

# PARENT & GUEST REGISTRATION

## REGISTRATION STEPS WITHOUT HOUSING

1

Visit [uh.edu/nso-registration](http://uh.edu/nso-registration).

2

Select the **orientation date your student registered for orientation**.

*Note: Your student must be registered and you must be signed up for the same date to complete Family Member @ Guest Registration.*

3

Once the date is selected, you'll **complete this form** with your first and last name, your email, and your student's first and last name. *If you would like to **add an additional guest** besides yourself, **click the Add Guest button** and provide their name.*

The screenshot shows a web browser window titled "Registration form". The main heading is "Family/Guest Registration - Freshmen Orientation 2020" for "Freshman" students, held on "Wednesday May 27th, 2020". The form is divided into sections: "Primary Contact for Registration/Payment" with fields for "First name", "Last name", and "Email"; "Student Information" with fields for "First name" and "Last name"; and a red bar with the text "Add Guest - The cost per guest is: \$60. Total allowed: 1 guest(s)". At the bottom, there is a checkbox labeled "I Agree to Terms this payment is final and non-refundable".

4

Click **"I Agree to Terms this payment is final and non-refundable."**

5

Click **"Proceed to Payment."** An automatic communication will appear with the total number of guests you have registered and the total costs of the guests.

The screenshot shows a "Process payment" window with a table of charges. The table has three columns: "Product Name", "Total Guests", and "Total". The first row shows "Freshman - Family/Guest Registration - Freshmen Orientation 2020" with 1 guest and a total of \$60.00. The second row shows "Total" with 1 guest and a total of \$60.00. Below the table, it states "Total Amount: \$60.00". At the bottom, there are "Cancel" and "Proceed to payment" buttons.

Product Name	Total Guests	Total
Freshman - Family/Guest Registration - Freshmen Orientation 2020	1	\$60.00
Total	1	\$60.00

Total Amount: \$60.00

6

You'll confirm and click **"Proceed to Payment"** again to enter your card information.

7

Once the card information has been entered and approved, you'll **receive an automatic email confirmation** to the email on file.