



Excellence in Executive Education

Grow professionally with best-in-class learning from two premier institutions

Washington University in St. Louis
OLIN BUSINESS SCHOOL

WashU
AT BROOKINGS

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

The screenshot shows the Registration Portal interface. At the top, there is a navigation bar with links: Home, My Profile, Courses, My Cart, Certificates - Olin, Certificates & Fellowships - Brookings, and More. A user name field is on the right. Below the navigation bar, the main content is divided into three sections: MY COURSES, CERTIFICATE PROGRESS, and SUGGESTED COURSES.

MY COURSES

Course Name	Start Date	Time	Units	Status	Amount Due	Action
Ethics in Action: Leading with Integrity	Sep 6, 2023	8:30 AM-4:30 PM Eastern	2	Registered	\$1,995.00	No Action Available

CERTIFICATE PROGRESS

Certificate in Public Leadership 18%

SUGGESTED COURSES

- Accountability for Results**
Jun 5 - 6, 2023 | In-Person DC Session | \$1,995.00 [Register](#)
[View details](#)
- Leading High-Performance Teams**
Jun 27 - 28, 2023 | In-Person DC Session | \$1,995.00 [Register](#)
[View details](#)
- Inside the Judiciary**
Jun 29 - 30, 2023 | Live Virtual Session | \$995.00 [Register](#)
[View details](#)

Have a question?

For assistance, please contact registrar@brookings.edu

Create a Profile

Visit: <https://joinolin.wustl.edu/ExecEd/s/login/>

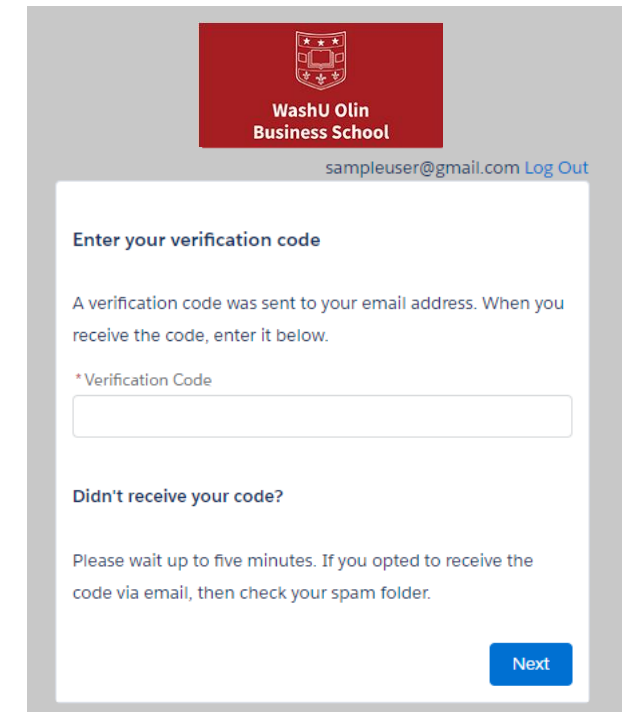
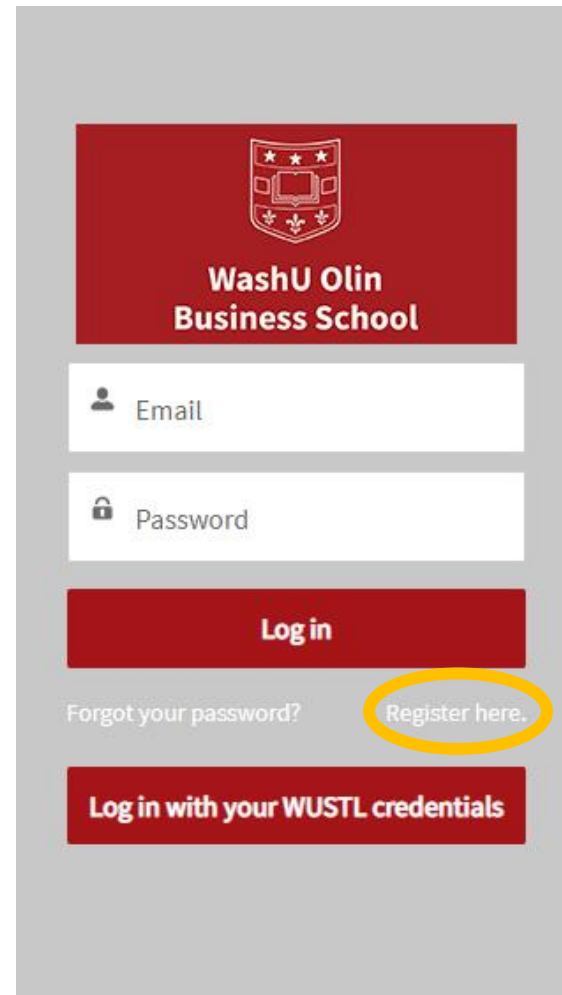
Click **Register here** in the bottom right

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

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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**

The screenshot shows the 'Courses' page on the Washington University in St. Louis Olin Business School website. The page features a navigation menu at the top with options like 'Home', 'My Profile', 'Courses', 'My Cart', 'Certificates - Olin', 'Certificates & Fellowships - Brookings', and 'More'. A search bar is located in the top right corner. The main heading is 'Excellence in Executive Education' with the tagline 'Grow professionally with best-in-class learning from two premier institutions'. Below this, the 'Courses' section is displayed. A sidebar on the left allows for filtering results by location (Olin St. Louis, WashU at Brookings), topics (Leadership, Strategic Thinking, Business Execution, Policy), course dates, and format (In-Person DC, In-Person STL, Live Virtual, Blended). The main content area shows the course 'INSIDE CONGRESS (IN-PERSON)'. The course description states it is offered in-person and meets on Capitol Hill. The course dates are 'MONDAY, SEPTEMBER 11, 2023 - THURSDAY, SEPTEMBER 14, 2023' from 8:30 AM to 4:30 PM Eastern, with a location in Washington, DC and a tuition of \$2,075.00. Two buttons, 'Subscribe' and 'Register', are highlighted with yellow circles.

For assistance, please contact registrar@brookings.edu

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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

The screenshot shows the 'Review Your Cart' page. The navigation bar at the top includes 'My Profile', 'Course', 'My Cart', 'Certificates - Olin', 'Certificates & Fellowships - Brookings', and 'More'. The main heading is 'Review Your Cart'. Below this, there is a table for the cart item: 'Women's Leadership Forum (St. Louis) - Oct 19, 2023 | Blended Session' with a 'Remove' link. The table has columns for 'Participant', 'Price', and 'Action'. The price is \$6,600.00. There is an 'Add Participant' button. The total is \$6,600.00. Payment options are 'Pay by Credit' and 'Other Payment Options'. On the right, there is a 'SUGGESTED COURSES' section with three courses: 'Accountability & Incentives', 'Management Foundations: Financial Statements', and 'Data, Analytics & Interpretation'. Each course has a 'Register' link and a 'View details' link. At the bottom right, there is a 'BROWSE MORE COURSES' button.

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View Upcoming Courses and Access learn.WashU From Your Homepage

Home My Profile Courses My Cart Certificates - Olin Certificates & Fellowships - Brookings More ▾ User Name ▾

MY COURSES Training managers will find courses for their staff under "Trainees"

Upcoming Courses Past Courses Waitlisted Courses **Upcoming Courses (Trainees)** Past Courses (Trainees)

Course Name	Start Date	Time	Units	Status	Amount Due	Action
Negotiation: Strategies for Results	May 3, 2023	8:30 AM-4:30 PM Eastern	2	Registered	\$1,995.00	View Course
Ethics in Action: Leading with Integrity	Sep 6, 2023	8:30 AM-4:30 PM Eastern	2	Registered	\$1,995.00	No Action Available

BROWSE COURSES

SUGGESTED COURSES

Resolving and Transforming Workplace Conflict
May 4 - 25, 2023 | Live Virtual Session | \$2,985.00 **Register**
[View details](#)

Executive Inside Congress
May 9 - 10, 2023 | In-Person DC Session | \$1,995.00 **Register**
[View details](#)

Finance for Non-Financial Managers
May 10, 2023 | In-Person STL Session | \$995.00 **Register**
[View details](#)

Have a question?

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](https://learn.washu.edu)

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Review Course History

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

MY COURSES

Upcoming Courses	Past Courses	Waitlisted Courses	Upcoming Courses (Trainees)	Past Courses (Trainees)	
Course Name	Start Date	Concentration	Units Earned	Status	Action
Insider's Budget Process	Feb 9, 2022	Policy	2	Completed	View Course
Inside Congress	May 9, 2022	Policy	4	Completed	View Course
Inside the Judiciary	Jun 29, 2022	Policy	1	Completed	View Course
Motivation, Meaning and Morale: Strategies for Engagement	Nov 2, 2022	Leadership	2	Completed	View Course
Inside the White House	Nov 14, 2022	Policy	2	Completed	View Course
Influence and Informal Leadership	Dec 6, 2022	Leadership	2	Completed	View Course
Insider's Legislative and Regulatory Process	Mar 8, 2023	Policy	2	Completed	View Course

[BROWSE COURSES](#)

Revisit course materials in [learn.WashU](https://learn.washu.edu)

Find and register for upcoming programs

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