

Course Enrollment: Request Approval vs. Enroll by Credit Card

Last Review: 17th February 2005

Article ID:

Symptoms

When enrolling into a course, you are given different options depending on what type of account your Credit Union has with CUSOURCE. You will either have the option to **Request Approval**, or **Enroll by Credit Card**.

Solution

Your Credit Union may or may not have an account with CUSOURCE. There are a few things you can do to determine if you can *request approval* for the enrollment, instead of paying with your credit card.

- a. Login to <http://www.cusource.ca>
- b. Click on **My Profile**.
- c. Ensure that you have a manager listed.

Note: To add a manager:

1. Click on **Select Manager**.
2. Enter your manager's information and choose Search.
3. The system will search for your manager as well as check to ensure they are setup to approve of enrollments.

Note: The manager listed in your Profile is not necessarily the manager you report to at your Credit Union. This can often be your Training Manager or Human Resources personnel.

4. If the system **does not** find your manager. Please contact your Training or Human Resources contact to determine if you able to **Request Approval**. If this option is not available, you will need to **Enroll by Credit Card**.
If the system **does** find your manager, click on their name. They will now appear in your profile.
 5. Proceed down to the bottom of the window and hit **Save**.
- d. Now try to enroll into the course again. You should have a **Request Approval** option if your manager is setup in CUSOURCE to approve enrollments.
 - e. If you still do not receive the option. Please contact your Training or Human Resources contact to determine if you able to **Request Approval**. If this option is not available, you will need to **Enroll by Credit Card**.