



Professional Development Application and Registration Guide

Navigate to the [Professional Development page](#) on Mount Marty University's website. This is where you will see current course offerings, costs, and helpful directions on how to apply, register and more (video included!).

Step 1: APPLY (if needed)

Select the option that describes you.

Start Here	Class Offerings	Registration	Pay Bill	Help	Transcripts
HAVE YOU TAKEN COURSES AT MOUNT MARTY UNIVERSITY BEFORE?					
No - Click here .					
Yes - Visit the Registration tab above.					

NEW STUDENTS: If you answered "NO" (do not have a MMU login & password) submit the [PD Application](#). A student account will be created for you during an overnight process and you will be sent your login credentials within 24 hours.

Scan the QR code to access the PDI Application:



EXISTING STUDENTS: Ensure you have your MMU login & password and skip to Step 3: REGISTER

Login information email subject line: Professional Development Institute Student ID & Login to LancerLink at Mount Marty University

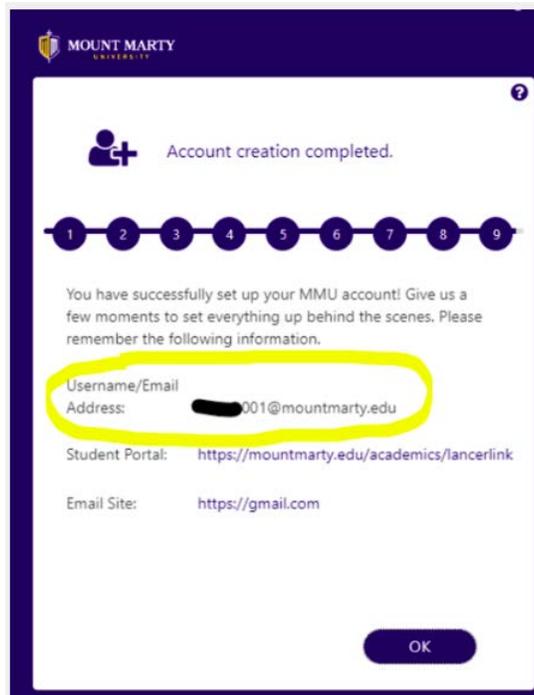
Questions or Need Assistance? admission@mountmarty.edu 605-668-1430

Step 2: ONBOARDING

1. Click on [Onboarding](https://account.mountmarty.edu/) (<https://account.mountmarty.edu/>)
2. Select the +Onboarding option



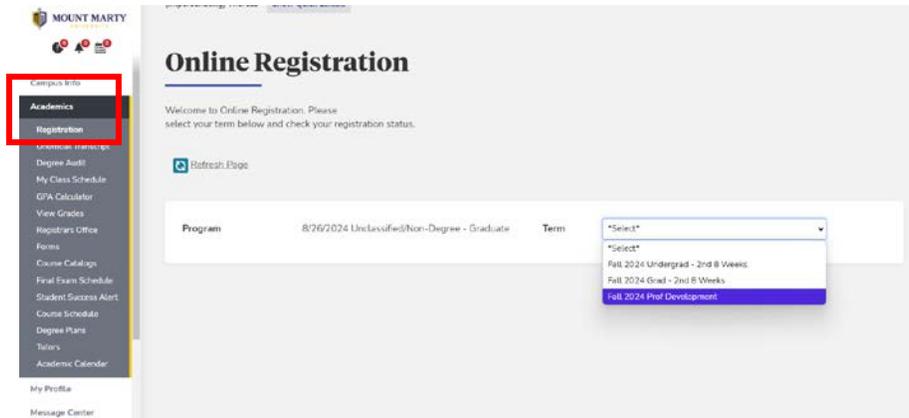
3. Enter your Mount Marty University Student Number/ID provided on email sent from Mount Marty within 24 hours after initial application.
4. Follow on-screen steps to set up your secure MMU account.
5. Keep your username/email (example below) which displays on screen 9 of your onboarding. This will be needed to log on to your LancerLink Student Portal.



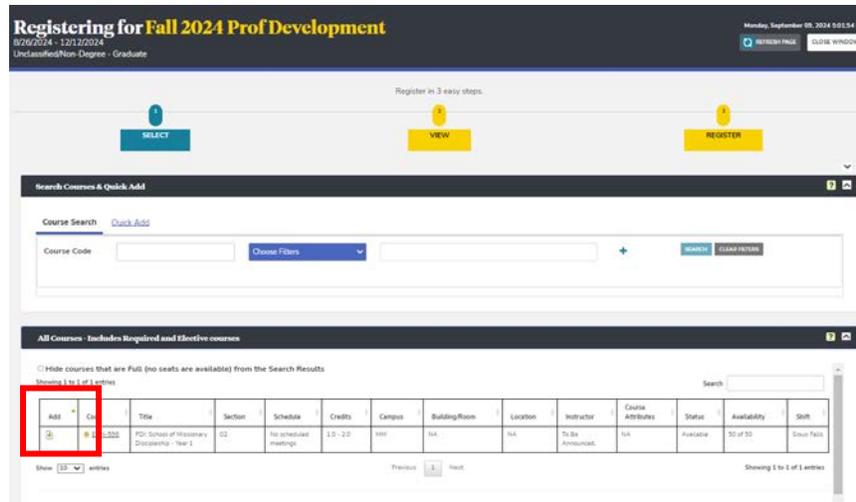
Questions or Need Assistance? helpdesk@mountmarty.edu 605-668-1561

Step 3: REGISTER

1. Visit the [LancerLink Student Portal](#)
2. Log in with your Mount Marty University email/login & password
3. Click on Academics and then Registration
4. Choose the Term (Fall, Spring or Summer 20XX Prof Development)



5. Click the Register button
6. To select classes, click the "+" sign in the Add column



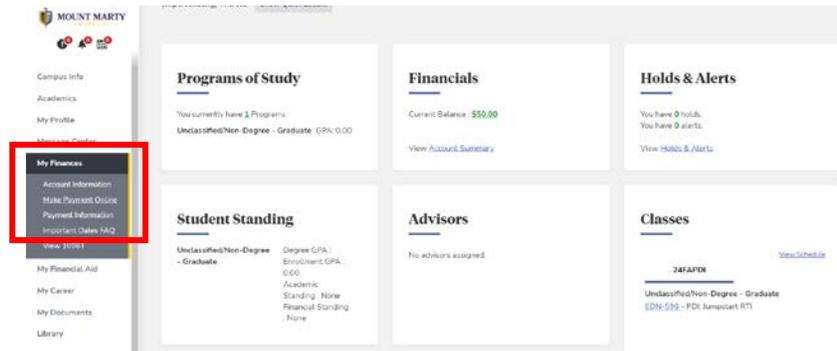
7. When you are done, scroll down and click Register/Drop button
8. Final Review and then click Register button to complete

Note: To later add a class to your schedule, follow the same steps as above.
To later remove a class from your schedule, return to the Registration screen and scroll to the bottom. Select the "-" image in the Action column. Click the Register/Drop button.

Questions or Need Assistance? registrar@mountmarty.edu or 605-668-1515

STEP 4: PAY BILL

1. Log in to [LancerLink Student Portal](#)
2. Click on My Finances
3. Click on Make Payment Online



Questions or Need Assistance? student.accts@mountmarty.edu 605-668-1575

STEP 5: OBTAIN TRANSCRIPTS

Unofficial Transcript:

1. Visit [LancerLink Student Portal](#)
2. Click on Academics
3. Click on Unofficial Transcript

Official Transcript:

1. Visit [National Student Clearinghouse](#)
2. Complete online form to send your official transcript directly to another institution or to yourself.

Questions or Need Assistance? registrar@mountmarty.edu or 605-668-1515