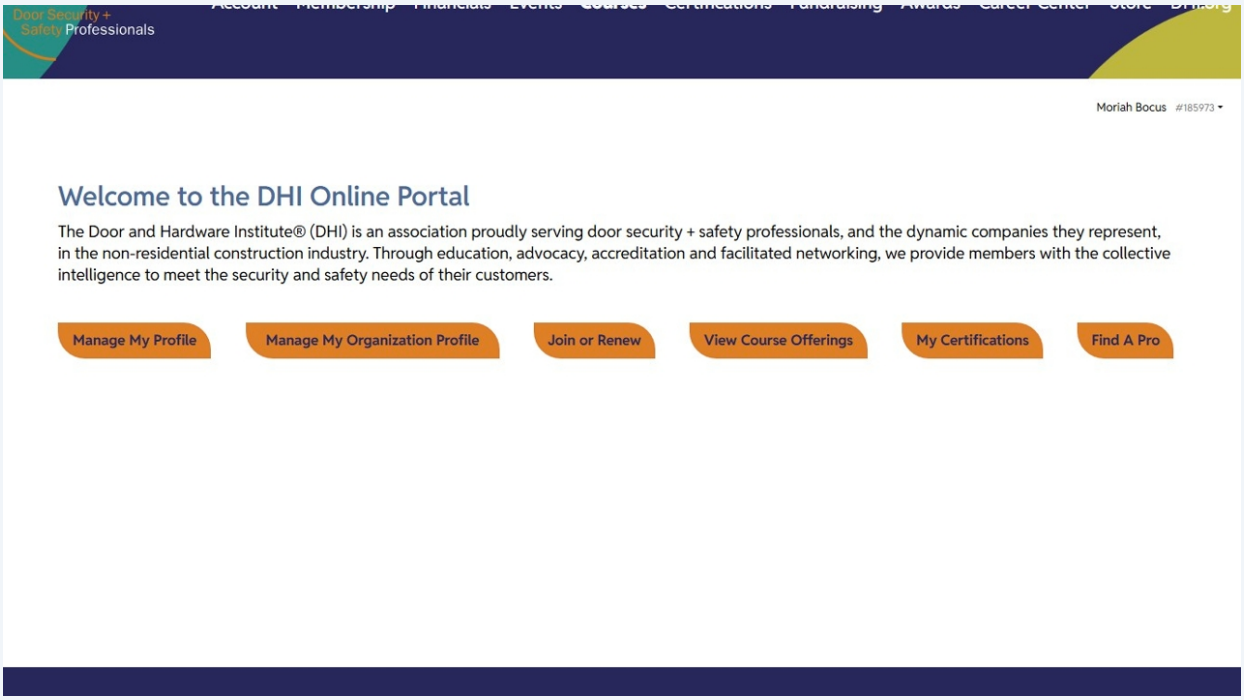
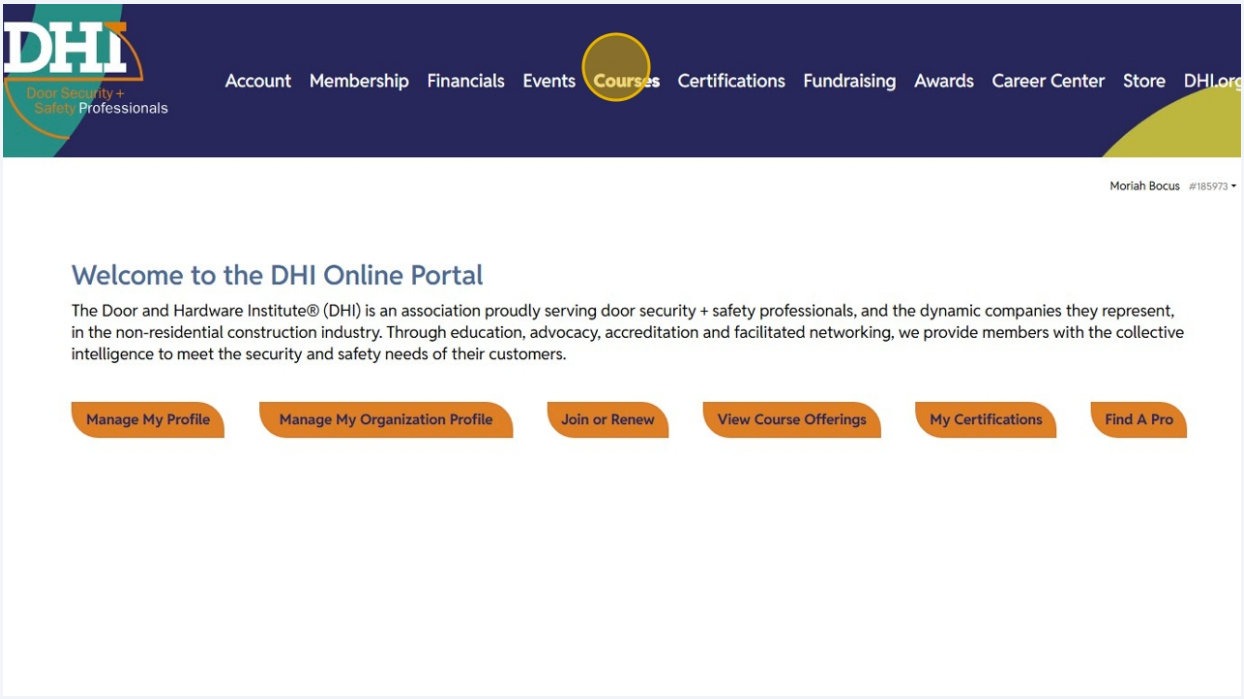
Register Someone Else for a DHI Course as the Education Contact

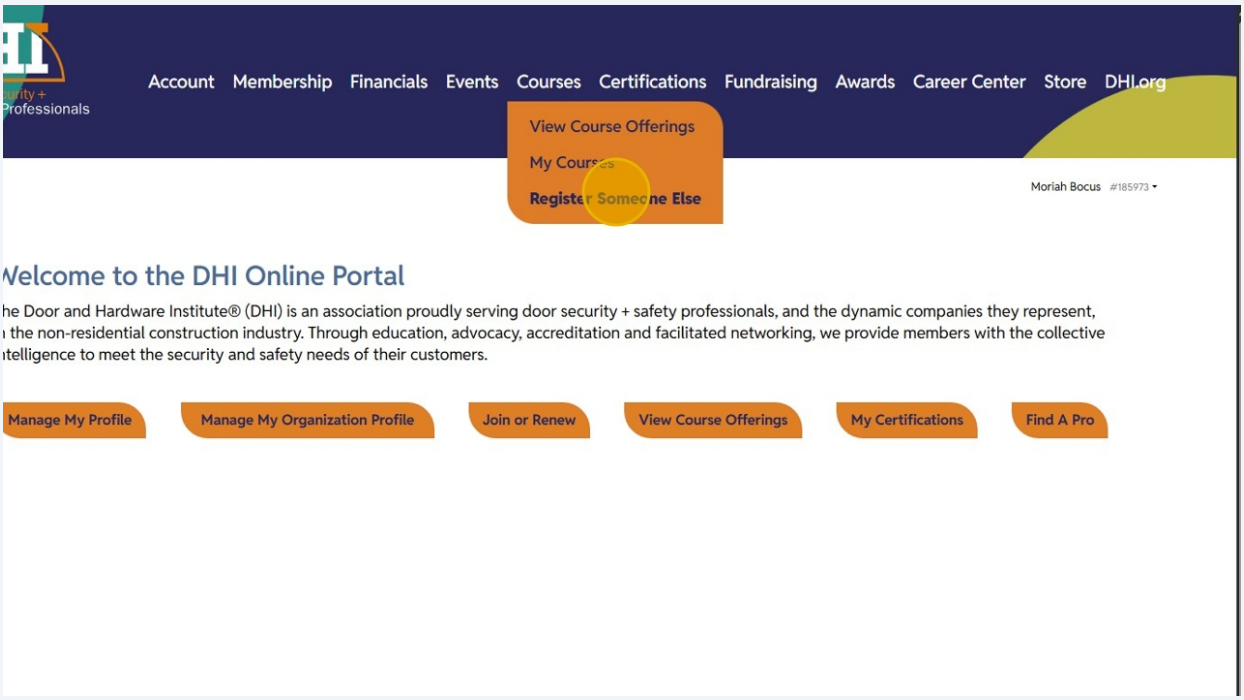
1 Navigate to https://my.dhi.org/



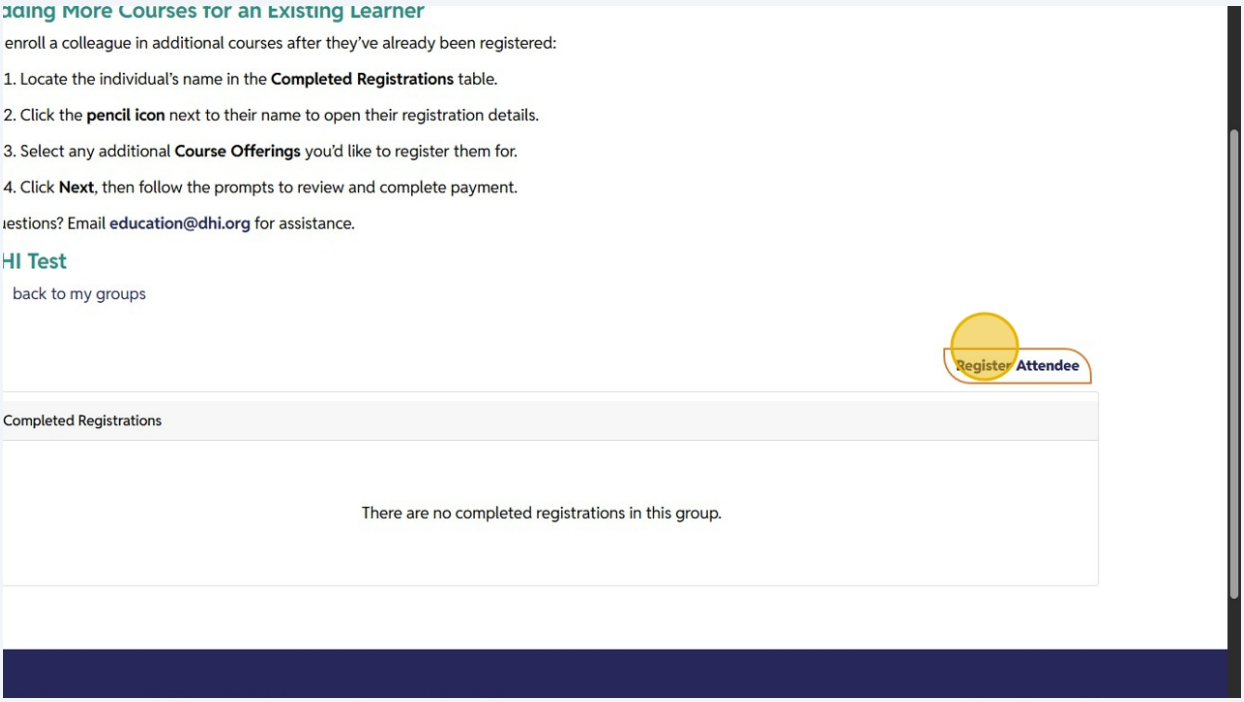
2 Once you have logged into the portal and clicked on your profile, click "Courses"



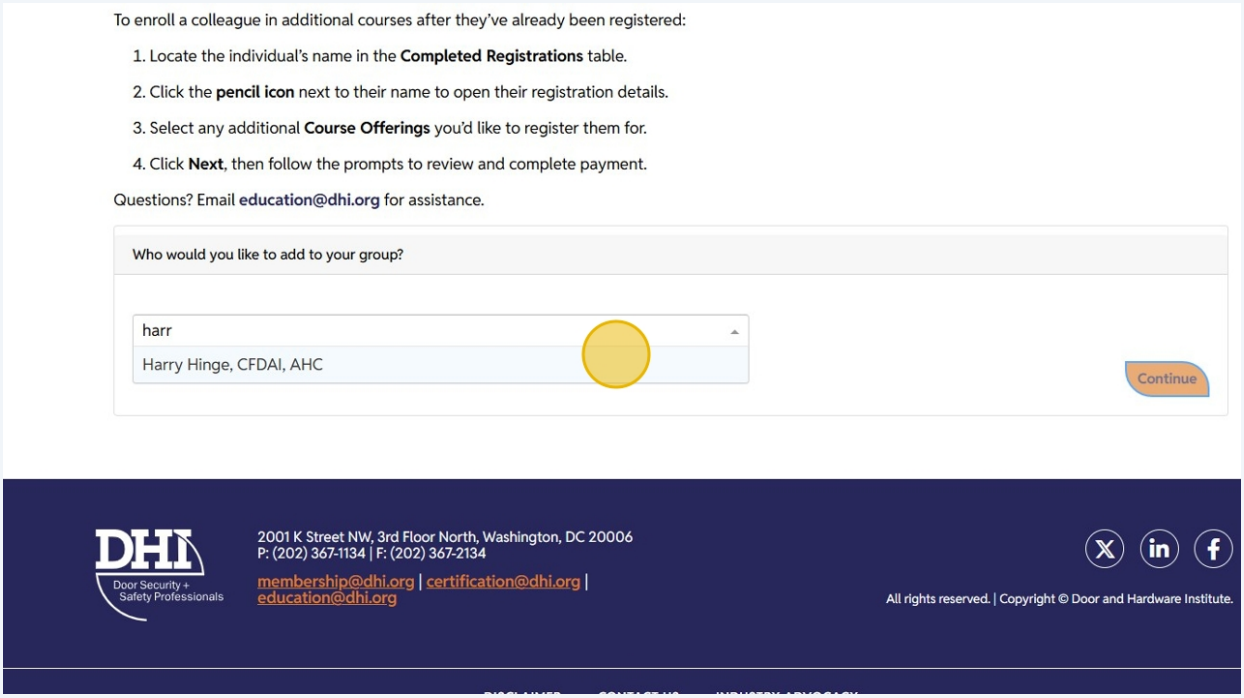
3 Click "Register Someone Else"



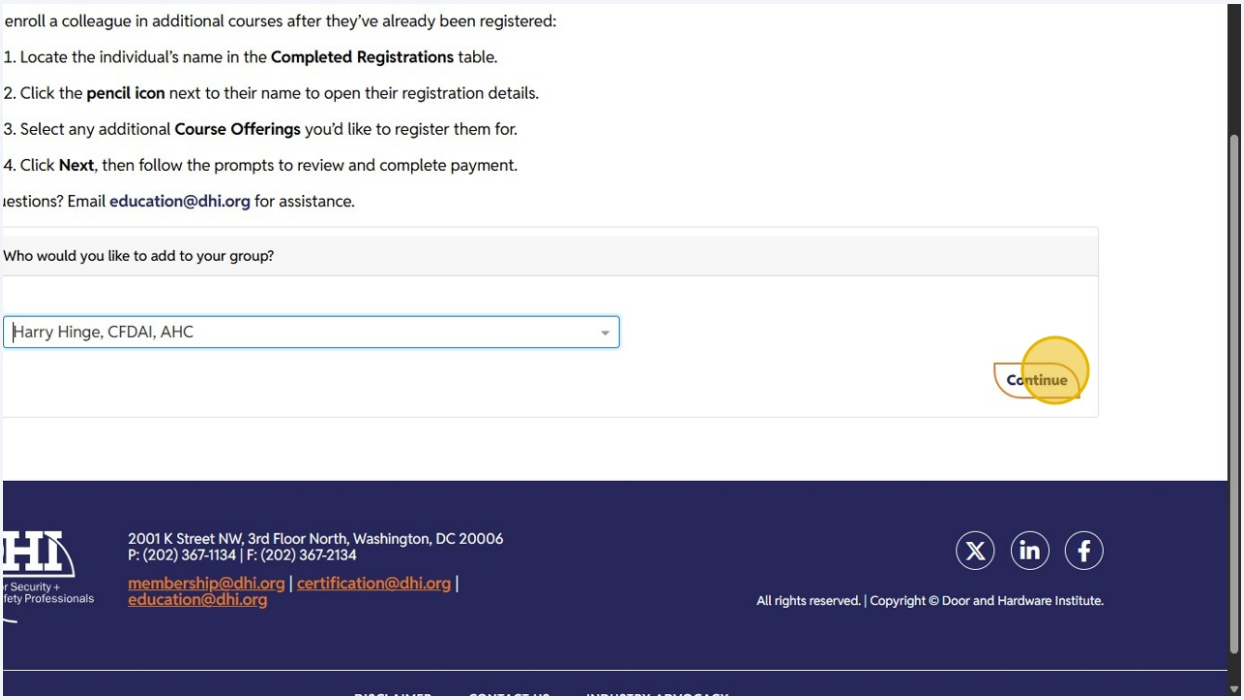
4 Click "Register Attendee"



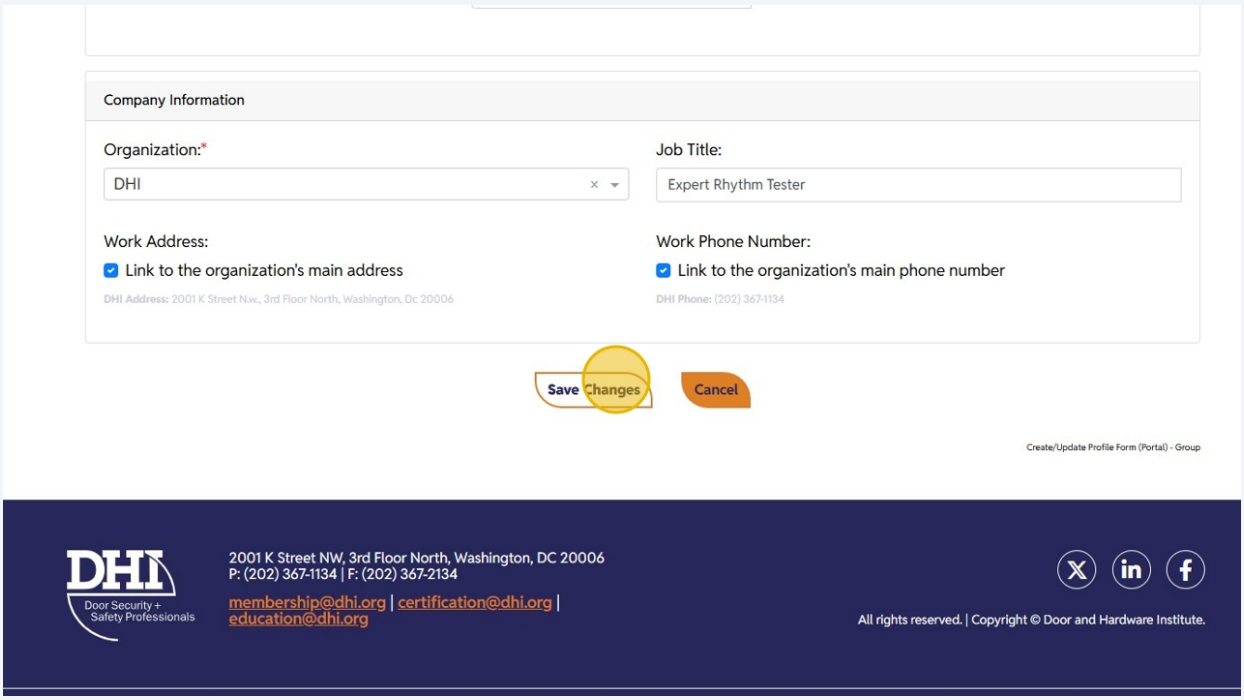
5 Click on the text field ad select who you want to register



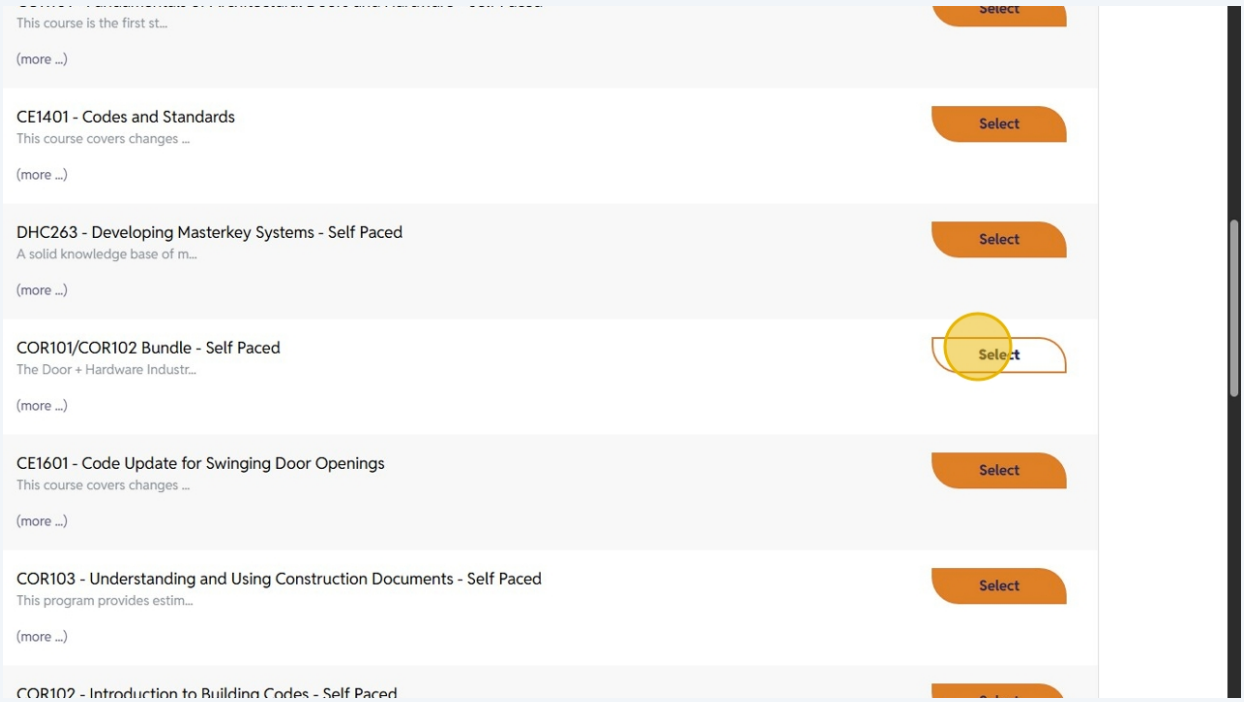
6 Click "Continue"



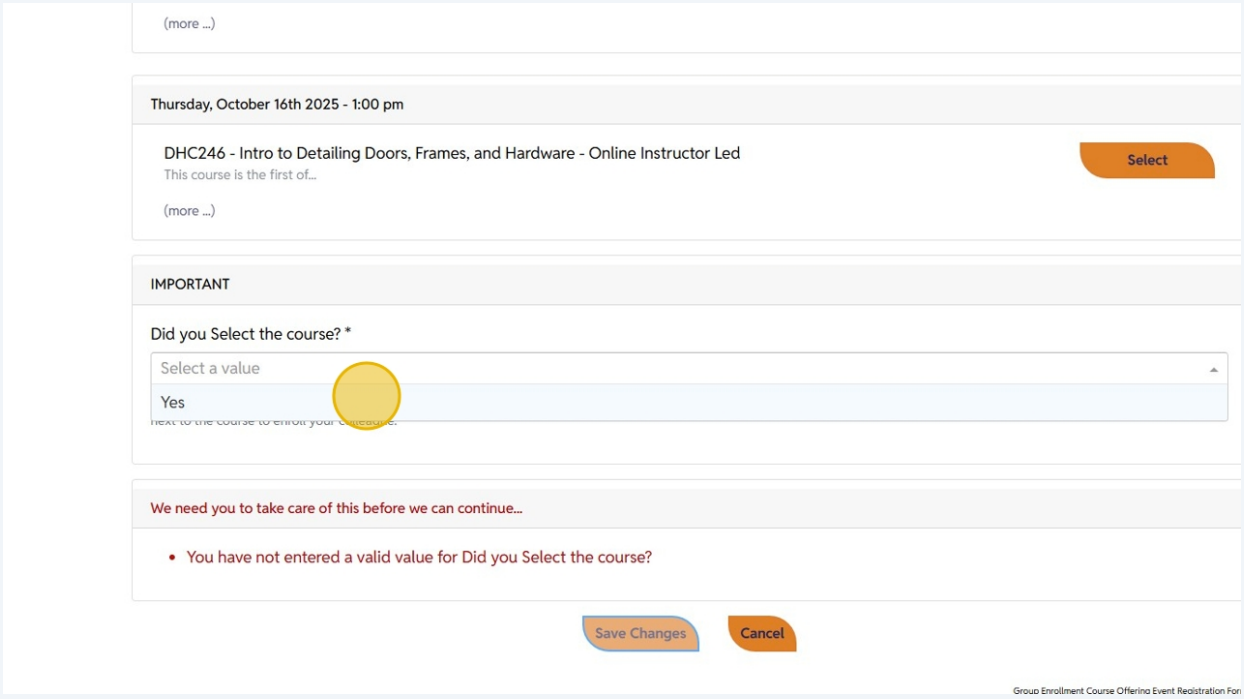
7 Click "Save Changes"



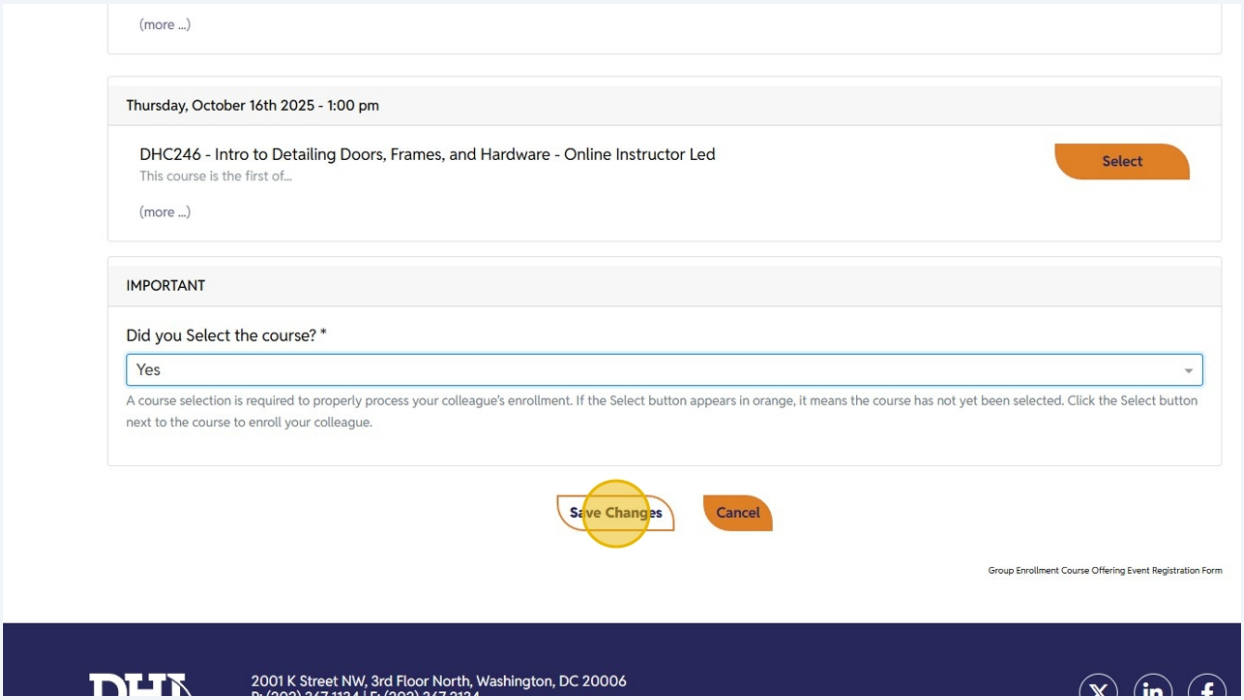
8 Select the course that you want to register the individual in



9 Select "Yes"



10 Click "Save Changes"



11 Click "Complete Group Purchase" to pay for the course

