

Individual Registration Instructions

Allow **10 - 12 minutes** of uninterrupted time to complete the reservation form. **Full payment via credit card is required** to secure your reservation. If you abandon your cart or log out before submitting payment, you will need to re-enter your reservation information upon your next login.

1. Log In to the **Conference & Events Web Portal**

- Navigate to the [Conference Portal](#) and click the "**Login**" button located at the top right of the page



2. **Login or Register** a new Account (*if logging in for the first time*)

To Register a New Account

- On the Login screen click **Register here**

Login
Please enter your login details below.

Username:
 ⓘ

Password:
 ⓘ

Remember Login for 1 day(s)

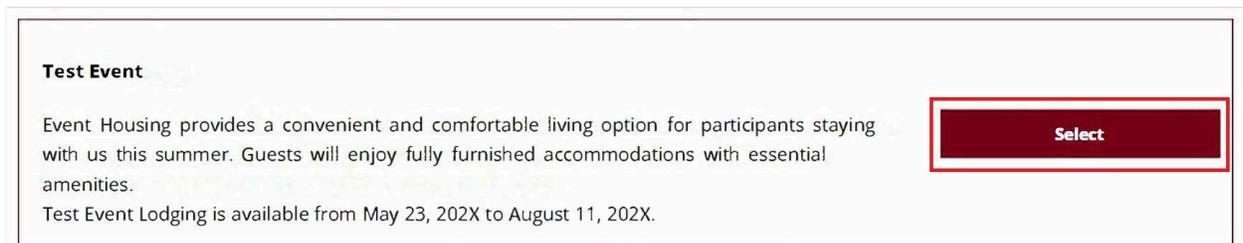
[Register here](#)

- On the **Register** page
 - Enter your information
 - Create a strong password you will remember
 - Click **Save & Continue**

3. Ensure you are Logged in
 - On the main [Conference Portal](#) page, click **Individual Housing** from the top menu bar



4. Select Your Event
 - From the list of available events **Select** the Event that you will be attending to be taken to your event



- If the event you are looking for is not listed it may be sold out or not being offered. Please contact your Event's coordinator for more information
5. Complete your registration for the Event

Cancellation Policy

- **Full refunds**, minus a **\$30.00 processing and administrative fee**, are available for cancellations made **at least 14 business days prior** to arrival
- Cancellations within **14 business days of arrival** will be **billed in full**
- All cancellations **must be submitted in writing**

Need Help?

For questions, changes, or issues with your reservation, contact us at:

✉ **Email:** [uces Conference and Event Services](#)