

## REGISTRATION INSTRUCTIONS

### An Ignatian Journey to the Holy Land: Historical, Cultural, and Interfaith Perspectives

To register and pay your \$500 deposit at [Xavier University's Center for International Education](#):

- You will need first to establish an account and a password:
  - Click LOGIN/REGISTER in upper right corner
  - Click “new user registration”
  - Click “I do not have login credentials to this site.”
  - Click the appropriate radio button on the next page indicating what type of user you are.
  - Fill out the new user form and click “create account.”
  - An email will be sent to you at the address you gave, giving you a temporary password and a link for logging in.
  - Click the link and click “I have login credentials to this site that I received by email.”
  - Enter your email address and the temporary password that was sent to you.
  - On the next screen select password reset security questions and enter answers; click “update”
  - On the next screen enter and reenter a new password, then click “change.” You will be taken to Your Home Page.
- Now return to [Xavier University's Center for International Education](#) and make sure you are logged in. If not, click LOGIN/REGISTER and enter your email address and new password.
  - Under Ignatian Journey to the Holy Land, click “Apply Now” and OK.
  - Click the radio button under “available terms” that says XU Alumni & Friends, 2017.
  - Using the calendar icons, fill in the following:
    - Arrival date: 05/15/2017
    - Departure date: 05/29/2017
  - For location, type “Tel Aviv, Israel.”
  - Click “add to itinerary.”
  - Click “update.”
- On the next page, under “Application Questionnaire,” click on the three questionnaires to open and fill them out, then click “submit” at the bottom of each one to return to the program application page.
  - The Non-Student Information Request Questionnaire requests basic contact information, passport info, and a little about yourself.
  - “Roommate” asks about your choice of single or double room, your choice of roommates and, if you would like us to select a roommate for you, some of your preferences.
  - “Accommodations” gives information about what to expect physically, and asks about dietary needs, allergies, accommodations needed, and medications. Your answers will be kept confidential. If you would like to discuss any potential health barriers, please contact Patricia Tull at [ptull@lpts.edu](mailto:ptull@lpts.edu).
- Click under “Material Submissions” the words “Program Deposit.”
- Click on the url in the pop-up window to submit your \$500 deposit.
- Click ISSJ Israel Program Deposit
- Click Add to Basket
- Click Checkout

- Complete payment
- Once submitted, please allow 2-3 business days for the Program deposit box to be checked off in the Xavier Registration form.

Please call the CIE at 513-745-2864 if you need further help with the process.

**NOTE:** Once the program deposit has been paid and Xavier has confirmed that the program has enough numbers to run, your registration on this site will be changed from pre-decision/pending to post-decision/approved.