

Registering with a Chart String

To register with a Northwestern University chart string, a discount code is not needed. Please follow the steps as outlined below:

1. Contact nucats-ed@northwestern.edu or the program administrator to make sure there are enough registration openings for the live or online course of your choice.
2. Once it is confirmed that space is available for the course, the learner(s) should create an account in our Learning Management System, [DigitalChalk](#). Please be aware, if a DigitalChalk account is not created when the ISJ is approved, we are not able to hold a spot in class as it is on a first come, first served basis.
3. Next, process an Internal Sales Journal (ISJ) in NUFIN for the course fee of \$99 per learner per course. If you are unsure of how to create an ISJ, please contact your manager or your department business administrator. Use the chart string number as follows:
 - (Fund) 110-
 - (Dept) 5434000-
 - (Chartfield1) 1187
 - (Account) 50699
4. Include the following information in the ISJ notes:
 - Name(s) of person(s) taking the course
 - Name of course and date range of the course
5. Please allow for up to five business days for chart string payments and approvals to be completed. Once an approval of the ISJ is confirmed, you will be registered for the course and you will receive a confirmation via email from DigitalChalk. If the ISJ was approved and you haven't received a confirmation email regarding the class, please contact nucats-ed@northwestern.edu or the program administrator immediately.

You will not be a confirmed registrant for the course until all of the above steps have been completed in full. NUCATS will make every effort to ensure you can attend on your preferred course date but is unable to guarantee a spot in any course until the course is confirmed via a course registration email from the DigitalChalk system or by email from the program administrator.