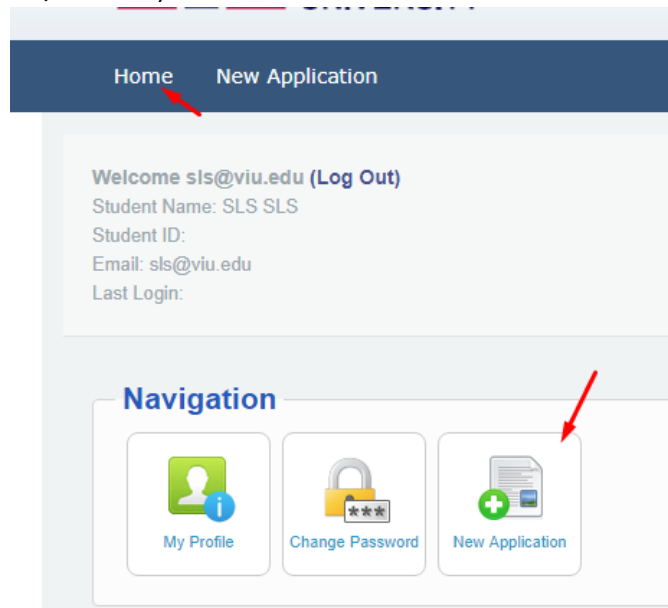


# Registering for a Course in VIU's Training Portal

## Follow this Step-by-step to Add New Courses

### ADDING NEW COURSES

1. If you wish to add another course to your account, then log in to NAIMS (<https://www5.viu.edu/Student> ) and then click on NEW APPLICATION:



2. On the NEW APPLICATION page, select the COURSE CATEGORY for NON-INTENSIVE, then select the course that you wish to take. Choose the COURSE(s) SESSION that you want to take. Before continuing on, be sure to DOUBLE CHECK your selection.

Home New Application ▼

Dashboard / New Application

Indicate below which program you are applying for.

1 Course Category  X ▼

2 Course  X ▼

3 Course(s) Session

Select	Term	Session Name	Start Date	End Date	Schedule(s)
4 <input checked="" type="checkbox"/>	Fall 2016	December 17 - American Art Gallery	12/17/2016	12/17/2016	Sat:11:30 AM-4:30 PM,Mon:10:00 PM-11:59 PM

**Course Description**

Action	Term	Course Name	Session Name	Application Fee	Tuition Fee	Installment	Discount	Start Date	End Date	Schedule(s)
Delete	Fall 2016	Saturday Museum Classes	December 17 - American Art Gallery	20	40		0	12/17/2016	12/17/2016	Sat:11:30 AM-4:30 PM,Mon:10:00 PM-11:59 PM

**Total Fee**

Application Fee:	\$20
Tuition Fee:	\$40
<b>Total:</b>	<b>\$60</b>

3. Once you select the course and session, you will see the course description and required fees. After you DOUBLE CHECK your selection, click on APPLY AND PAY TOTAL AMOUNT.

Course(s) Session

Select	Term	Session Name	Start Date	End Date	Schedule(s)
<input checked="" type="checkbox"/>	Summer II 2018	Grammar & Conversation, Part A	7/9/2018	8/15/2018	Mon:7:00 PM-9:30 PM,Wed:7:00 PM-9:30 PM
<input type="checkbox"/>	Fall 2018	Grammar & Conversation, Part 2	9/10/2018	10/17/2018	Mon:7:00 PM-9:30 PM,Wed:7:00 PM-9:30 PM
<input type="checkbox"/>	Fall II 2018	Grammar & Conversation, Part 1	11/5/2018	12/19/2018	Mon:7:00 PM-9:30 PM,Wed:7:00 PM-9:30 PM

**Course Description**

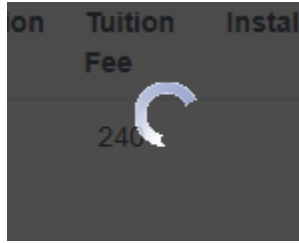
Action	Term	Course Name	Session Name	Application Fee	Tuition Fee	Installment	Discount	Start Date	End Date	Schedule(s)
Delete	Summer II 2018	Grammar & Conversation (Evening)	Grammar & Conversation, Part A	20	240		0	7/9/2018	8/15/2018	Mon:7:00 PM-9:30 PM,Wed:7:00 PM-9:30 PM

**Total Fee**

Application Fee:	\$20
Tuition Fee:	\$240
<b>Total:</b>	<b>\$260</b>

Apply & Pay total amount

- If you see a spinning icon, wait for the system to finish processing (do not close your browser or push the back button):



- The next page will require you to complete the billing information for the payment to be processed. Note that payment should be made online. If you need to make alternate arrangements, contact [sls@viu.edu](mailto:sls@viu.edu) at least a week before the start of the course. Complete all required fields and click SAVE & CONTINUE. If you have previously paid for a course with us, you should see your billing information already completed.

Home New Application My Ledger My Documents English Proficiency My Courses

Dashboard / Billing Information

Total Amount

Amount to Pay \$ 60.00

Your Name and Company  
*as it appears in your credit card.*

First Name Yared1

Middle Name A

Last Name T1

Company VIU

Your Billing Address  
*as it appears in your credit card.*

Street Address 4401 village drive

City Fair fax

State Virginia

Postal/Zip Code 22030

Country United States

Email and Phone Number

Email ytadesse@viu.edu

Phone Number 7035917042

Save & Continue

- On the next page, you will enter your credit card information, the security code (on the back of most cards, or on the front of AMEX cards), complete the expiration information. Then, click CONTINUE at the bottom of the page.





Dashboard / Billing Information / Credit Card Information

Please enter your payment information.

Card Number  ✓

Security Code  ?

Expires

We Accept:    

- The next page is a confirmation page. Verify all of the information on the page. Double check that you have selected the right course, day, and time. **THERE ARE NO REFUNDS FOR REGISTRATIONS, and they are non transferable.** It is your responsibility to verify this information. When you are ready to complete your registration, click CONFIRM.

Home New Application My Ledger My Documents English Proficiency My Courses

Application & Tuition Fee

Term	Course	Session Name	Start Date	Application Fee	Tuition Fee / First Installment	Discount
Fall 2016	Saturday Museum Classes	December 17 - American Art Gallery	12/17/2016	20.00	40.00	0.00

Total Fee

Total Application Fee: \$20.00  
Total Tuition Fee: \$40.00  
Total Amount: \$60.00

Name and Company

First Name: Yared1  
Middle Name: A  
Last Name: T1  
Company: VIU

Billing Address

Street Address: 4401 village drive  
City: Fair fax  
State: VA  
Postal/Zip Code: 22030  
Country: United States


Email and Phone Number

Email: ystadesse@viu.edu  
Phone Number: 7035917042

Credit Card Information

Card Number: \*\*\*\*\*1111  
Security Code: \*\*1  
Expires: 01/22

- The following page confirms your order. Be sure to save a copy for yourself.

Home   New Application   My Ledger   My Documents   English Proficiency   My Courses   

## Your order confirmation.

Thank you for payment to Virginia International University. Your order number is A70AA9498B15 for a total of \$60.00.

You will receive an email summary of your order which may serve as a record for your transaction.

**Important Note:**  
Please ensure that you can receive email at the address you specified on the payment information page. To be on the safe side, you may want to add [accounting@viu.edu](mailto:accounting@viu.edu) to your safe senders list. If you don't get this confirmation email within a couple of hours, please contact us.

Please note that on some orders credit cards are not immediately processed. This applies to upgrades and foreign orders. These orders are typically processed within a full business day. If you don't hear from us within two business days, it probably means that there was a problem with sending the confirmation email to you. In this case, please contact us directly.

Thank you!

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- You will receive an email confirmation for your registration. IF you do not receive it, double check your spam/junk folder. If it is not there, double check your email in NAIMS.
- ATTEND YOUR CLASS! As the first day of class approaches, you will receive an email from VIU with instructions on what to do on your first day.