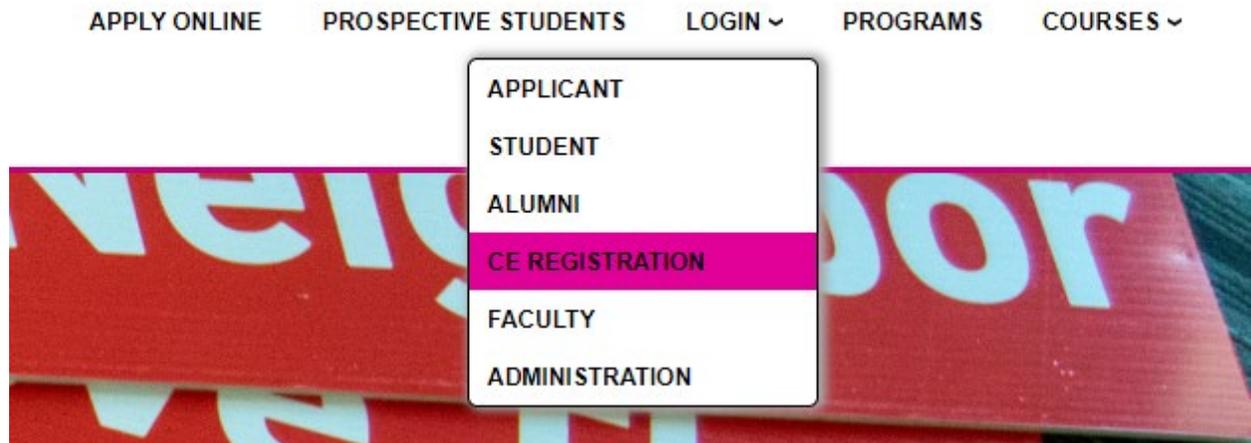


## How to register for courses in SONIS as a current CMLT student

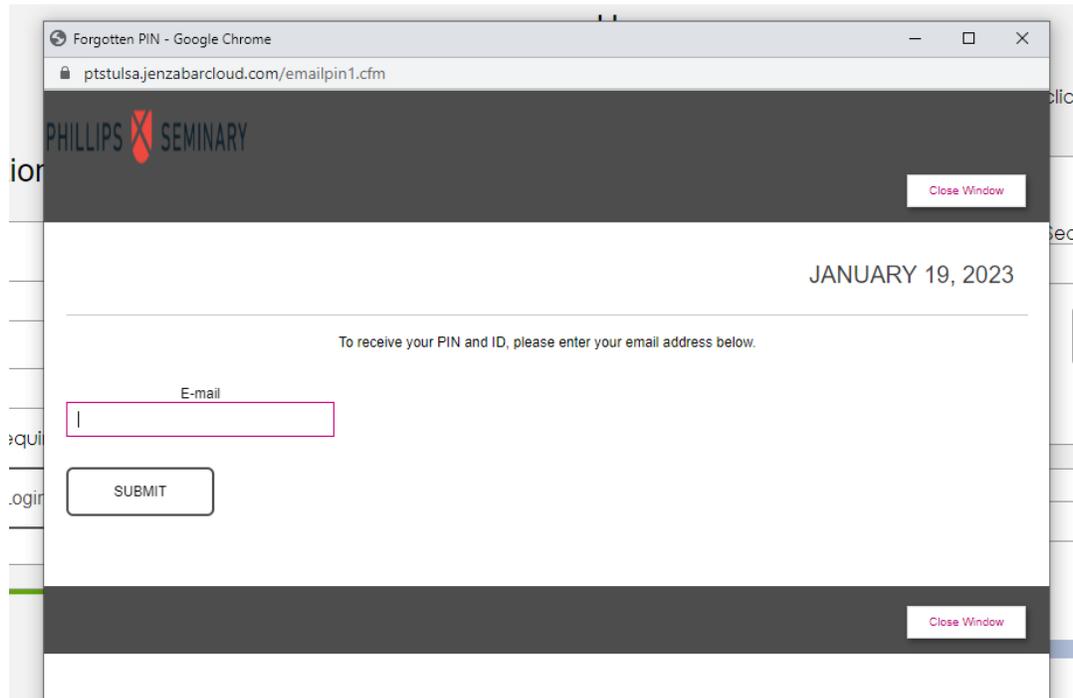
1. Go to [ptstulsa.ienzabarcloud.com](http://ptstulsa.ienzabarcloud.com)
2. Click on “CE Registration” which is located underneath the “Login” tab



3. On the left-hand side of your screen, you will see a section titled “New to SONIS?”. Click on the second link “Forgot Your Pin and/or ID?”



4. This pop-up box will appear and you will enter in the email address that you use with CMLT



5. SONIS/Jenzabar will then send you an email with your ID and PIN number
6. Once you have these items, you will go back to the "CE Registration" page and you will enter in your email address along with your PIN number

### Login : CE Registration

\* Email Address

\* PIN

\* Required

- Once you have logged in you will be brought to the following screen where you can select the course(s) that you would like to take,

Registration

HOME SCHEDULE

LESLIE ROBB-LESIEUR

DECEMBER 14, 2022

Continuing Education Courses for CMLT AY 2022/23

REGISTRATION FOR LESLIE ROBB-LESIEUR

Course Offerings (Click a Spaces link below to add a course to your cart.) link below to add a course to your pending registration.)

Course	Spaces	Description	Lead Faculty	Dates	Time Desc	Campus
BIB 1A	20	Overview of the Bible	A. Ruth	3/6/23 - 4/30/23	TBD	CMLT
BIB 1C	14	Introduction to the New Testament	K. Tenny-Brittian	3/6/23 - 4/30/23	TBD	CMLT
CAP 2A	13	Church Administration and Planning	J. Bracke	1/9/23 - 3/5/23	TBD	CMLT
CAP 2B	15	Pastoral Leadership	B. Tenny-Brittian	5/1/23 - 6/25/23	TBD	CMLT
ECM 5	15	Ecumenism	J. Sullivan	5/1/23 - 6/25/23	TBD	CMLT
ETH 7	15	Ethics	G. Flanagan	3/6/23 - 4/30/23	TBD	CMLT
PCA 10	13	Pastoral Care	C. Gwatney	1/9/23 - 3/5/23	TBD	CMLT
POW 11	15	Proclamation of the Word	B. Tenny-Brittian	1/9/23 - 3/5/23	TBD	CMLT
SDV 12	14	Spiritual Development	K. Tenny-Brittian	5/1/23 - 6/25/23	TBD	CMLT
UOH 15A	15	Church History	J. Albright	5/1/23 - 6/25/23	TBD	CMLT
UOH 15B	20	Disciples History and Polity	J. Gill	3/6/23 - 4/30/23	TBD	CMLT
UOH 15C	15	UCC History and Polity	M. Pickett	1/9/23 - 3/5/23	TBD	CMLT
WSH 16	13	Worship	G. Mitchell	3/6/23 - 4/30/23	TBD	CMLT

- To learn more about the course as well as the books that are required, click on the name of the course and a pop-up box will appear. (The screenshot below is an example of a pop-up box)

Continuing Education Courses for CMLT AY 2022/23

Church Administration and Planning (CAP 2A)  
01/09/2023 - 03/05/2023

TOTAL COST

CE Credits	Lead Faculty	Time Desc	Fee Amount
1.00	J. Bracke	TBD	\$100.00

Description

Sound administrative practice is essential for faithful and effective ministry. Initially this course will consider the theological significance of administration and the relationship of administration and pastoral leadership. The course will then consider several areas of church administration with which pastors are frequently involved. Done well, administration enhances the ministries and mission of churches. This course will frequently use case studies to help students practice and sharpen administrative skills.

ASSIGNED BOOKS.

Title	Author	ISBN	Year	Edition	Price
Church Administration: Programs, Process, Purpose	Robert Daehler	9780800637422	2007		\$35.00

Close Window

9. To register for the course, click on the number of spaces left in the course and you will be brought to this page. The course is now in your "cart" and the number of spaces has gone down. You may add as many courses as you would like

Continuing Education Courses for CMLT AY 2022/23

REGISTRATION FOR LESLIE ROBB-LESIEUR: TIME OUT AT 1:39 PM.

PENDING REGISTRATION

Course	Description	Lead Faculty	Time Desc	Course Total	Min. Due
CAP 2A	Church Administration and Planning	J. Bracke	TBD	\$100.00	\$100.00

"Pending Registration(s) are shown above. Click a Course to remove it. Click 'Complete Registration and Pay' when you have finished selecting courses."

COMPLETE REGISTRATION AND PAY

Pending Credits:1

Course Offerings (Click a Spaces link below to add a course to your cart.) link below to add a course to your pending registration.)

Course	Spaces	Description	Lead Faculty	Dates	Time Desc	Campus
BIB 1A	20	Overview of the Bible	A. Ruth	3/6/23 - 4/30/23	TBD	CMLT
BIB 1C	14	Introduction to the New Testament	K. Tenny-Brittian	3/6/23 - 4/30/23	TBD	CMLT
CAP 2A	12	Church Administration and Planning	J. Bracke	1/9/23 - 3/5/23	TBD	CMLT

10. Once you are ready to checkout, click on the button "Complete Registration and Pay" and you will follow the instructions on how to pay. If you would like to remove a course from your cart, click on the course code (in this case, it would be CAP 2A)

PENDING REGISTRATION

Course	Description
CAP 2A	Church Administration and Planning

11. You will then click "Confirm Removal" and will be automatically brought back to the registration page

Continuing Education Courses for CMLT AY 2022/23

REGISTRATION FOR LESLIE ROBB-LESIEUR: TIME OUT AT 1:42 PM.

CAP 2A (Church Administration and Planning)

CONFIRM REMOVAL