

University of Regina Campus 3737 Wascana Parkway Regina, SK S4S 0A2 Canada

# Destiny One FAQ for JSGS Executive Education Programs

# Registration and Checkout

# Q. Checkout does not accept my GST exemption number, or I cannot remove the GST from my purchase.

A. Tax exemptions will not be applied at checkout for JSGS-EE workshop and program purchases. If you or your organization is eligible for a tax exemption, you will need to submit a tax rebate through your own ministry or organization's internal process. We appreciate your understanding and cooperation.

### Q. My employer will be paying for my registration fees. Why can I not add them as the payee?

A. When selecting a payment method, "Bill my employer or group" is not available for JSGS registrations. Please select "credit card" to move to the next page of checkout. All registrations are required to enter a credit card to complete checkout. Please coordinate with your finance department or those with purchase authorization to complete the purchase.

#### Q. I am registering multiple people, can I put them all under the same account?

A. No, Destiny One is a user-linked system, meaning that the account purchasing the registration is the same as the attendee for the workshop. The system will also prevent multiple enrollments in the same workshop/program. Every registrant must have their own Destiny One account in order to register for workshops.

### How to Create an Account

#### Q. How do I create an account on Destiny One?

A. When registering for a workshop, the system will prompt you to login to your account or create a new one before you complete your purchase. Note that you will be sent an email to prompt you to set up your password. Please check your junk mail if you do not see this email after you have completed your purchase.

If workshop registrations are not open yet and you would like to create an account, navigate to the "Login" drop down menu in the top right of the page and select student login, or <u>follow this link</u>. On the right side of the screen there will be a "Create a New Account" section. Enter your email address and click the "create account" button. Continue to follow the prompts for account creation and your new account will be set up.

# **Cancellations**

#### Q. I am no longer able to participate in a workshop, how do I drop myself from a course?

A. At the time of your decision, if you are 8 days or more away from the workshop, you are able self-drop from the course. To self-drop from a workshop, <u>login to your Destiny One account</u>, navigate to "My Enrollment History", and click the "Request Drop" button that aligns with the course you wish to drop.

# Q. I am no longer able to participate in a workshop and the cancellation deadline has passed. What can I do?

A. If you are unable to attend a workshop on short notice, please email us at <u>JSGS.EE@uregina.ca</u> to notify us of your situation. We allow a substitute to attend in your place with prior notice.



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# Verification of Attendance

### Q. Where can I get a report confirming that I attended a workshop?

A. <u>Log in to your Destiny One account</u> and navigate to "My Enrollment History". Click on the "print" button next to the workshop you are looking for, and a pop-up window will appear with a drop-down menu. The 'Statement of Grade' file will be available to you to as written confirmation that you attended and completed the workshop. These **Statement of Grades will be available to participants by the end of the given semester**.

# **Certificates of Completion**

## Q. Why can I not see some workshops I have completed on my account?

A. Currently, we are in a transitional phase that requires us to maintain two tracking applications, our original system and Destiny One. Within Destiny One, you will not see any workshops you completed before Winter 2025 until you graduate. This is because there is no way to transfer the information from one application to the other on mass, it must be entered manually. We will continue to maintain a database with records of all previous attendees for workshops and refer to it when someone applies for their Certificate of Completion.

If you have any documentation proving that you have completed a workshop, we recommend you retain a copy of that record until you have received your Certificate of Completion.