. You will need to contact your agency/organization's IT department to have them add AFIRM. An easier and quicker solution to register and provide payment may be to use a personal device instead.