COLLEGE OF INSURANCE & PROFESSIONAL STUDIES

HOW TO REGISTER FOR CIPS COURSES ONLINE
(Certificates, Diplomas, Associates Degrees)

STEP 1

Go to our website:
https://cipsonline.edu.jm/

STEP 2

Go to the REGISTER/LOGIN section at the top of the website:
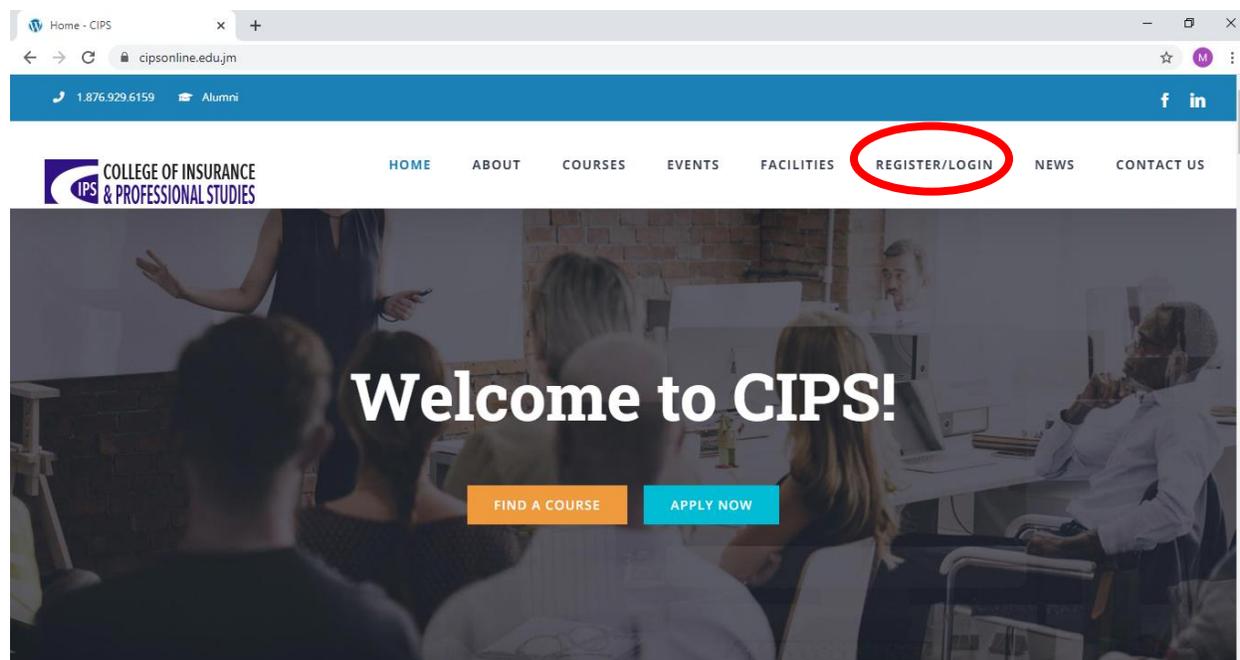
STEP 3

In this section, you will either:

a)   Log in under CURRENT STUDENTS, if you have an existing online profile.
b)   OR if you are new to CIPS you will create an online profile under PROSPECTIVE STUDENTS, by clicking on NEW STUDENT.

PLEASE NOTE

STEPS 4 & 5 apply to new students ONLY (i.e., individuals who have NEVER done a three-month long course at the College of Insurance, and/or who have NEVER created a CIPS online profile:

STEP 4 (New Students ONLY)

Enter your personal information in the boxes provided to create your profile. Click submit when done with each section. After submission, you will receive a confirmation email with a link and log in information in order for you to continue registration for courses.

N.B. Your username also constitutes as your CANDIDATE NUMBER for short courses.

To which Campus are you applying?

Kingston   Submit

Cancel

Please complete the Registration form below and click submit.......
(*) Required

Personal Info

Name		First Name	Middle Name	Last Name
Gender	Male			
Date Of Birth	DD	MM	YYYY	
Email				
Password	Password / Password	Confirm / Confirm Password		
Main Address				
Mailing Address	☐(Same as Main)			

STEP 5 (New Students ONLY)

Go to the link in your email to log in with your username and password. When you have logged in, upload an image that is no more than 1MB, as well as download the CIPS handbook to continue.

STEP 6

a) Click on PROGRAMMES.

COLLEGE OF INSURANCE & PROFESSIONAL STUDIES

Welcome back   **John Doe**
The Current Semester is Easter Term 2021-2021
Now Registering for Easter Term 2021-2021   *Logout*

Info   **Programmes**   Courses   Library   Billing   Assignments

Personal   Employment   Education   Examination

Personal Info

First Name	John
Middle Name	William
Last Name	Doe
DOB	2001-01-11

Notifications

User Image

Please upload a profile image. The image must be jpeg or png and must be less than 1 MB in size.

Choose File   No file chosen

Upload image selected above

b) Then go to APPLY FOR PROGRAMME.

Info   Programmes   Courses   Library   Billing   Assignments

Apply for Programme

c) Select the programme you wish to register for using the checkbox to the left of desired programme (i.e. Individual Courses, Certified Insurance Technician, Associate Degree in Insurance Studies). Click on APPLY FOR SELECTED PROGRAMMES.

Programme Application

Please select a programme...

Campus Kingston

Term Easter Term 2021

☑ Individual Courses

Apply For Selected Programmes | cancel

STEP 7

a) Click on COURSES.

Info   Programmes   Courses   Library   Billing   Assignments

Apply for Programme
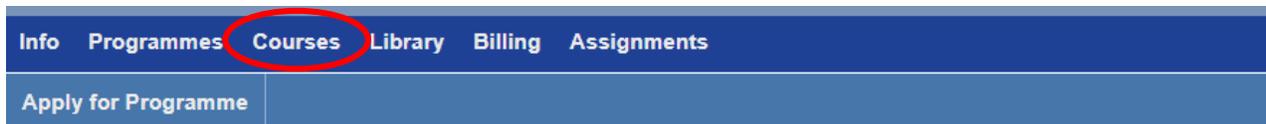
Registration successful for Individual Courses

b) Click on SELECT COURSE.

Info   Programmes   Courses   Library   Billing   Assignments
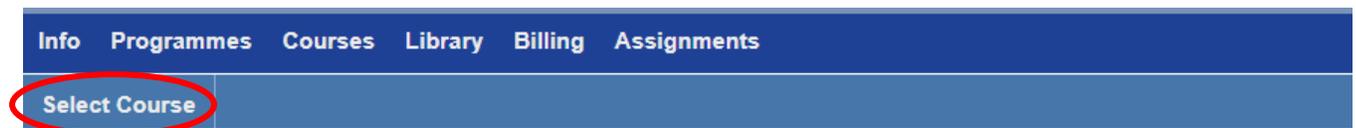
Select Course

c) Choose your desired course(s) by:
  - Using the dropdown menu under CAMPUS to select the campus you will be participating in for the term (E-Learning OR Kingston)
  - Using the dropdown menu under FUNDING to select your means of tuition payment for the term (Self-Funded OR Company Sponsored)
  - Selecting the checkbox under SELECTED.

  Click SUBMIT once this step has been completed at the bottom of the page.

	Programme	Course	Campus	Funding	Selected
7049	IC	Accident Insurance			☐
7050	IC	Advanced Claims			☐
7051	IC	Business Environment			☐
7052	IC	English and Communication-01			☐
7053	IC	Introduction to Insurance			☐
7054	IC	Introduction to Research Methods			☐
7055	IC	Legal Principles			☐
7056	IC	Liability Insurance			☐
7057	IC	Marketing			☐
7058	IC	Motor Vehicle Insurance	E-Learning	Self Funded	☑
7059	IC	Personal Insurance			☐

STEP 8

CONGRATS! You are now registered for your desired programme and course(s). If you wish to view the courses you have selected, go back to the COURSES menu.

If you wish to defer from the course you have selected, simply click DELETE.

Info	Programmes	Courses	Library	Billing	Assignments
Select Course					

Courses

	Course	Programme	Sponsor Approved?	Admin Approved?	Selected?	Exempted?	Semester	Grade	
91865	Claims	IC	Pending	Pending	✓	NO	Easter Term 2021-2021	- / -	DELETE
91864	Motor Vehicle Insurance	IC	Pending	Pending	✓	NO	Easter Term 2021-2021	- / -	DELETE

If you are having trouble logging in or you are in need of any additional information, please contact us at:

COLLEGE OF INSURANCE & PROFESSIONAL STUDIES

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Website: www.cipsonline.edu.jm