Registration Portal

Once logged in you can:

- Register for upcoming programs
- View your upcoming and past programs
- Track your progress toward a certificate

• Note: If you are redirected to the homepage when you click on the “My Profile” tab, you may need to enable/accept third-party cookies

For assistance, please contact registrar@brookings.edu
Create a Profile

Visit:  [https://joinolin.wustl.edu/ExecEd/s/login/](https://joinolin.wustl.edu/ExecEd/s/login/)

Click **Register here** in the bottom right

Complete the required fields
Note: the email address and mobile phone number will be used for future 2 factor authentication

Click **Sign Up** – This will take you to the authentication page

If you received our correspondence at a wustl.edu email and know your login information, click **Log in with your WUSTL credentials**

2-Factor Authentication is required

First-time users will receive a code by email to confirm your identity.

For future access, you may authenticate your identity by email or phone.

For assistance, please contact registrar@brookings.edu
Register for a Program

Navigate to the Courses tab and filter programs by date, location, topic or format.

For additional details and the full course description, click on the program title.

Click Register to add the program to your cart.

Navigate to My Cart to finalize payment.

Please note that registration is not complete until we approve your purchase order or receive final payment.

To be notified when new dates are added to a course, click Subscribe.

For assistance, please contact registrar@brookings.edu.
Review Your Cart and Pay

Navigate to My Cart and select a payment option. This may be under More.

Select Pay By Credit to access our secure payment collection page and use an American Express, Visa, MasterCard, Discover, or JCB card.

You will receive an automated confirmation email once payment has been accepted.

To upload an authorized purchase order (such as an SF-182) or voucher, select Other Payment Options and upload your document.

You will get a reservation confirmation.

The registrar will request any necessary corrections within two business days.

For assistance, please contact registrar@brookings.edu.
View Upcoming Courses and Access learn.WashU From Your Homepage

Click on the course name to view the program description

Find upcoming programs

"View Course" will take you to the course information in our online learning platform learn.WashU

For assistance, please contact registrar@brookings.edu
Review Course History

Find your registration history and easy access to course materials from “Past Courses”

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Start Date</th>
<th>Concentration</th>
<th>Units Earned</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insider’s Budget Process</td>
<td>Feb 9, 2022</td>
<td>Policy</td>
<td>2</td>
<td>Completed</td>
<td>View Course</td>
</tr>
<tr>
<td>Inside Congress</td>
<td>May 9, 2022</td>
<td>Policy</td>
<td>4</td>
<td>Completed</td>
<td>View Course</td>
</tr>
<tr>
<td>Inside the Judiciary</td>
<td>Jun 29, 2022</td>
<td>Policy</td>
<td>1</td>
<td>Completed</td>
<td>View Course</td>
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<tr>
<td>Motivation, Meaning and Morale: Strategies for Engagement</td>
<td>Nov 2, 2022</td>
<td>Leadership</td>
<td>2</td>
<td>Completed</td>
<td>View Course</td>
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<tr>
<td>Inside the White House</td>
<td>Nov 14, 2022</td>
<td>Policy</td>
<td>2</td>
<td>Completed</td>
<td>View Course</td>
</tr>
<tr>
<td>Influence and Informal Leadership</td>
<td>Dec 6, 2022</td>
<td>Leadership</td>
<td>2</td>
<td>Completed</td>
<td>View Course</td>
</tr>
<tr>
<td>Insider’s Legislative and Regulatory Process</td>
<td>Mar 8, 2023</td>
<td>Policy</td>
<td>2</td>
<td>Completed</td>
<td>View Course</td>
</tr>
</tbody>
</table>

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