Instructions for 2019 McNair Conference Registration

The UNT McNair Scholars Program’s staff and scholars are happy that you will be joining us for the 2019 Texas National McNair Research Conference and Graduate Recruitment Fair. These detailed instructions will guide you through the registration and payment system. Most steps are the same for McNair staff who are registering themselves, other staff, and your Scholars or if you are a graduate recruiter attending the Graduate Recruitment Fair. There are three main steps in the process: Create a Conference Account; Register People Attending; Paying for the Registrations.

Step 1: Create a Conference Account

A. Select Create a Conference Account in the McNair Conference Registration Submenu.

B. On the User Account, page input following information:
   a. Username (self-selected username)
   b. Email address (to receive confirmation)
   c. First Name
   d. Last Name
   e. Your position title
   f. Institutional Affiliation

C. Input the code for the CAPTCHA, and then click on Create new account.
D. Once the system accepts the input you will be directed back to the 2019 Registration Information page.

E. You will also receive an email at the address you provided when you input the User Account data. You will also see on the 2019 Registration Information page a confirmation in the green box: “A welcome message with further instructions has been sent to your e-mail address.”

F. The email message will come from HonorsCollege@unt.edu (check you junk or spam email if the message does not show up in your inbox). The message contains a URL link for you to click to complete your account setup and set up your password. The email looks like this:

G. The message contains a URL link for you to click to complete your account setup and set up your password. You will see this screen. Click Log in.
H. You will be presented with a screen that looks like this, with some of the text boxes filled in. You now set up a password. **Do not change the Locale settings.** Once you set up your password, click **Save**.

![Password Setup Screen](image)

I. Once the system saves your input, you will be on the same page. Your account is set up, you have a password, and you can come back to your account at any point.

**Step 2: Register Yourself, Your Scholars, and/or Your Staff**

A. You are now ready to start registering the people who will attend the conference. Click on **Start or Continue Registering** in the McNair Conference Registration menu.

![Registration Menu](image)

B. You will now be at the page: **2019 McNair Conference: Start or Continue Registration**. At the
top of the page, you will see your choices for registration types (Title) and Price. The drop down box provides all available registrations for the current registration period.

**Title:** Early Scholar Registration
$189.00

- **Quantity:** 1

- **Add to cart**

C. You can see on this page the registration types and dates and prices for Scholars and Staff, and also registration types for graduate recruiters and advertisements to purchase for the conference program.

D. To register a person (or purchase an advertisement), simply choose the registration type, choose the quantity of registrations you need for that type (e.g., if you are registering 3 students, in the **Quantity** box). Then click **Add to cart**.

E. You will remain on the same page in case you need to register a different type (e.g., Staff). Simply select that type and the quantity for the number of people you want to register. Then click **Add to cart**.

F. If you are finished registering people, click on **Go to cart** in the McNair Conference Registration submenu.
G. On the Shopping cart page, you will see the registration types you have registered for and the quantity for each.

![Shopping cart]

H. On this page, you can change the quantity. If you do, click **Update cart**. The amounts will be recalculated.

I. Once you have finalized your order, click **Checkout**.

J. You will be on a page, **Registration Information**. Input into the appropriate text boxes (Scholar, Staff, etc.), the information about each of the people who will be attending the conference. When completed, click **Continue to next step**.

K. On this **Checkout page**, you will provide information about who is to be billed for the cost of registration. Input the information in the text boxes. When completed, click **Continue to next step**.

L. On the **Review order** page, you can do a final check on the order. Then you will select your **Payment** method.

M. If you want to pay by check
   - If you want pay by a check, we will issue you an invoice for the amount owing. Select the option **Send an invoice to me at the following address** (put an appropriate email address in the text box there).
   - If you select this option, click **Continue to next step**. You will be brought to a page **Checkout complete**. This completes your registration.

Continued on next page....
N. If you want to pay by Credit card
   • If you want pay by credit card, choose that option, and click Continue to next step.
   • You will be brought to the UNT secure payment gateway, Commerce Manager.

   • Review the amount and then click Continue.
   • Next you will provide your credit card information. Select your credit card type, input the name on the card, card number, re-enter the card number, and set the expiration date. Then click Continue.

   • You will confirm the information that is presented on the screen. If correct, click Confirm.
Once the payment has processed, you will see this screen:

Checkout Complete

Thank you for your payment for the 2019 Texas National McNair Scholar Research Conference. You can check the status of your order on your account page.

We are happy that you will be joining us this year!

-McNair Conference Team

You will also get an email from commerce.manager@unt.edu something like this to confirm your credit card payment was approved.

Standard Notification

commerce.manager@unt.edu
to me

William E Moen,

Your credit card payment was approved on 11/02/2019 at 12:43 PM.

Confirmation Number: 364366945
Payment Description: McNair_Program
Payment Amount: $1.00

Regards,

QuikPAY Online Services
O. No matter your payment option, you will receive an email from HonorsCollege@unt.edu to confirm your order. Please check in your spam or junk folder if you don’t see it in your inbox. The email will look like this.

Order 172 at Honors College  

HonorsCollege@unt.edu  
to me ~  

Thanks for your order 172 at Honors College.

If this is your first order with us, you will receive a separate email with login instructions. You can view your order history with us at any time by logging into our website at:

https://honors.unt.edu/user

You can find the status of your current order at:

https://honors.unt.edu/user/16324/orders/172

Please contact us if you have any questions about your order.