

**Building Professional Institute
Viewing and Printing Course Materials for Registered Attendees**

I have never logged into the BPI website and someone else registered me – how can I print the Course Materials?

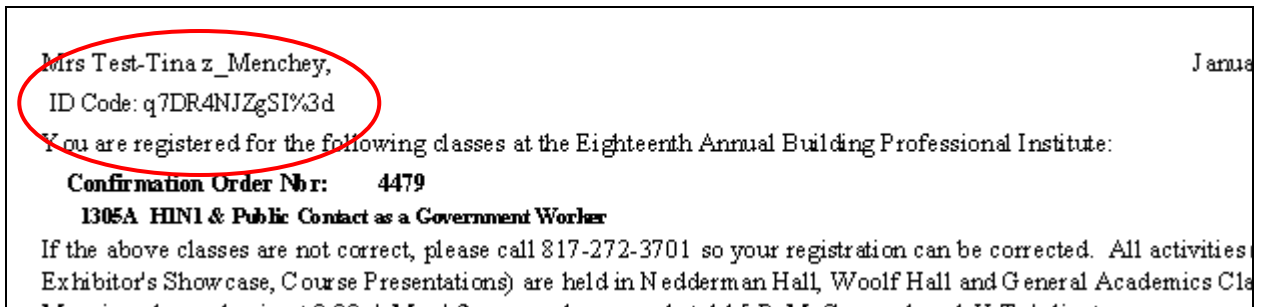
You will be able to download and print any Course Materials that have been made available for courses that you have registered to attend.

If there are no Course Materials available for the course, you will not see a link.

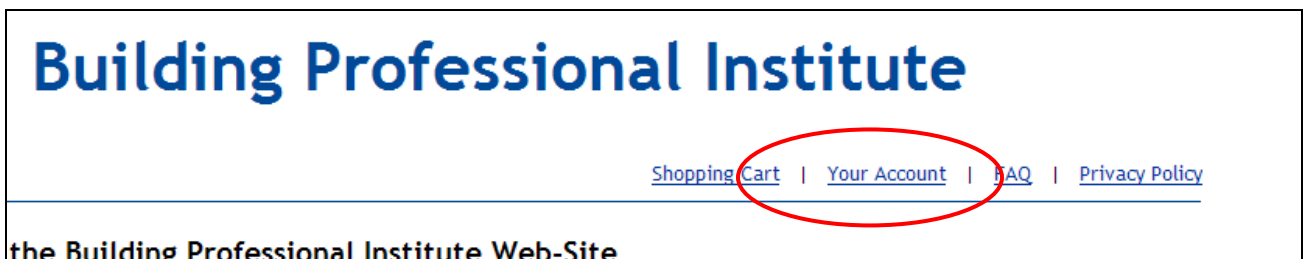
Please make sure that you print the handouts for all of your courses as the printed materials will not be available onsite at the BPI seminar.

Once you have been registered, you will receive a confirmation letter that will have a unique ID Code printed under your name.

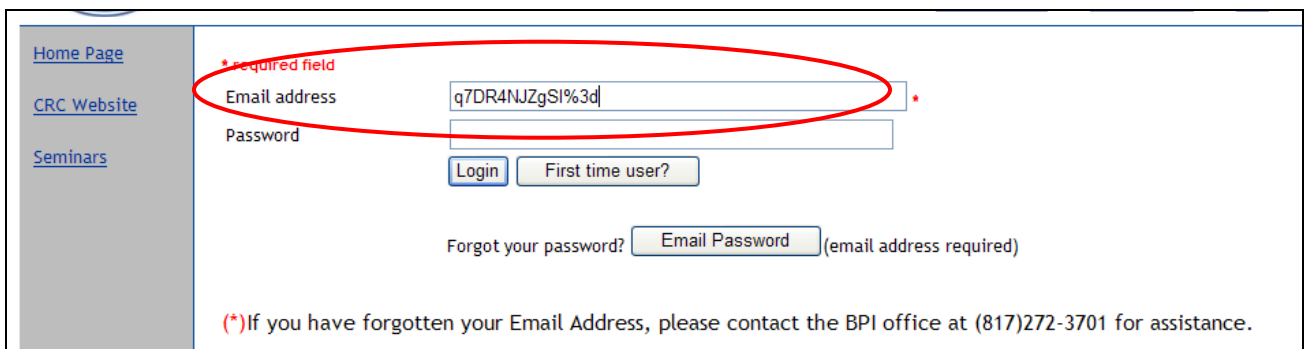
If someone else registered you for one or more courses for a BPI seminar you can use this code to log into the BPI website (www.buildingprofessionalinstitute.com) and find all the handouts needed for the courses where you have been registered.



1. On your confirmation letter you will see an ID Code that has been assigned to you. Go to the Building Professional Institute website at www.buildingprofessionalinstitute.com.



2. Click on **Your Account** at the top of the page. You will be presented with the Login page.



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3. Enter your **ID Code** into the **Email address** field and click the **Login** button.

Do not use the ID Code shown here.

The screenshot shows a web page with a left sidebar containing navigation links: [Home Page](#), [CRC Website](#), [Seminars](#), [Your Information](#), [Your Registrations](#), and [Logout](#). The main content area is titled "Please choose a new password:" and includes a red asterisk warning: "* required field". Below this are three input fields: "Email address" (containing "crc@omega.uta.edu"), "Password" (with 8 dots), and "Confirm Password" (with 8 dots). Each field has a red asterisk to its right. An "Update" button is positioned below the fields. At the bottom of the form, a note reads: "(*) If you have forgotten your Email Address, please contact the BPI office at (817)2...".

4. You will be presented with a screen to choose a new password as you may not have one since you have never logged into the website. Enter your password and then enter it again in the Confirm Password field.

Click the **Update** button.

The screenshot shows the "Order and Registration Cost Summary" page. The left sidebar is identical to the previous screenshot, with the "Your Registrations" link circled in red. The main content area displays the heading "Order and Registration Cost Summary" and the message "Shopping Cart is empty".

5. If you have never created an order in the website, you will be presented with this screen. Click on the **Your Registrations** link on the left side of the screen to view your registrations.

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[Home Page](#)

[CRC Website](#)

[Seminars](#)

[Your Information](#)

[Your Registrations](#)

[Logout](#)

* required field

Title

First Name

Middle Initial

Last Name

Professional Suffix

Profession

AIA Member Nbr

Member of

Professional Certifications	Profession	License Number	State	Type
<input type="button" value="Add"/>	<input type="text"/>	<input type="text"/>	Texas	Not Applicable

Company

Address

City

State

ZIP Code

Phone Number

Cell Phone Number

Fax Number

Email Address

Password

6. Because this is your first time using the site, you will be prompted to review your contact information. Make any updates and click the **Save** button.

Your updates have been saved.

* required field

Title

First Name

7. If all of the required fields are filled in when you click the **Save** button, you will see a message at the top of the screen that **Your updates have been saved.**

You can now click on the **Your Registrations** link again – on the left side of the screen.

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The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes links for Home Page, CRC Website, Seminars, Your Information, Your Registrations, and Logout. The main content area is titled 'Participant Seminar Registration History' for user 'Test-Tina z_Menchey'. It contains instructions about seminar registration and a table of seminars. One seminar entry is circled in red: 'May 24 - 28, 2010 18th Annual Building Professional Institute' with a link to 'H1N1-Public Contact as a Government Worker'.

May 24 - 28, 2010	18th Annual Building Professional Institute	1305A	H1N1 & Public Contact as a Government Worker
Course Materials:			
- H1N1-Public Contact as a Government Worker			

8. If a handout is available for a course that you have been registered, you will see a link to that handout. Click on the link and the document will be displayed. You can now print the document. Don't forget to bring the handouts with you to the seminar! Thanks.