Paying for Crucial Conversations – Individual Learner

Make sure you are provisionally registered for the correct set of class dates using the registration buttons on the Crucial Conversations website.

To finalize your registration, pay for your license and course materials at the UA-Crucial Conversations Pay Portal. To do so:

1. Once at the portal, create your account. You will need to enter your first and last name and university email address.
2. You will need to create a password. Passwords must be a minimum of 8 characters and include 1 number.
3. You can skip entering your title and company.
4. You must check the box at the bottom, agreeing to the terms and conditions.
5. Once the required information is entered, click the ‘Register’ button.
6. After hitting ‘Register’ you will be brought to the Course Dashboard, which shows which course you are registering for and the price. Click on the ‘View Details’ button.
7. At the course page, click the ‘Enroll Now’ button to bring you to your cart.
8. Once in the cart, click the ‘Checkout’ button.
9. On the Checkout page, click the ‘Enter Payment Information’ button.

10. You will be prompted to enter your credit card information.

11. Check the box to agree to the Terms and Conditions.

12. Optionally check the box to subscribe to the Crucial Learning newsletter and resources.

13. Click the ‘Place Your Order’ button.

14. Congratulations! You have completed the payment process.

   Click on the ‘Learner Materials’ button to download your required class materials.

   You will receive details about the class, including its location/zoom link, within a few days.