

Register Online in 5 Easy Steps:

Don't have a Brookings Executive Education account yet? Registering others for courses? Create an online account to register multiple participants—including yourself, through the online registration portal.

<http://www.brookings.edu/about/execed/register>

1. First, create your own personal account (delegates will need to create their own personal account in order to register others). Click the “Create a New Account” button and complete using your information.
2. Once your profile is completed, sign in to the portal.
3. Select the “add participant” button to add the actual participant’s name before selecting courses. You can register yourself, and you can act as a delegate to register others.
4. Complete the “add participant” dialog box that appears.
5. Select appropriate course or courses needed and proceed to checkout. You can pay by credit card, purchase order (must submit a hard copy of the purchase order to BEE Registrations), or you can select pay by check to pay later.

Screen shots for online registration below:

BROOKINGS

BROOKINGS EXECUTIVE EDUCATION | Brookings Executive Education offers high-quality courses for corporate and government leaders that explore critical issues, the policy-making process, and public leadership.

Brookings Executive Education Account Login

Don't have a Brookings Executive Education account yet? Create an account to register for courses online, view your upcoming courses and manage your curriculum at Brookings Executive Education.

Registering others for courses? Create an account to register multiple participants—including yourself—as well as track registration history.

Note: This account is separate from the user profile you may have on brookings.edu.

[Create a New Account](#) ←

Already have a Brookings Executive Education account? Please log in below:

E-MAIL:

PASSWORD:

LOG IN

[Forgot your e-mail address?](#) | [Forgot your password?](#) | [Don't want to register online?](#)

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BROOKINGS
EXECUTIVE EDUCATION

Brookings Executive Education offers high-quality courses for corporate and government leaders that explore critical issues, the policy-making process, and public leadership.

Brookings Executive Education New User Registration

Please provide the following information to create a Brookings Executive Education account. Creating an account will allow you to register yourself and/or others for courses at Brookings Executive Education and to view registration history.

If you have questions or would like assistance, please contact the registrar at registrar@brookings.edu or 800.925.5730.

Already have a Brookings Executive Education account? Please log in.

FIRST NAME *

LAST NAME *

WORK E-MAIL *

RE-ENTER WORK E-MAIL *

CREATE PASSWORD *

CONFIRM PASSWORD *

JOB TITLE

COMPANY/ORGANIZATION NAME *

GS LEVEL *

GS EQUIVALENT *

WORK ADDRESS 1 *

WORK ADDRESS 2

WORK CITY *

WORK STATE/PROVINCE *

WORK ZIP/COUNTRY CODE *

WORK COUNTRY *

WORK PHONE *

REGISTRATION POLICY * I have read and agree to Brookings Executive Education Registration Policies and Privacy Policies

(* required)

**Complete new user
information and select
"create"**

**Please Note: if you are acting
as a delegate and registering
someone else, you must
complete the new user
information for yourself and
add your information as the
delegate.**

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[Create a New Account](#)

Already have a Brookings Executive Education account? Please log in below:

 E-MAIL:

PASSWORD:

[Forgot your e-mail address?](#) | [Forgot your password?](#) | [Don't want to register online?](#)

Home

Welcome

Profile

Using the navigation on the left you can:
Register for a Brookings Executive Education course
View past courses attended with Course History

Course Registration

View payment history and print invoices with Billing History
See what course you're enrolled in with Upcoming Courses

Upcoming Courses

Course History

Billing History

Change Password

Contact Us

Log Out



Home

Course Registration

Profile

Step 1: Registration Information

To enroll yourself and/or other participants in an upcoming course, please complete the information below. When you are finished, click "proceed to checkout."

Course Registration

If you need to register others for courses, please click "add participant" and fill in the appropriate information. This information will be available the next time you log in.

Upcoming Courses

All courses currently open for registration are available from the drop down menu in step two.

Course History

If you experience any trouble on this screen, please contact registrar@brookings.edu or 800.925.5730.

Billing History

Change Password

Contact Us

Log Out

1. Select a Participant

Select a participant from the dropdown menu. If the person you wish to register is not available in the dropdown you can add a new participant by clicking the "Add Participant" button immediately below.

SELECT PARTICIPANT:



Registrant	Course	Price
You currently have no courses in your cart.		

You currently have no courses in your cart.

Once you are finished adding registrations, please click the button "Proceed to checkout"

2. Select a Course

Select the course you wish to add from the pull-down menu.

SELECT COURSE:

3. Add Registration to Cart

Confirm your selection by clicking the "Add Registration to Cart" To add additional courses for this participant please return to step 2. To add a new participant please return to step 1.

Add Participant

FIRST NAME *

LAST NAME *

JOB TITLE

COMPANY/ORGANIZATION NAME *

GS LEVEL *

GS EQUIVALENT *

PHONE *

ADDRESS 1 *

ADDRESS 2

CITY *

STATE/PROVINCE *

ZIP/COUNTRY CODE *

COUNTRY *

EMAIL *

RE-ENTER EMAIL *

Complete participant information and select "save participant"

Please Note: If you are acting as a delegate and registering someone else, this is when you will add the participants' information.

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EXECUTIVE EDUCATION

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Home

Course Registration

Profile

Step 1: Registration Information

To enroll yourself and/or other participants in an upcoming course, please complete the information below. When you are finished, click "proceed to checkout."

Course Registration

If you need to register others for courses, please click "add participant" and fill in the appropriate information. This information will be available the next time you log in.

Upcoming Courses

All courses currently open for registration are available from the drop down menu in step two.

Course History

If you experience any trouble on this screen, please contact registrar@brookings.edu or 800.925.5730.

Billing History

Change Password

Contact Us

Log Out

1. Select a Participant

Select a participant from the dropdown menu. If the person you wish to register is not available in the dropdown you can add a new participant by clicking the "Add Participant" button immediately below.

SELECT PARTICIPANT:

Registrant	Course	Price
You currently have no courses in your cart.		

Once you are finished adding registrations, please click the button "Proceed to checkout"

2. Select a Course

Select the course you wish to add from the pull-down menu.

SELECT COURSE:

- 180-degree Leadership Assessment FY16 - 7/1/2015
- 360-degree Leadership Assessment FY16 - 7/1/2015
- Art and Science of Negotiation - 5/25/2016
- Building Networks and Partnerships - 9/20/2016
- Creating High Performance Teams - 4/26/2016
- Digital Government - 5/16/2016
- Inside the White House - 6/13/2016
- Leadership Coaching Sessions - 7/1/2015
- MSL Application Fee - FY16 - 7/1/2015
- MSL Assessment Fee - FY16 - 7/1/2015
- Organizational Culture, Learning, and Change - 5/24/2016
- Problem Solving Through Critical Thinking - 5/3/2016
- Strategic Thinking: Driving Long-Term Success - 7/12/2016
- Strategies for Conflict Resolution - 6/14/2016

Select course from the drop down menu and then "add to registration cart". If you are registering for multiple courses, add one course to the registration cart and then follow the same steps to add the other courses.

Profile
To enroll yourself and/or other participants in an upcoming course, please complete the information below. When you are finished, click "proceed to checkout."

Course Registration
If you need to register others for courses, please click "add participant" and fill in the appropriate information. This information will be available the next time you log in.

Upcoming Courses
All courses currently open for registration are available from the drop down menu in step two.

Course History
If you experience any trouble on this screen, please contact registrar@brookings.edu or 800.925.5730.

Billing History

Change Password

Contact Us

Log Out

1. Select a Participant
Select a participant from the dropdown menu. If the person you wish to register is not available in the dropdown you can add a new participant by clicking the "Add Participant" button immediately below.

SELECT PARTICIPANT:

Registrant	Course	Price
You currently have no courses in your cart.		

Once you are finished adding registrations, please click the button "Proceed to checkout"

2. Select a Course
Select the course you wish to add from the pull-down menu.

SELECT COURSE:

Course: Creating High Performance Teams **Price:** \$1,950.00
Date: 4/26/2016 - 4/27/2016

3. Add Registration to Cart
Confirm your selection by clicking the "Add Registration to Cart" To add additional courses for this participant please return to step 2. To add a new participant please return to step 1.



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Home **Course Registration**

Step 1: Registration Information

Profile
To enroll yourself and/or other participants in an upcoming course, please complete the information below. When you are finished, click "proceed to checkout."

Course Registration
If you need to register others for courses, please click "add participant" and fill in the appropriate information. This information will be available the next time you log in.

Upcoming Courses
All courses currently open for registration are available from the drop down menu in step two.

Course History
If you experience any trouble on this screen, please contact registrar@brookings.edu or 800.925.5730.

Billing History

Change Password

Contact Us

Log Out

1. Select a Participant
Select a participant from the dropdown menu. If the person you wish to register is not available in the dropdown you can add a new participant by clicking the "Add Participant" button immediately below.

SELECT PARTICIPANT:

Registrant	Course	Price	
1. Millar, Abby	Creating High Performance Teams - 4/26/2016 - 4/27/2016	\$1,950.00	Remove

Once you are finished adding registrations, please click the button "Proceed to checkout"

If you will be paying by Purchase Order

If paying using multiple purchase orders, please add each purchase order separately. For example, add all participants on purchase order #1 to your cart and checkout. Once checkout is complete, you will be prompted to enter additional purchase orders.

2. Select a Course
Select the course you wish to add from the pull-down menu.

SELECT COURSE:

Course: Creating High Performance Teams **Price:** \$1,950.00
Date: 4/26/2016 - 4/27/2016

3. Add Registration to Cart
Confirm your selection by clicking the "Add Registration to Cart" To add additional courses for this participant please return to step 2. To add a new participant please return to step 1.



Home **Course Registration**

Profile **Step 2: Payment Information**

Course Registration

Upcoming Courses

Course History

Billing History

Change Password

Contact Us

Log Out

1. Please review the registrations you selected

Creating High Performance Teams - 4/26/2016 - 4/27/2016	
Millar, Abby	\$1,950.00
< Return to Course Selection	Total: \$1,950.00

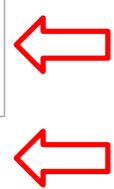
2. Please select payment method:

Credit Card

Check

Purchase Order

Submit Registration



If payment is being made via credit card or check, confirm billing address and then submit registration. For payment by Purchase Order, skip ahead to the next step.

Home **Course Registration**

Profile **Step 2: Payment Information**

Course Registration

Upcoming Courses

Course History

Billing History

Change Password

Contact Us

Log Out

1. Please review the registrations you selected

Building Networks and Partnerships - 9/20/2016 - 9/22/2016	
Millar, Abby	\$1,950.00
< Return to Course Selection	Total: \$1,950.00

2. Please select payment method:

Credit Card

Check

Purchase Order

3. Please confirm Billing Contact and Address:

Millar, Abby
1775 Massachusetts Ave NW
Washington, DC 20036

Confirm Billing Information

Submit Registration

Step 2

Step 1



Confirm Billing Address

Millar, Abby New Billing Contact

1775 Massachusetts Ave NW Washington, DC 20036	Edit this Address	Use this Address
Add New Address		

If payment method is Purchase Order, enter the PO Number in the box provided (if PO Number is not yet available, type "PO – Pending" in the box) and then submit registration.

*Please note: a copy of the approved government purchase order must be submitted to registrations in order to finalize your enrollment in the course.

Home
Course Registration

Profile

Course Registration

Upcoming Courses

Course History

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Change Password

Contact Us

Log Out

Step 2: Payment Information

1. Please review the registrations you selected

Building Networks and Partnerships - 9/20/2016 - 9/22/2016	
Millar, Abby	\$1,050.00
Return to Course Selection	Total: \$1,050.00

2. Please select payment method:

Credit Card
 Check
 Purchase Order

Please enter your Purchase Order number here:

A hard copy of the PO is required for registration to be considered complete. Please fax a copy to 202.797.4363. For assistance, call 800.925.5730.

For residential and international programs payment must be received before the start of the course. In order to allow sufficient time for invoicing, Brookings Executive Education does not accept purchase orders for pre-paid courses less than 30 days before the start of the course.

If questions arise during the process, please do not hesitate to reach out to registrar@brookings.edu or call 202-797-6276 for assistance.