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

**Non-Employees**

1. Website to register: <https://lifesupport.cooperhealth.edu/CooperLifeSupport>
2. Enter email address
* Click “No, I am a new user”
* Click “Register”
1. Create an account
* Re-enter email address
* Enter “new” password
* Enter “new” password again to confirm
* Click “create an account”
1. Enter student information including email address
* Select “Non-Employee”
* Click “save and continue”

 Life Support Online Registration Screen

1. Choose desired course from list of courses offered

***“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) on the next screen
4. Click “request enrollment”

**Once enrollment is requested you will receive an email for payment processing information. If you do not receive an email within 2 business days, please contact the Life Support Training Center at** **registrationlifesupport@cooperhealth.edu** **or (856) 342-2009.**

**Course registration is not confirmed until you have received the confirmation email with precourse information and payment has been processed.**

**Please note:** To register again, once a username and password have been created, you will skip to step 5.

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