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

**Course Registration**

**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.”

**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**

**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.

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

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.
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.
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.

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