

### Online Application Instructions:

The School of Government is instituting a new online registration/application system available at <http://shopping.netsuite.com/sogstore>. You'll first need to create a profile. This will only be done once as this will be your login for any future SOG programs you attend.

Please follow the instructions below.

- Click on the link "Returning & New Customers click here to log in" on the SOG Store website or click here: <https://checkout.netsuite.com/s.nl?c=433425&sc=4&login=T&reset=T>
- Click under "New Customer" to get to the profile creation page. Complete the form, noting that all starred fields are required. Click "Submit".
- After being redirected back to our website, click "Applications" under "Courses" from the right-hand menu.
- Click on "Local Government CIO" from the center list of application courses.
- Select "Click Here" next to **Application Form** in red.
- You will now see the application form for the Local Government CGCIO School (100805).
- Complete the form with your information.
- Click "Submit."
- You will receive an e-mail verifying that your application has gone through.

The course fee is \$1800 for in-state students and \$2300 for out-of-state students; however, the fee is not payable until you have been accepted into the course. The application window will remain open until mid-November 2009.