

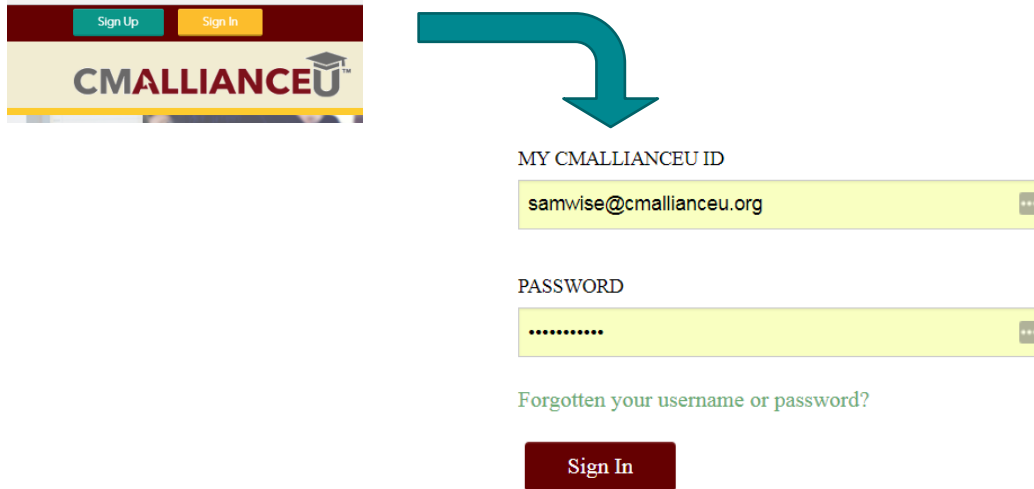
Quick Guide

How to Enroll in your first MSP Course



Step 1: Login

Log into your CMAllianceU account. Be sure to use your full username, including the @cmallianceu.org (example: johndoe@cmallianceu.org).



Sign Up Sign In

CMALLIANCEU

MY CMALLIANCEU ID

samwise@cmallianceu.org

PASSWORD

.....

Forgotten your username or password?

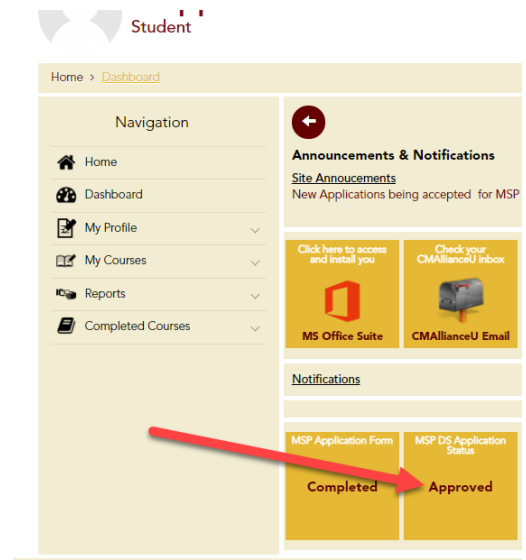
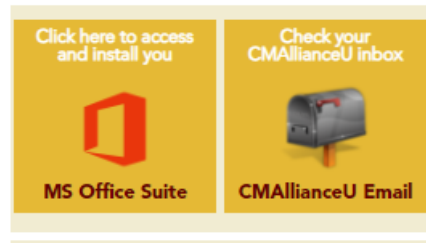
Sign In

Step 2: Verify your acceptance

Your personal student dashboard will indicate your progress in the MSP Application process.

- If the **MSP DS Application Status** box says *Approved*, you're ready to enroll in your first MSP course.
- If the **MSP DS Application Status** box says *Pending* or *Awaiting Further Information*, you'll need to wait until your application is approved before you can enroll in your first course.

TIP: You can also check your approval status by looking for the *MS Office 365 and Outlook Email* buttons on your dashboard---if you have these tools, you are **already approved!**



Step 3: Locate the course

In the top navigation bar, under **Programs**, choose **Ministerial Study Program (MSP)**.



Now, from the list of courses on the right side, choose **MSP 101: Church Ministry 1**, your first course in the MSP program.



After you read the course information, simply click the **Enroll Now** button.

Church Ministry I: The Priestly, Prophetic, and Sacramental Ministries

This course focuses on worship (the priestly ministry), preaching and teaching (the prophetic ministry), and celebrating the Lord's Supper and baptism (sacramental ministry), as well as instruction on how to officiate at weddings, funerals, dedications, etc. It also includes a study in basic hermeneutics (how to study and interpret the Bible).

- Benefits >
- Requirements >
- MSP 101 in Chinese >

MSP Testimonial: Robin Walters-Encouragement
from CMAllianceU
Encouragement for MSP Students

01:14 Robin Walters, 2017 MSP Graduate

Like 0 Tweet G+ Share +

Enroll Now

Step 4: Complete the enrollment form

The first page of the course enrollment form allows you to enter information about yourself. Most of the boxes are already completed (the CMAllianceU system remembers what you entered on your application), so simply fill in the missing information, and click **Save & Continue**.

The screenshot shows a web form with three steps: 1. Personal Information (active), 2. Course Selection, and 3. Payment. The form fields are as follows:

- Name: Steppina (last name), Winters (first name)
- Address: 8595 Explorer Drive, City: Colorado Springs
- Country: United States, State: Others, Zip Code: 80920
- Email Address: wintersm@cmalliance.org
- Phone: 4056271342
- Language Preference: English
- District: Southwestern District, Association: Choose an Item
- District Coach Name: Sam Kurien
- District Coach Email: nimbusofttt@gmail.com

At the bottom right, there are two buttons: "Save & Continue" (highlighted with a red arrow) and "Save & Exit".

Now, on the **Course Selection** page, select your course (in this case, MSP 101) by clicking on it; then press **Save & Continue**.

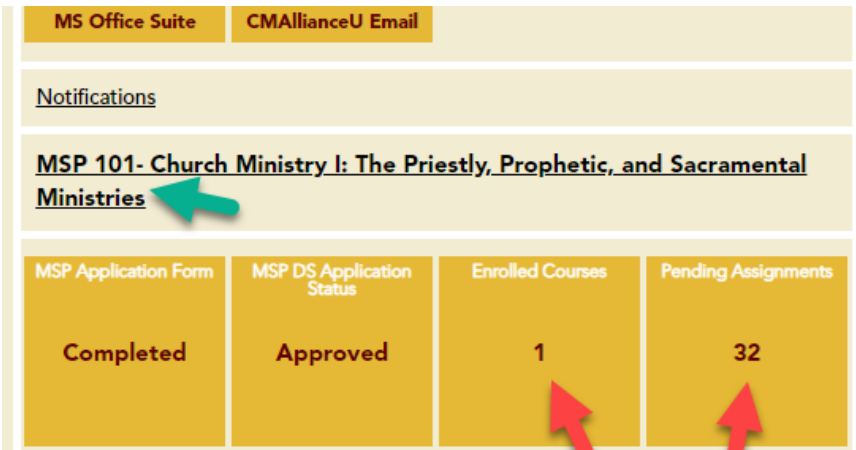
The screenshot shows a page titled "Please select the MSP Course in which you would like to enroll." with a list of courses:

- MSP 101- Church Ministry I: The Priestly, Prophetic, and Sacramental Ministries (highlighted with a red box, Fee: \$175.00)
- MSP 102 - Indi (Fee)
- MSP 104 – Old Testament Survey (Fee: \$175.00)
- MSP 201- Ch Outreach (Fee)

Finally, on the **Payment** page, choose your method of payment, fill in the information, and click **Submit Enrollment**.

Step 5: Verify Enrollment

Navigate back to your dashboard, and you'll now see some new boxes for **Enrolled Courses** and **Pending Assignments**. You'll also see a link that takes you to the course you enrolled in.



The screenshot shows a dashboard with a navigation bar at the top containing 'MS Office Suite' and 'CMAllianceU Email'. Below this is a 'Notifications' section with a link to 'MSP 101- Church Ministry I: The Priestly, Prophetic, and Sacramental Ministries', which is highlighted with a green arrow. At the bottom, there is a summary table with four columns: 'MSP Application Form' (Completed), 'MSP DS Application Status' (Approved), 'Enrolled Courses' (1), and 'Pending Assignments' (32). Red arrows point to the '1' and '32' values in the table.

MSP Application Form	MSP DS Application Status	Enrolled Courses	Pending Assignments
Completed	Approved	1	32

TIP: To get information on payment methods (or for many other questions), click on the information circle beside that entry box.

