

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 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 person(s) who is going to take the class should create an account in our registration system [Digital Chalk](#).
3. Next, process an Internal Sales Journal (ISJ) for the course fee (\$99 for an NU employee, Chicagoland CTSA employee, or an NU affiliate employee) per registrant for the class to chart string # (Fund) 110- (Dept) 5434000- (Account) 50699. Include the following information in the ISJ notes: Name(s) of person(s) taking the course, name of course or event and date of course or event. Please note, if a digital chalk account is not created when ISJ is approved, we are not able to hold a spot in class as it is a first come, first served basis.
4. Please allow for up to five business days for chart string payments and approvals to be completed. Once our Finance Department confirms approval of the ISJ, you will be registered for the course and you will receive a confirmation via email from Digital Chalk. If the ISJ was approved and you haven't received a confirmation email regarding the class, please contact nucats-ed@northwestern.edu 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 email from the Digital Chalk system.