



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.

The screenshot shows the UTEP Professional and Public Programs website. The header includes the UTEP logo and navigation links: ABOUT, PEOPLE, PROGRAMS, REGISTRATION, RESOURCES, FIND YOUR COURSES. The main content area is titled 'English Language Institute' and features a video player. Below the video, there is a red circle around the 'Course Finder' button. To the right of the button is a link for 'Request information for ELI Courses'. The left sidebar contains a list of programs and contact information.

STEP 4

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

The screenshot shows the UTEP English Language Institute website. The header includes the UTEP logo and navigation links: ABOUT, PEOPLE, PROGRAMS, REGISTRATION, RESOURCES, BROWSE COURSES, P3 BUSINESS CENTER. The main content area is titled 'English Language Institute' and features a list of courses. A red arrow points to the 'ELI: Intensive English Program' course. The left sidebar contains a list of student services and contact information.

Title	Begins	Ends	Meets	Fee
ELI: Grammar for ESL (Online)	05/15/19	06/21/19	Online	115.00
ELI: Writing for ESL (Online)	05/15/19	06/21/19	Online	115.00
ELI: Intensive English Program	05/18/19	07/20/19	Sa from 9:00 AM to 12 N	250.00
Pronunciation of English and Accent Reduction: Beginners Class	06/03/19	07/03/19	M and W from 6:00 PM to 8:00 PM	139.00
Intensive Grammar Course	06/03/19	08/09/19	M, Tu, W, Th and F from 10:30 AM to 11:50 AM	405.00
ELI: Intensive English Program Summer I 2019	06/03/19	08/09/19	M, Tu, W, Th and F from 8:00 AM to 1:20 PM	1400.00
Intensive Listening and Speaking Course	06/03/19	08/09/19	M, Tu, W, Th and F from 12 N to 1:20 PM	405.00
TOEFL iBT Preparation Course (Internet-based Test)	06/03/19	08/09/19	M, Tu, W, Th and F from 8:00 AM to 1:20 PM	1400.00
Intensive Writing Course	06/03/19	08/09/19	M, Tu, W, Th and F from 9:00 AM to 10:20 AM	405.00
English Conversation: Level I	06/04/19	07/09/19	Tu and Th from 6:00 PM to 8:00 PM	139.00
ELI: Intensive English Conversation	06/08/19	08/10/19	Sa from 9:00 AM to 12 N	250.00
ELI: Intensive English Program (Saturday)	06/08/19	08/10/19	Sa from 9:00 AM to 12 N	250.00
ELI: Intensive English Program - Basic	06/10/19	07/11/19	M, Tu, W and Th from 6:00 PM to 8:00 PM	250.00

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.

The screenshot shows the UTEP English Language Institute website. The header includes the UTEP logo and navigation links: ABOUT, PEOPLE, PROGRAMS, REGISTRATION, RESOURCES, BROWSE COURSES, P3 BUSINESS CENTER. The main content area is titled 'ELI: Intensive English Program' and features a description and schedule. A red circle highlights the 'ENROLL YOURSELF' button. The left sidebar contains a list of student services and contact information.

Dates: May 18 - July 20, 2019
Meets: Sa from 9:00 AM to 12 N
ELI: \$250.00

ENROLL YOURSELF OR **ENROLL SOMEONE ELSE**

Description **Fee** **Instructor** **Sessions** **Workshops**

This intensive, highly-interactive 10-session course is designed to help beginning English speakers obtain an understanding of English through listening, speaking, reading and writing. Students will focus on English pronunciation skills needed for daily conversation as well as reading, writing and grammar.

STEP 6

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

UTEP P3 English Language Institute - Conversational to TOEFL/IELTS Prep

Log On (Cart)

PROFESSIONAL AND PUBLIC PROGRAMS
Extended University

ABOUT ▾ PEOPLE ▾ PROGRAMS ▾ REGISTRATION ▾ RESOURCES ▾ BROWSE COURSES ▾ P3 BUSINESS CENTER ▾

UTEP ▾ PROFESSIONAL AND PUBLIC PROGRAMS ▾ ONLINE REGISTRATION

Log on ...

A →

Returning?
If you've taken courses with us, you already have an account:
Email Address:

Password: [Forgot/Don't Know?](#)

LOG ON
Changed your Email Address?
Call us at (915) 747-5142 for help restoring your account.

← **B**

New?
If you've never taken courses with us:
SIGN UP
An account with us allows you to:

- Add yourself to mailing lists
- Enroll yourself and others in courses
- View your registration history
- Pay Balances Online
- Update your profile

Enrollment Progress ...

THE UNIVERSITY OF TEXAS AT EL PASO

CAMPUS ALERTS
CAMPUS ALERTS

UT SYSTEM
UT SYSTEM

CLERY CRIME STATISTICS
CLERY CRIME STATISTICS

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.

PROFESSIONAL AND PUBLIC PROGRAMS
Extended University

ABOUT ▾ PEOPLE ▾ PROGRAMS ▾ REGISTRATION ▾ RESOURCES ▾ FIND YOUR COURSES ▾

Log on ...

Returning?
If you've taken courses with us, you already have an account:
Email Address:

[Forgot/Don't Know?](#)
Password:

LOG ON
Changed your Email Address?
Call us at (915) 747-5142 for help restoring your account.

New?
If you've never taken courses with us:
SIGN UP
An account with us allows you to:

- Add yourself to mailing lists
- Enroll yourself and others in courses
- View your registration history
- Pay Balances Online
- Update your profile

Enrollment Progress ...

Password Set/Reset Request

Please enter the requested information and click Submit. We'll email you a link to set*/reset your password.

Email:

Name:
(first and last)


SUBMIT REQUEST

*If you've taken courses with us before but never used our online system, you must set your password before you can access your account and enroll in courses.

Has your email address changed?
Please contact us at (915) 747-5142 to restore your account.

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.


**PROFESSIONAL AND PUBLIC PROGRAMS**
Extended University

ABOUT ▾ PEOPLE ▾ PROGRAMS ▾ REGISTRATION ▾ RESOURCES ▾ FIND YOUR COURSES ▾

UTEP > PROFESSIONAL AND PUBLIC PROGRAMS > ONLINE REGISTRATION

Reset Password Request

A matching entry was located for alidedesignp3@gmail.com
Instructions for accessing your account have been emailed to the above address. Please check your email and note the appropriate information.




THE UNIVERSITY OF TEXAS AT EL PASO
CAMPUS ALERTS
EMPLOYMENT
WEB ACCESSIBILITY
STATE REPORTS
UT SYSTEM
REPORT FRAUD
MENTAL HEALTH RESOURCES
TITLE IX
CLERY CRIME STATISTICS
REQUIRED LINKS
500 West University Avenue | El Paso, TX 79968 | 915-747-5000 | [SITE FEEDBACK](#)

STEP 6.3 for Returning Students

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

Password Reset Inbox x

 **Online Registrations** <ppp@utep.edu> 3:17 PM (16 minutes ago) ☆ ↶ ⋮

Professional & Public Programs
Student Account Information Request
We received your request to reset your password.

[Click here to give yourself a new password](#)


(This is a temporary link - please access it within the next 24 hours.)

Please make a note of your new password. You will need it in order to register for courses or view your registration history online.

Registration Office Professional and Public Programs at UTEP
Phone: (915) 747-5142
Email: ppp@utep.edu

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.

**PROFESSIONAL AND PUBLIC PROGRAMS**
Extended University

ABOUT ▾ PEOPLE ▾ PROGRAMS ▾ REGISTRATION ▾ RESOURCES ▾ FIND YOUR COURSES ▾

UTEP > PROFESSIONAL AND PUBLIC PROGRAMS > ONLINE REGISTRATION


Password Reset

Change Your Password

New Password: (8-20 characters with no spaces)

Verify New Password: (enter password again to ensure accuracy)

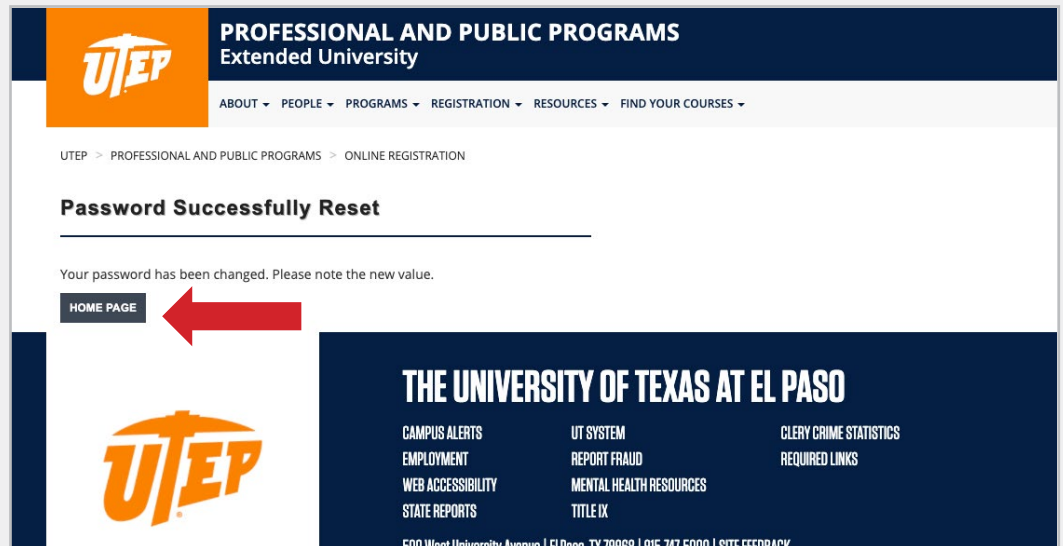
CHANGE PASSWORD



THE UNIVERSITY OF TEXAS AT EL PASO
CAMPUS ALERTS
EMPLOYMENT
UT SYSTEM
REPORT FRAUD
CLERY CRIME STATISTICS
REQUIRED LINKS

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.



UTEP PROFESSIONAL AND PUBLIC PROGRAMS
Extended University

ABOUT ▾ PEOPLE ▾ PROGRAMS ▾ REGISTRATION ▾ RESOURCES ▾ FIND YOUR COURSES ▾

UTEP > PROFESSIONAL AND PUBLIC PROGRAMS > ONLINE REGISTRATION

Password Successfully Reset

Your password has been changed. Please note the new value.

HOME PAGE

THE UNIVERSITY OF TEXAS AT EL PASO

CAMPUS ALERTS
EMPLOYMENT
WEB ACCESSIBILITY
STATE REPORTS

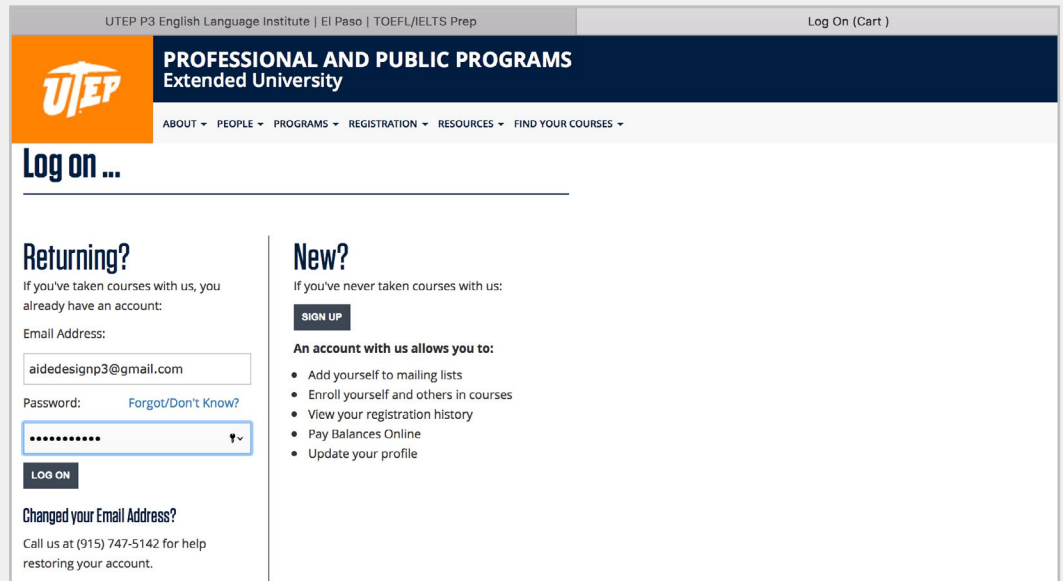
UT SYSTEM
REPORT FRAUD
MENTAL HEALTH RESOURCES
TITLE IX

CLERY CRIME STATISTICS
REQUIRED LINKS

500 West University Avenue, El Paso, TX 79969 | 915-747-5000 | [SITE SECURITY](#)

STEP 6.6 for Returning Students

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

UTEP P3 English Language Institute | El Paso | TOEFL/IELTS Prep Log On (Cart)

UTEP PROFESSIONAL AND PUBLIC PROGRAMS
Extended University

ABOUT ▾ PEOPLE ▾ PROGRAMS ▾ REGISTRATION ▾ RESOURCES ▾ FIND YOUR COURSES ▾

Log on ...

Returning?

If you've taken courses with us, you already have an account:

Email Address:

Password: [Forgot/Don't Know?](#)

LOG ON

Changed your Email Address?
Call us at (915) 747-5142 for help restoring your account.

New?

If you've never taken courses with us:

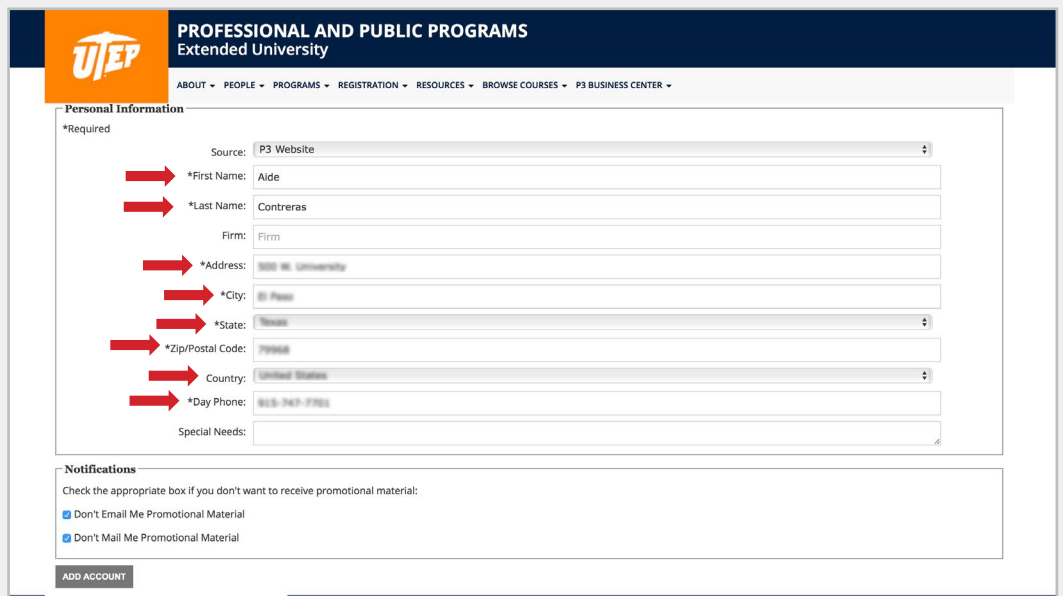
SIGN UP

An account with us allows you to:

- Add yourself to mailing lists
- Enroll yourself and others in courses
- View your registration history
- Pay Balances Online
- Update your profile

STEP 7

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



UTEP PROFESSIONAL AND PUBLIC PROGRAMS
Extended University

ABOUT ▾ PEOPLE ▾ PROGRAMS ▾ REGISTRATION ▾ RESOURCES ▾ BROWSE COURSES ▾ P3 BUSINESS CENTER ▾

Personal Information

*Required

Source: P3 Website

*First Name:

*Last Name:

Firm:

*Address:

*City:

*State:

*Zip/Postal Code:

Country:

*Day Phone:

Special Needs:

Notifications

Check the appropriate box if you don't want to receive promotional material:

☒ Don't Email Me Promotional Material

☒ Don't Mail Me Promotional Material

ADD 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.

The screenshot shows the 'Enrollment Cart' page on the UTEP Professional and Public Programs website. The page header includes the UTEP logo and navigation links. The main content area displays the course 'ELI: Grammar for ESL (Online) May 15 - June 21, 2019' with a fee of \$115.00. Below the course details are buttons for 'SAVE TO CART AND ADD MORE COURSES', 'ENROLL SOMEONE ELSE IN THIS COURSE', and 'CANCEL ENTRY'. A red arrow points to the 'PROCEED TO CHECKOUT' button. At the bottom, there is a footer with the UTEP logo and contact information for The University of Texas at El Paso.

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.

The screenshot shows the 'Checkout' page on the UTEP Professional and Public Programs website. The page header includes the UTEP logo and navigation links. The main content area displays the course 'ELI: Grammar for ESL (Online) May 15 - Jun 21' with a fee of \$115.00. Below the course details is a table with columns for Course, Dates, Fee, and Delete Course. A red arrow points to the 'CREDIT CARD INFORMATION' section, which contains a form for entering credit card details. The form includes fields for Name on Card, Address, City, State, Zip Code, Phone, and Email. A 'PAYMENT SERVICE' button is located at the bottom right of the form.

ENGLISH LANGUAGE INSTITUTE



UTEP
PROFESSIONAL AND
PUBLIC PROGRAMS
EXTENDED UNIVERSITY