

## SGHE Online Registration for Fall 2010 SETA Conferences

Beginning this year, SETA is offering online registration for SunGard Higher Education representatives. To register for a SETA conference ....

- If you have registered at [www.SETAsource.org](http://www.SETAsource.org) in the past with your current email address ...
  - Go to [www.SETAsource.org](http://www.SETAsource.org) and select log-in on the far right of the blue navigation bar.
  - Log-in with your email address as your user name; enter your password. Forgot your password? Use the “forgot my” function and the password will be emailed to you.
  - After you are logged in to SETAsource, go to Membership / Registration under the MY ACCOUNT tab on the navigation bar.
- If you are registering on SETAsource for the first time ...
  - Go to Partners on the blue navigation bar and select PARTNER REGISTRATION
  - Select “SunGard Higher Education” from the drop down box and click on the SELECT button
  - Complete Step 2 – “My Account Detail” and click CONTINUE
- SETAsource will then take you to a shopping cart registration system where you select the appropriate item code(s):
  - **SGHE\_TX10** – SETA San Antonio 2010 (October 3-5 / Sun-Tue) - \$200
  - **SGHE\_MN10** – SETA Minneapolis 2010 (October 28-30 / Thu-Sat) - \$200
  - **SGHE\_VA10** – SETA Portsmouth 2010 (November 7-9 / Sun-Tue) - \$200
- Then click on “Add to Cart”; Review your shopping cart contents, then click on “Checkout”;
- On Verify Purchase Page
  - Review information re bill to (if you are paying by Visa or MasterCard, please be sure BILLING address matches your credit card statement address)
  - Select Payment Type
    - If paying by credit card, select Visa or MasterCard and enter the account / card number, expiration date, and 3-digit security code – then click on PURCHASE. (FYI – SETA will not process credit cards manually; if paying by credit card you must do so through the online registration system.)
    - If paying by check, select “Check/Purchase Order” in payment type and click on PURCHASE.
- Next a confirmation / invoice will appear on the screen (one will also be emailed to you). A copy of this may be used as a receipt if you paid online by credit card. If you are paying by check, please print a copy of this registration confirmation / invoice and process for payment.

**Questions / Problems – contact SETA at [admin@SETAsource.org](mailto:admin@SETAsource.org)**