UTEP
PROFESSIONAL AND
PUBLIC PROGRAMS
EXTENDED UNIVERSITY

ENGLISH LANGUAGE INSTITUTE

STEPS TO REGISTER ONLINE IN ELI COURSES

STEP 1

Visit the Professional and Public Programs website at **ppp.utep.edu.**

Once you are on the P3 homepage, go to the top menu bar and select the **'Programs' tab.**

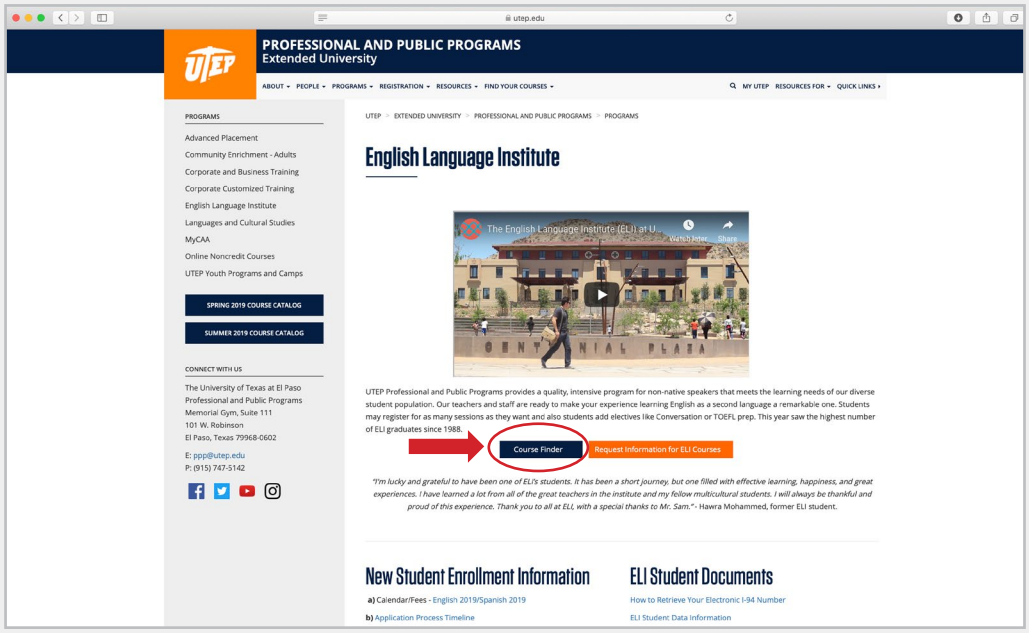
STEP 2

Click the 'Programs' tab and scroll down to select the **'English Language Institute (ELI)'** option.

You will be directed to the ELI webpage.

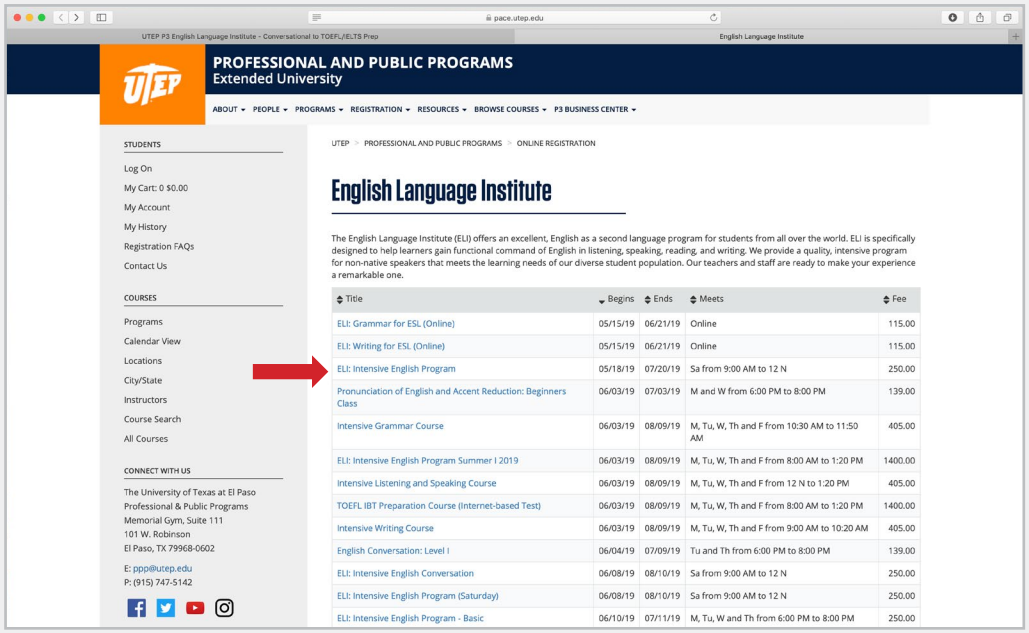
STEP 3

Click on the **'Course finder'** button.



STEP 4

A list of our ELI courses will appear. Click on the ELI course(s) you are interested in.

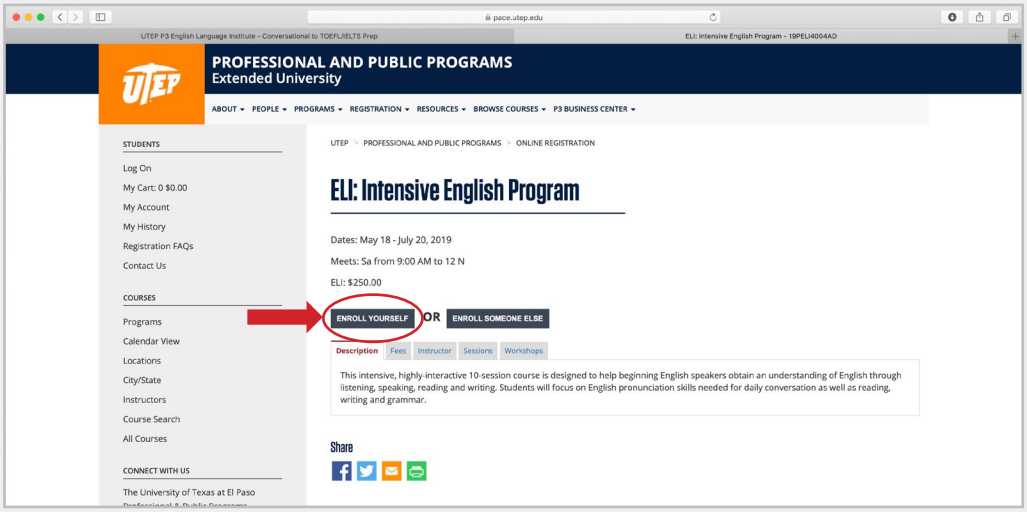


STEP 5

Once you select the ELI course you would like to register in, click on the hyperlink of the course.

A description and schedule will be provided under the course title.

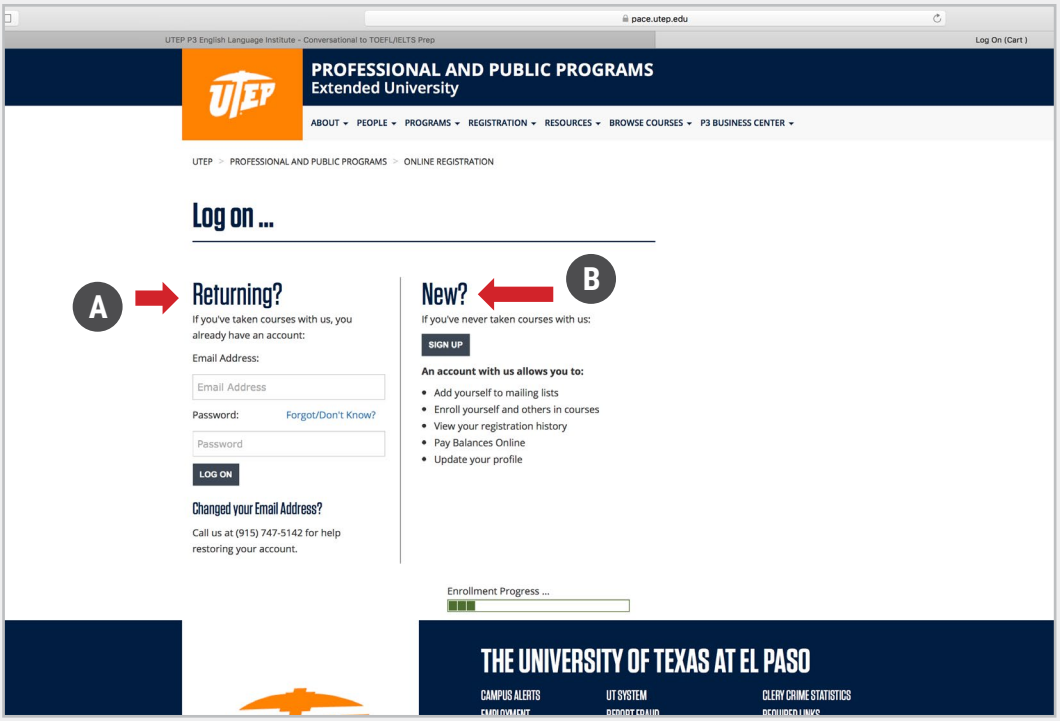
Click on the **'Enroll yourself'** button to start your online registration process.



STEP 6

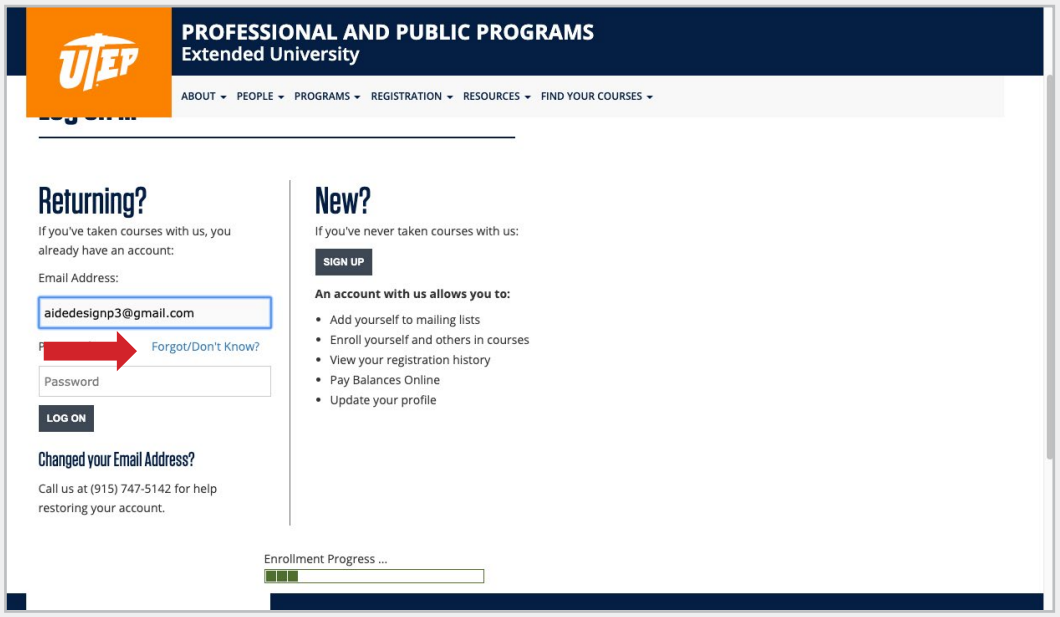
a) If you are a returning student, you may log into your existing account or follow **steps 6.1-6.6** if you have forgotten your previous login information.

b) If you have never taken an ELI course with us, **continue onto step 7** and follow the instructions to create a new user account.

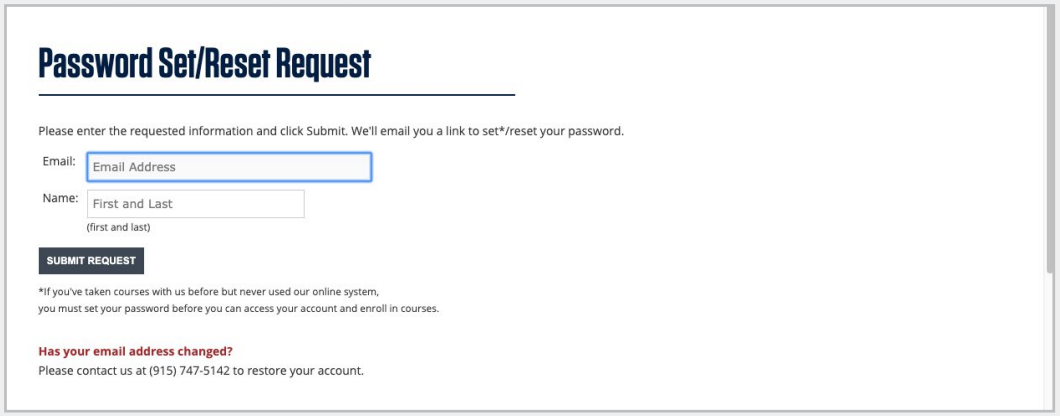


STEP 6.1
for Returning Students

Returning students who have forgotten their password, can reset their password by selecting the **Forgot/Don't Know?** Option on the login screen. You will be redirected to submit a request to change your password.

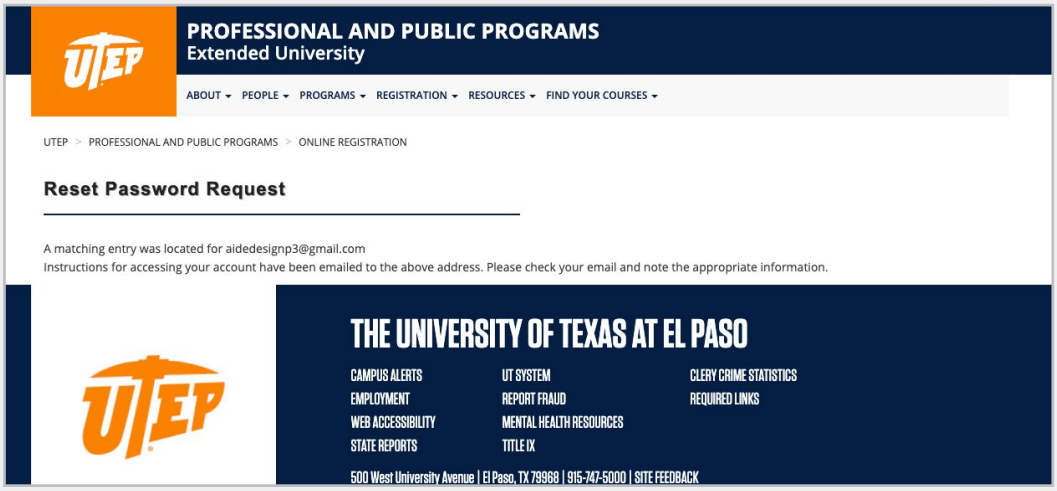


The 'Forgot/Don't Know?' link will send you to the **'Password Set/Reset Request'** screen on the right.



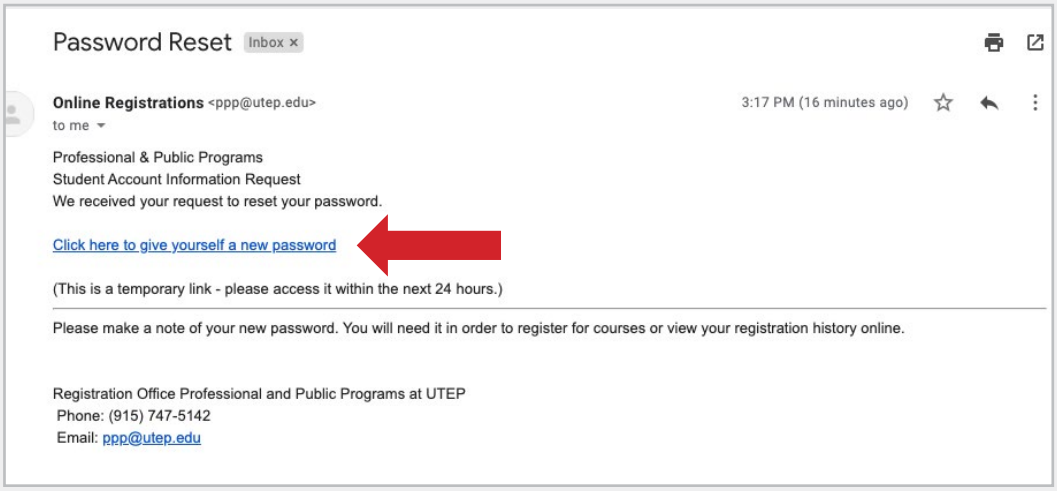
STEP 6.2
for Returning Students

Once your request has been submitted, the instructions to reset your password will be sent to the email address on file.



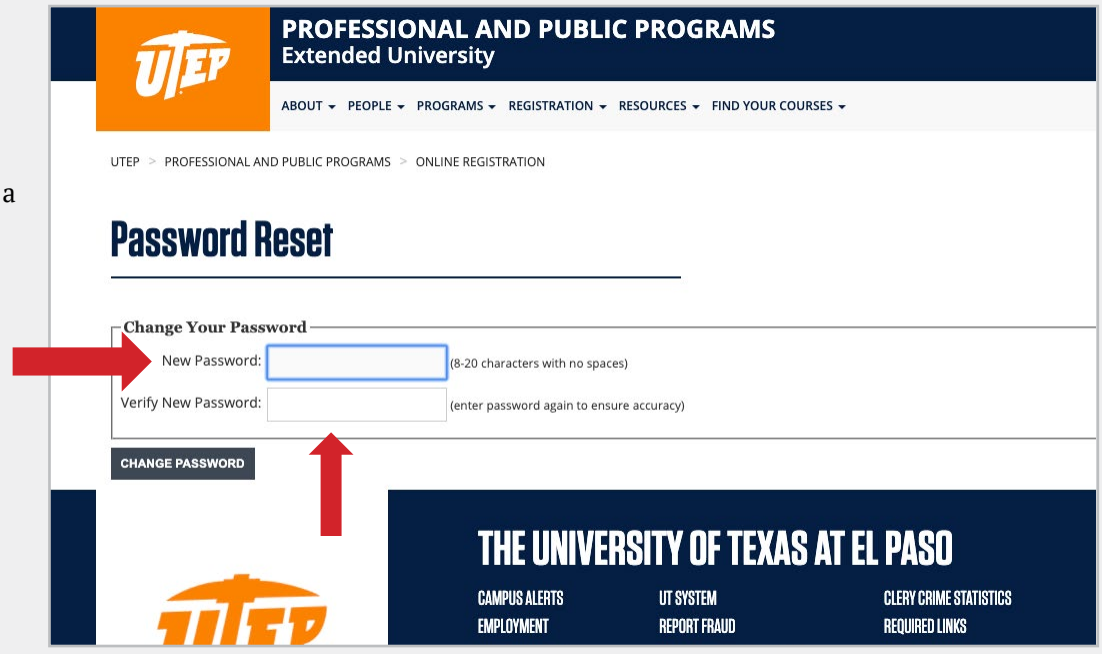
STEP 6.3
for Returning Students

Once you have received the emailed instructions, click on the link provided to reset your password.



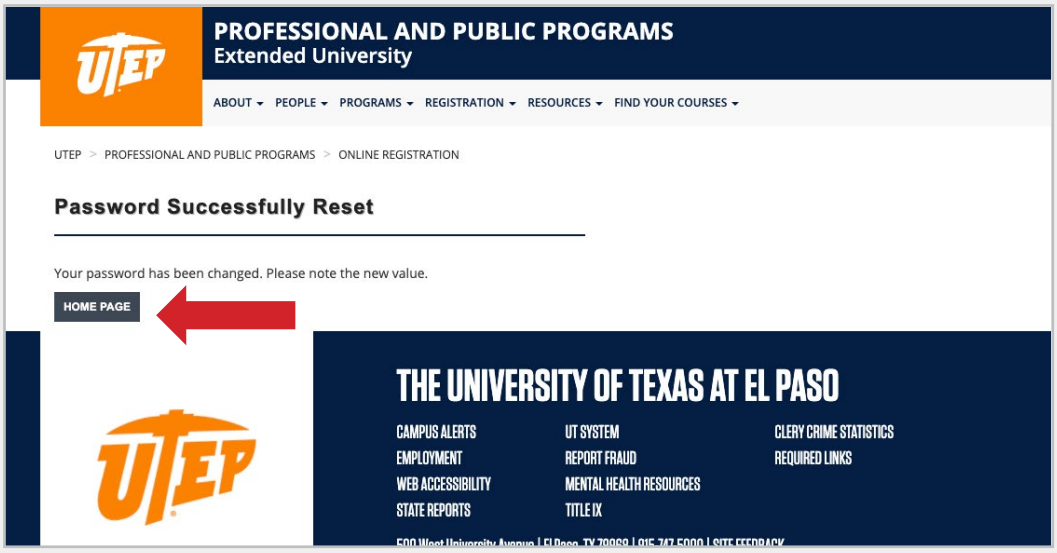
STEP 6.4
for Returning Students

You will be redirected to a new page where you will be asked to create a new password, and verify it.



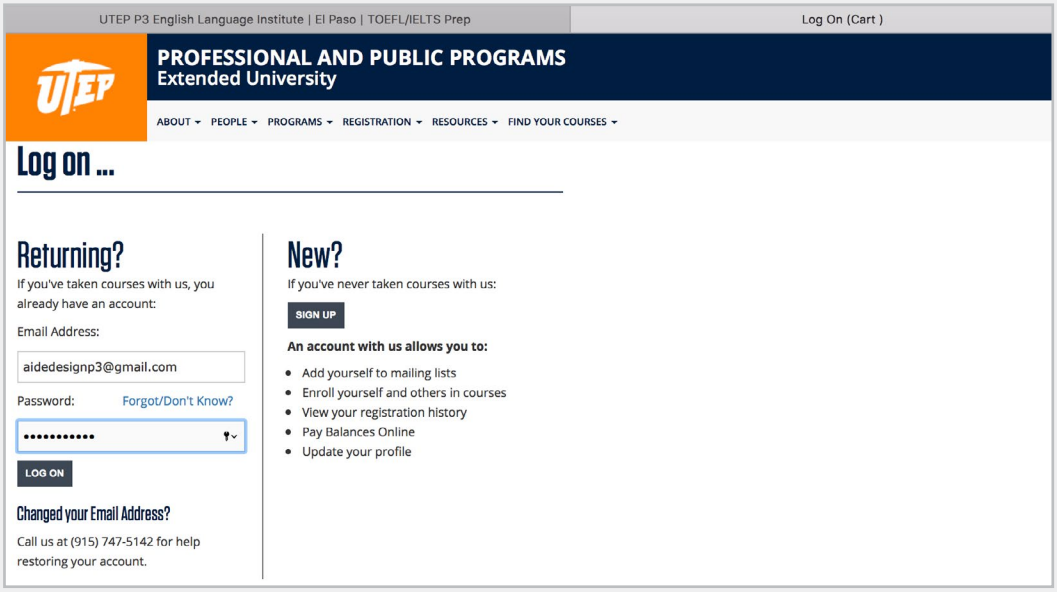
STEP 6.5
for Returning Students

Once your password has been successfully reset, click the home page button to continue with your ELI English course registration process.



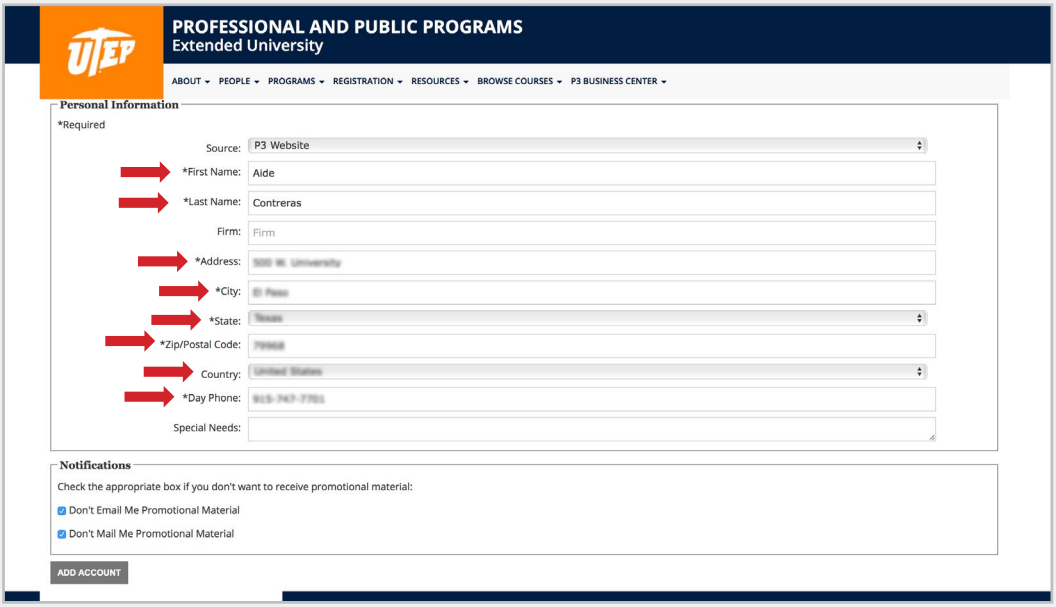
STEP 6.6
for Returning Students

You may now log in as a returning student when registering for your upcoming ELI courses.



STEP 7

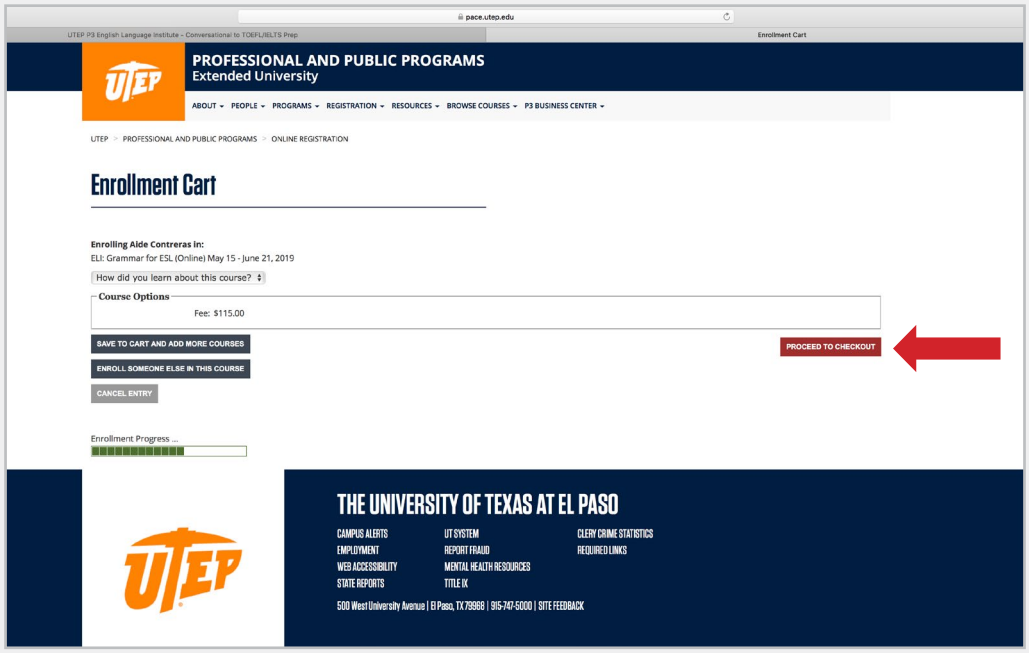
Complete all the information fields to set up or update your user account.



STEP 8

Once your user account is set up or you have logged in (as a returning user), you will be able to review your cart and add more courses.

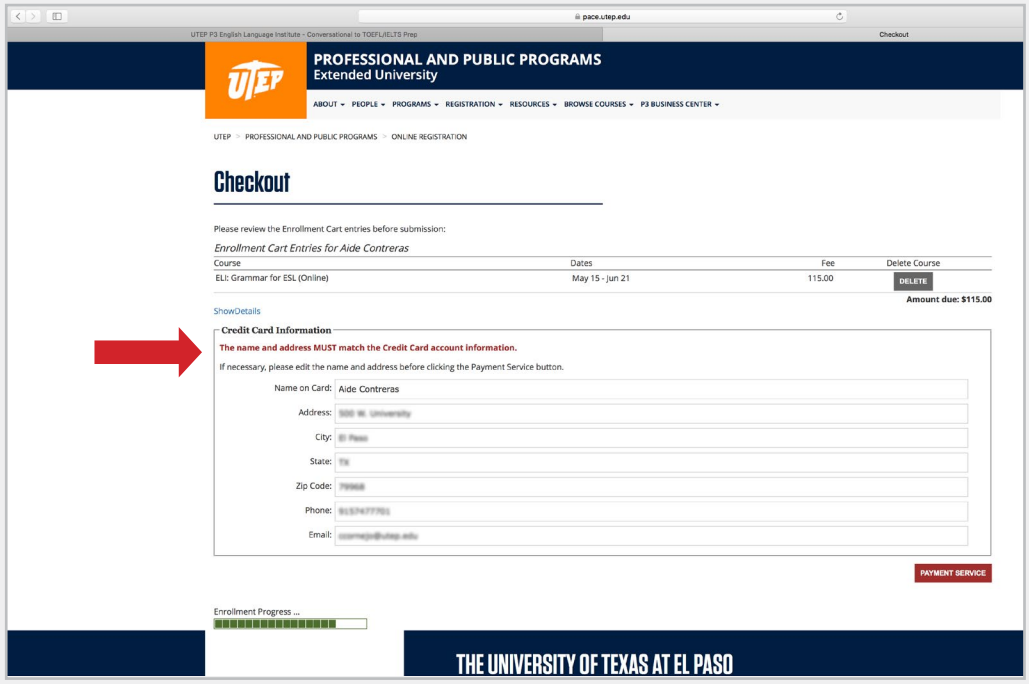
After you have added all the ELI courses you are interested in, click on the **'Proceed to checkout'** button.



STEP 9

You will be redirected to the University's payment system to provide your complete credit card information to submit the payment.

Once payment is completed, you will receive an email confirmation for your registration.



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