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**On-line Course Registration Instructions for ACLS, PALS, NRP, and BLS courses ONLY**

**Cooper Employees**

**Cooper employees MUST use their Cooper email address to create an account**

You will need to register online with these instructions below:

1. Website to register: <https://lifesupport.cooperhealth.edu/CooperLifeSupport>
2. Enter Cooper email address (*lastname-firstname@cooperhealth.edu*)
* Click “No, I am a new user”
* Click “Register”
1. Create an account
* Re-enter Cooper email address
* Enter “new” password
* Re-enter “new” password to confirm
* Click “create an account”

Life Support Online Registration Screen

1. Choose desired course from list of courses offered

**Note: If registering for a BLS course, please select “BLS-Cooper Scheduled Courses”**

 ***Course registration deadline is 30 days before the course date.***

1. Click on “choose scheduled class” and click “Terms” to agree to terms
2. Click “add selected course” at the bottom of the page
3. Enter home and/or cell number (required)

**Note:** This is where you will upload any provider cards required.

1. Click “request enrollment”

Once enrollment is requested you will receive an email confirmation. If you do not receive an email within two business days, please contact the Life Support Training Center at lifesupport@cooperhealth.edu or call the office at (856) 342-2009.

**Course registration is not confirmed until you have received**

**the confirmation email with precourse information.**

**Please note:** To register again, once a username and password have been created, you will skip to step 4.

**If you have any questions, please email the Life Support Training Center at** **lifesupport@cooperhealth.edu** **or call 856-342-2009.**