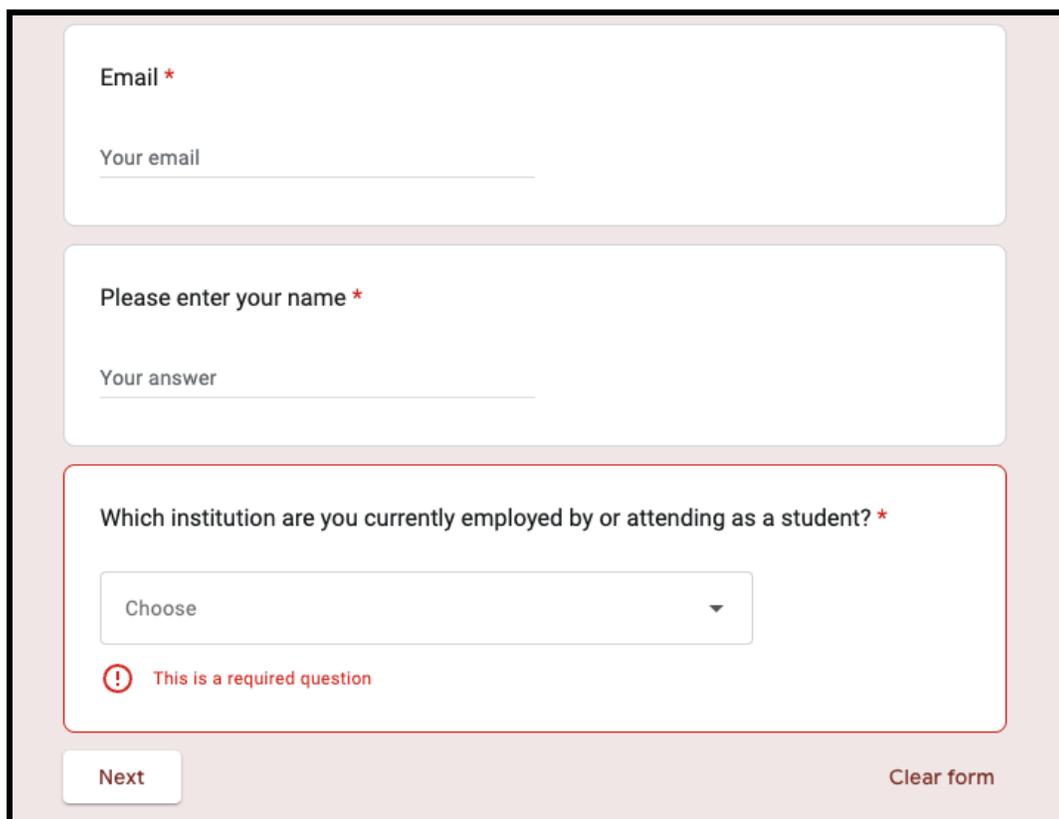




What to Expect as a Part of Your Registration Process

Google Form

- Your registration process begins with completing this **Google form**.
- In the Google form, you will put your email, name, and select the institution you are currently employed at or attending as a student
- If a registration code is provided on the Google form, please copy it. You will be prompted to enter the code during the registration process. Please note that a registration code is not always required.



Email *

Your email

Please enter your name *

Your answer

Which institution are you currently employed by or attending as a student? *

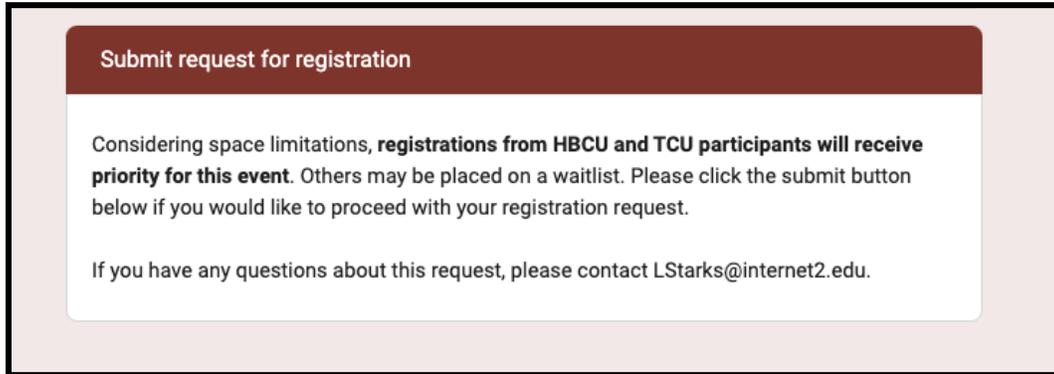
Choose

 This is a required question

Next

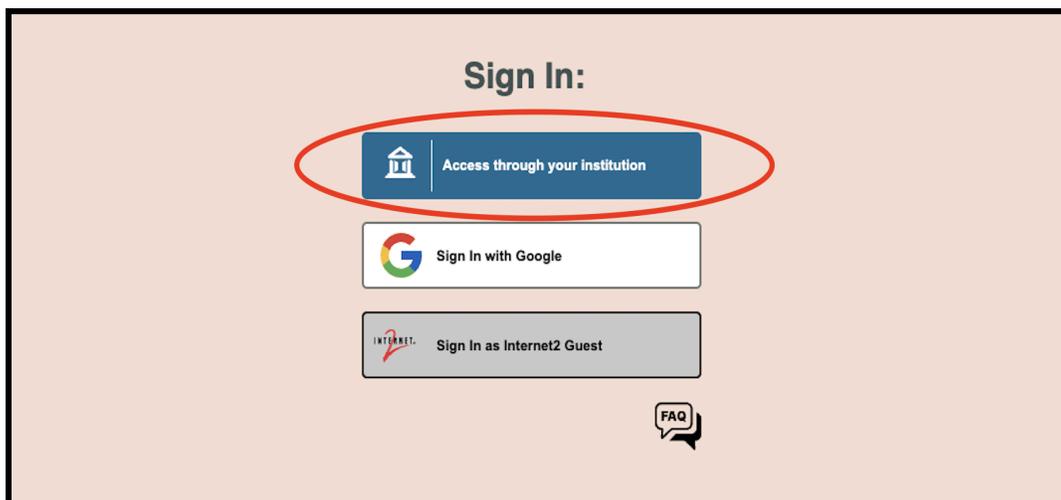
Clear form

- If you **are not** a faculty, staff, or student at a historically Black college and university (HBCU) or a tribal college and university (TCU), you will be put on the **waitlist for consideration**. We will contact you within 2-3 business days.

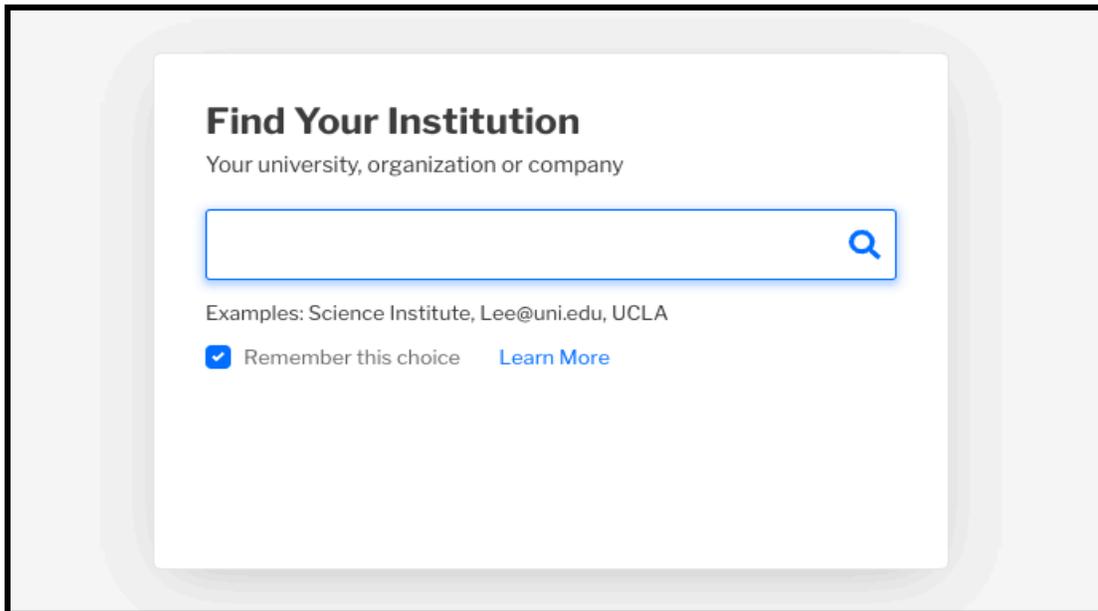


Registration Link

- If you are faculty, staff, or a student at an HBCU or a TCU you will have immediate access to the registration link.
- Once you have clicked the registration link, authentication is required before registering for the event.
- Upon clicking the Sign-in link, your browser will be redirected to a page where you can select access through your institution.

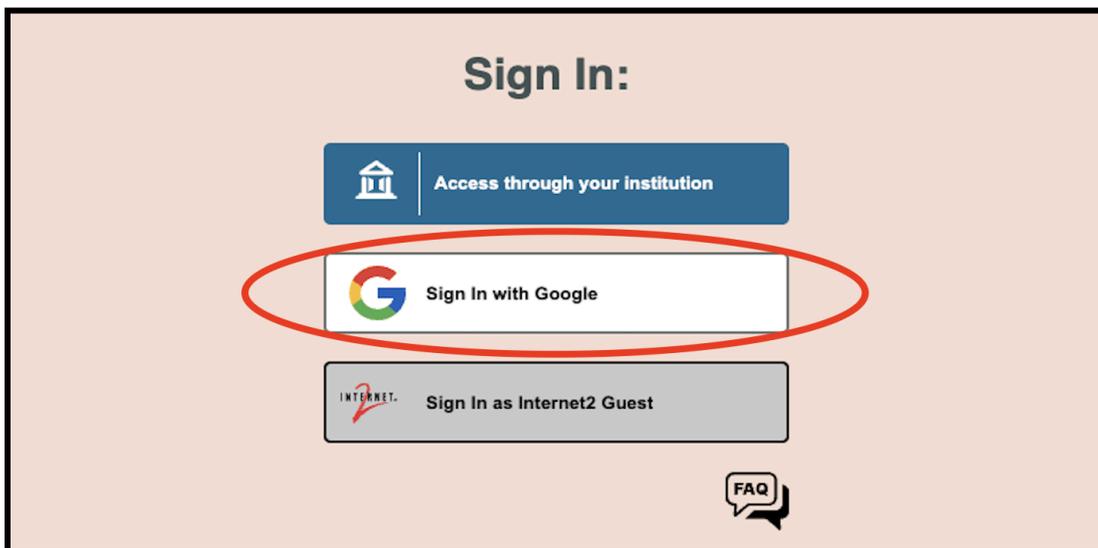


- Please search for your institution and continue to authenticate using your institutional credentials.



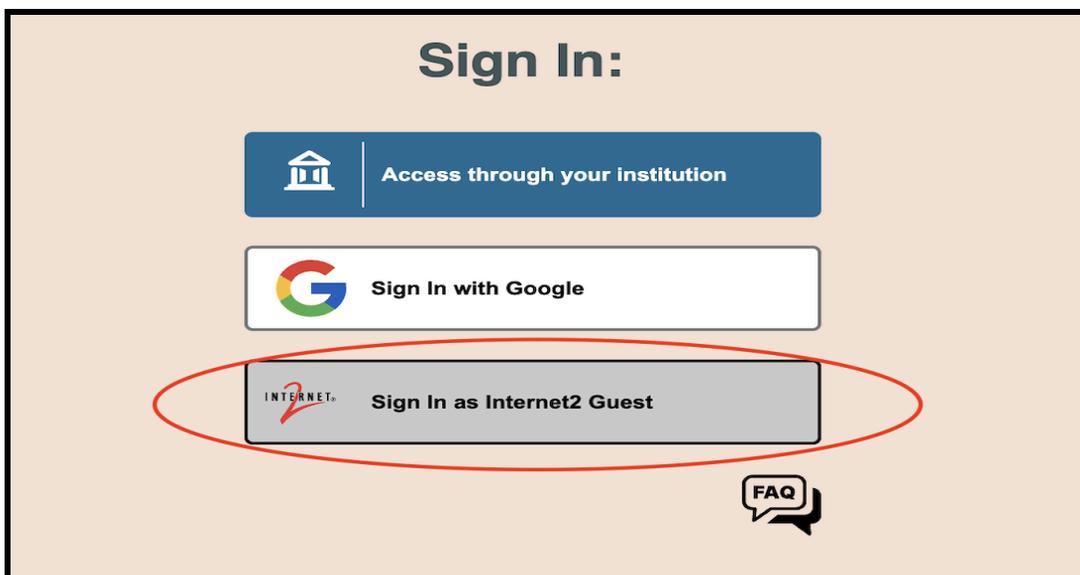
The screenshot shows a search interface titled "Find Your Institution". Below the title is the text "Your university, organization or company". There is a search input field with a magnifying glass icon on the right. Below the input field, it says "Examples: Science Institute, Lee@uni.edu, UCLA". At the bottom, there is a checked checkbox labeled "Remember this choice" and a link "Learn More".

- If your institution's name doesn't appear in the search engine, you can use your own Google account.



The screenshot shows a "Sign In:" section with three options. The first option is "Access through your institution" with a building icon. The second option, "Sign In with Google", is circled in red and features the Google logo. The third option is "Sign In as Internet2 Guest" with the Internet2 logo. An "FAQ" icon is located at the bottom right.

- If you don't have or prefer not to use your personal Google account, you can create an Internet2 Guest Account at <https://apps.cirrusidentity.com/cirrusid/internet2.edu/register/index>.
- Then, you can select the *Sign In as Internet2 Guest* option and log in using the guest account credentials you created.



- Once you are logged into the registration system using one of the methods outlined above, you will be prompted to submit your name, job title, job function, institution, email address, and mailing address.

A registration form with the following fields: "Email" (with a red line and the text "Your email address" next to it), "Last Name*", "First Name*", "Preferred First Name", "Gender*" (with a dropdown menu), "Job Title*", "Functional Job Title*" (with a dropdown menu), "Organization" (with a dropdown menu), "Organization Name (if not listed)", "Work Phone Number", "Fax Number", "Work Address" section containing "Country*" (with a dropdown menu set to "United States"), "State" (with a dropdown menu set to "Alabama"), "Street Address*", "City", and "Zip*". At the bottom left, there is a checkbox with the text "Please check here to prevent your information from automatically being entered on the form for future Internet2 registrations." and a red "CONTINUE" button.

- You will be prompted to select the event you are attending. Under each selection, there is a Registration Code (Optional) field; if a complimentary registration code is available for HBCUs and TCUs, it will be provided through the Google Form in Step 1 of the registration process. There is no registration code required for the MS-CC Workshops.

- You will be prompted to submit special needs and emergency contact information. Protected health information (PHI) provided with this registration will be safeguarded by Internet2 from unauthorized disclosure.

Meal Preference

Regular Meal
 Vegetarian Meal

Allergies

Please only list food allergies or special meal requests, not dietary preferences.

Emergency Contacts

Please enter a name and phone number(s) of a person(s) who we should contact in the event of an emergency during the conference. (Name, relationship and phone numbers are required)

Special Needs

If you have any type of special need, please detail those above. If necessary, an Internet2 staff member will contact you to discuss your needs.

Comments

If you have any further comments you would like to submit, please enter them above.

- You will be prompted to complete Internet2's Event Registration Privacy Policy. Internet2 values your privacy and gives you an opportunity to opt out of lists.

If you would like to opt out of any of these lists, please select the appropriate option(s) below:

By checking this box, you are requesting that your information be excluded from the event attendee list posted on the event website.
 By checking this box, you are requesting that your information be excluded from the event attendee list provided to event sponsors.
 By checking this box, you are requesting that your information be excluded from the event attendee list provided to third party collaborator(s) co-hosting the event with Internet2.
 By checking this box, you are requesting that your information be excluded from the event attendee list provided to third parties from the Research and Education Community.

- You will be prompted to read and agree to Internet2's Events Code of Conduct and Participant Consent.
- Once these prompts are completed, you will get notified immediately that your submission was successful and that an email confirmation has been sent to the email address you registered with.
- In your inbox, you will find two registration email confirmations: an enrollment confirmation email and a receipt number confirmation email.
- The receipt number confirmation email provides a summary of the information you submitted in the registration form. Please verify your information is correct and appears as you want it to appear on your workshop badge.

Questions?

For questions about Internet2's Event Registration Privacy Policy, to update your privacy options after you have registered for an event, or if you want to change/cancel your existing registration, please contact [Internet2 Meeting Registration](#).

For questions about MS-CC engagement opportunities, please contact Teni Agbesanwa, MS-CC program coordinator, at tagbesanwa@internet2.edu.