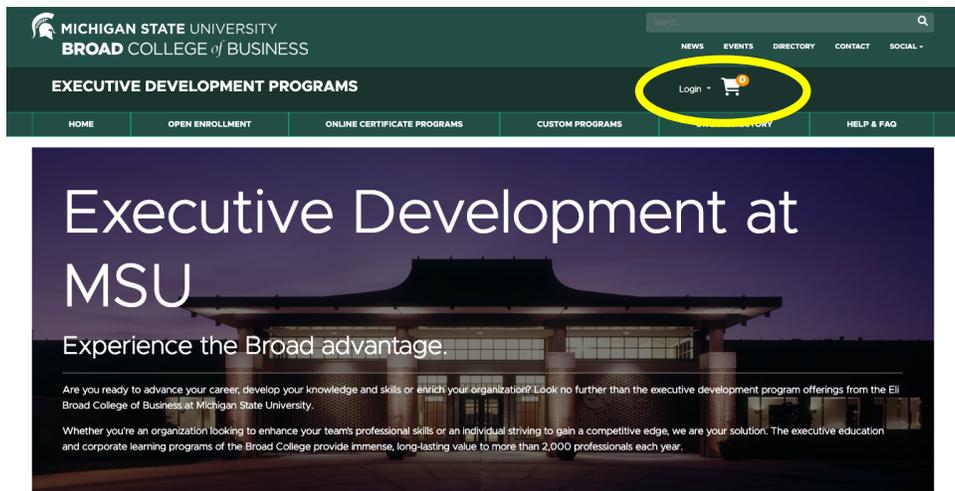


MICHIGAN STATE UNIVERSITY
BROAD COLLEGE OF BUSINESS
NURSING HOME ADMINISTRATION EXECUTIVE PROGRAM

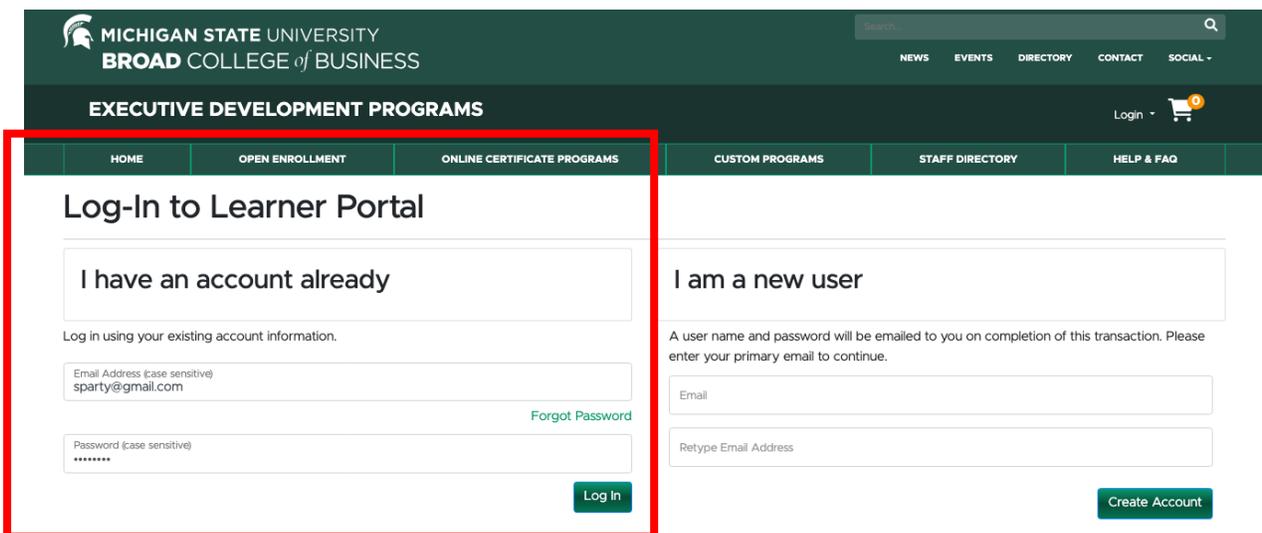
GUIDANCE DOCUMENT

How to find your outstanding invoices and make payment

1. Visit the MSU **Executive Development Programs Webpage** via <https://execed.broad.msu.edu/>
2. On the EDP homepage click on the login buttons (yellow circle) as shown below to access your account.



3. Proceed to login to your existing account with your username and password



4. Once you login, you can click on the cart icon, or my saved item as shown in red to access your balance.

MICHIGAN STATE UNIVERSITY
BROAD COLLEGE of BUSINESS

NEWS EVENTS DIRECTORY CONTACT SOCIAL

EXECUTIVE DEVELOPMENT PROGRAMS

Welcome Samuel | Log Out 

HOME OPEN ENROLLMENT ONLINE CERTIFICATE PROGRAMS CUSTOM PROGRAMS STAFF DIRECTORY HELP & FAQ

Learner Home

LEARNER HOME

- MY PROFILE
- MY REGISTRATION HISTORY
- MY PROGRAM SCHEDULE
- MY APPLICATIONS
- MY CERTIFICATES AND DESIGNATIONS
- MY ACCOUNT HISTORY
- MY SAVED ITEMS**
- FORMS AND POLICIES
- SPECIAL REQUESTS
- ANNOUNCEMENTS
- HELP

Welcome to your Learner View.

My Current Programs

You are not registered for any currently scheduled programs.

Upcoming Events

There are no items to show.

Account: \$0.00

5. After clicking on the cart, proceed to check out and make payment as shown

MICHIGAN STATE UNIVERSITY
BROAD COLLEGE of BUSINESS

NEWS EVENTS DIRECTORY CONTACT SOCIAL

EXECUTIVE DEVELOPMENT PROGRAMS

EDP LEARNER PORTAL - Welcome Samuel | Log Out 

HOME OPEN ENROLLMENT ONLINE CERTIFICATE PROGRAMS CUSTOM PROGRAMS STAFF DIRECTORY HELP & FAQ

Cart (1 Item)

Keep Shopping

Item	Options	Quantity	Subtotal
 Oct. 19 - Nov. 23, 2024	Program Nursing Home Administration, Unit 2 2024-2025 NHAU2 - 25006 Fee: \$925.00 Remove Save for Later	Fee: Price \$925.00 1	\$925.00
Subtotal			\$925.00
Total			\$925.00

Keep Shopping

Registration Policies

6. After clicking to checkout, input your payment and card details to complete your payment.

Checkout

[Log In](#) / [My Profile](#) / [Payment](#) / [Receipt](#)

Payment

Confirmation

You have 30 minutes to complete the transaction. Your reservations will expire in **29:27**.

Profile Summary

Name: ██████████
Preferred Address: Home: 448 Wilson Rd , East Lansing, MI , 48824, USA
Preferred Phone Number: Mobile: 1-616-738-2326
Preferred Email: ██████████@msu.edu
Employer: Michigan State University

[View My Profile or Make Changes](#)

Cart

Item	Selected Options	Quantity	Subtotal
 Program Nursing Home Administration, Unit 2 2024-2025 NHAI2 - 25006	Fee: Price \$925.00	1	\$925.00
Subtotal			\$925.00
Total			\$925.00

Cart

Item	Selected Options	Quantity	Subtotal
 Program Nursing Home Administration Unit 1 2024-2025 NHAU1 - 25005	Fee: Program Fee \$925.00	1	\$925.00
Subtotal			\$925.00
Total			\$925.00

Select a payment method:*

Credit Card Other methods

Credit Card Payment

Provide payment information

Name on Card*
Spartan Sparty

Credit Card No.*
4111 1111 1111 1 

Date of Expiration*
08/26

Security Code*
562 

After entering your card details, answer the questionnaire, tick the agreement policy and then continue to checkout.

Questionnaire

Respond to the following questions

Please respond to the following

How did you hear about us? (Select the best response):

Broad College

Policy Confirmation

All withdrawal requests must be made in writing. Withdrawals requested greater than 15 days prior to the start of a program will be processed without a withdrawal fee. In these situations, any payments made will either be returned or credited towards a future program. All credits must be used within one year of the date of issuance. Withdrawal requests within 15 days prior to the start of a program will be limited to unexpected emergency situations and are subject to a 10% cancellation fee unless otherwise specified. Participant substitutions are welcome at any time prior to the start of the program. If a registered participant does not attend the program and does not notify us in advance, the participant will be charged the full program fee. For Registration,

I have read and understand the withdrawal, transfer, refund, and privacy policies and approve the settlement of any amount owing with my chosen payment method. *

[Print Registration Policy](#)

Keep Shopping

Continue Checkout

Required fields are indicated by *.

7. You can proceed to print or save your receipt.

The screenshot shows the Michigan State University Broad College of Business website. The header includes the university logo and navigation links like NEWS, EVENTS, DIRECTORY, CONTACT, and SOCIAL. Below the header is a navigation bar with links for HOME, OPEN ENROLLMENT, ONLINE CERTIFICATE PROGRAMS, CUSTOM PROGRAMS, STAFF DIRECTORY, and HELP & FAQ. The main content area is titled "Checkout" and includes a breadcrumb trail: Log In / My Profile / Payment / Receipt. The "Receipt" section states that the user will receive a receipt by email and provides contact information for Mr. Samuel Ofosu. It also displays the basket number (1414) and date (Oct 10, 2024). A "Purchased" section shows a table with one item: "Nursing Home Administration, Unit 2 2024-2025" with a price of \$925.00.

MICHIGAN STATE UNIVERSITY
BROAD COLLEGE of BUSINESS

NEWS EVENTS DIRECTORY CONTACT SOCIAL

EXECUTIVE DEVELOPMENT PROGRAMS EDP LEARNER PORTAL Welcome Samuel Log Out

HOME OPEN ENROLLMENT ONLINE CERTIFICATE PROGRAMS CUSTOM PROGRAMS STAFF DIRECTORY HELP & FAQ

Checkout

Log In / My Profile / Payment / Receipt

Receipt

You will also receive a receipt by email.

Mr. Samuel Ofosu
2555 Abbot Rd
East Lansing, MI 48823
USA
worthyofosu@gmail.com
(517) 5283275
Personnel Number:

Basket No.: 1414
Date: Oct 10, 2024

The transaction was successfully completed. Please print this page for your records.

Purchased

Item	Selected Options	Quantity	Subtotal
 Oct. 19 - Nov. 23, 2024	Program Nursing Home Administration, Unit 2 2024-2025 NHAU2 - 25006 Add to Calendar	Fee: Price \$925.00	1 \$925.00