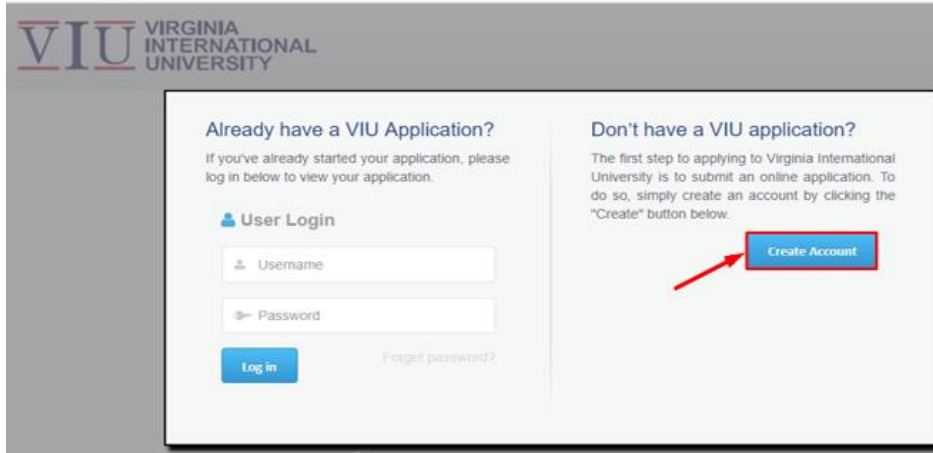


Registering for a Course in VIU's Training Portal

This Step-by-step Includes All Steps for the Registration Portal

CREATE AN ACCOUNT/LOG IN

1. Visit the website: <https://www5.viu.edu/Student>
2. Click on CREATE ACCOUNT:

The image shows a screenshot of the Virginia International University (VIU) Student portal. At the top left, the VIU logo and the text "VIRGINIA INTERNATIONAL UNIVERSITY" are visible. The main content area is divided into two columns. The left column is titled "Already have a VIU Application?" and contains a "User Login" section with fields for "Username" and "Password", a "Log in" button, and a "Forgot password?" link. The right column is titled "Don't have a VIU application?" and contains instructions for new users, with a red box highlighting the "Create Account" button and a red arrow pointing to it.

3. Complete the CREATE ACCOUNT form. If you are studying in the non-intensive ESL program, select "Non-Intensive ESL" for the PROGRAM.

IMPORTANT: Be sure to type your email accurately, as this will be how we will communicate with you about your courses. Additionally, this information will be used for the certificates upon completion of your program, and any missing information may cause delays or miscommunication. **Completing the application fully and accurately is your responsibility.** Double check your information before clicking CREATE AN ACCOUNT.

Create Account

Account Information

Program *

Have you created an account with us before? *

First Name *

Middle Name

Last Name *

Email *

Confirm Email *


Login Information

Username *

Password *

Confirm Password *

Captcha Validation

I'm not a robot 
reCAPTCHA
Privacy - Terms

NOTE: All fields with * are mandatory.

- Once you click CREATE AN ACCOUNT, you will get an email from "VIU NAIMS." To ensure that you get emails from us, be sure to ADD this email to your "safe" email list. If you do not receive the email in your inbox, check the SPAM folder. If you do NOT add us to your safe list, confirmations of payment and other important information may continue to go to your SPAM folder.

REGISTER AND PAY FOR CLASS

- Once the account is created, you will immediately be able to register for your classes. You should now see this page:

Home New Application

Dashboard / New Application

Indicate below which program you are applying for.

Course Category Select an Option

Course Select an Option

Course(s) Session

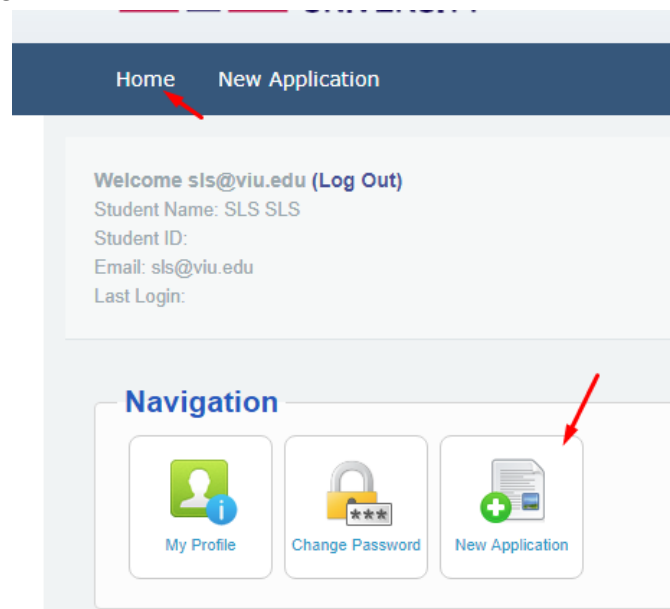
Course Description

Total Fee

Total: \$0

Cancel

- If you navigate away from the page above or close your browser, click on HOME and then click on NEW APPLICATION:



- 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: Non-Intensive ESL

2 Course: Saturday Museum Classes

3 Course(s) Session

Select	Term	Session Name	Start Date	End Date	Schedule(s)
<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

4

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
Total:	\$60

8. 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

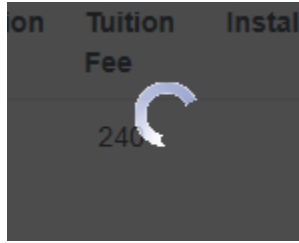
Action	Term	Course Name	Session Name	Application Fee	Tuition Fee	Installment	Discount	Start Date	End Date	Schedule(s)
Delete	Summer II 2018	Grammar & Conversation (Evening)	Grammar & Conversation, Part A	20	240		0	7/9/2018	8/15/2018	Mon:7:00 PM-9:30 PM,Wed:7:00 PM-9:30 PM

Total Fee

Application Fee:	\$20
Tuition Fee:	\$240
Total:	\$260

Apply & Pay total amount Cancel

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



10. 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 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

11. 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:    

12. 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

13. 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 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!

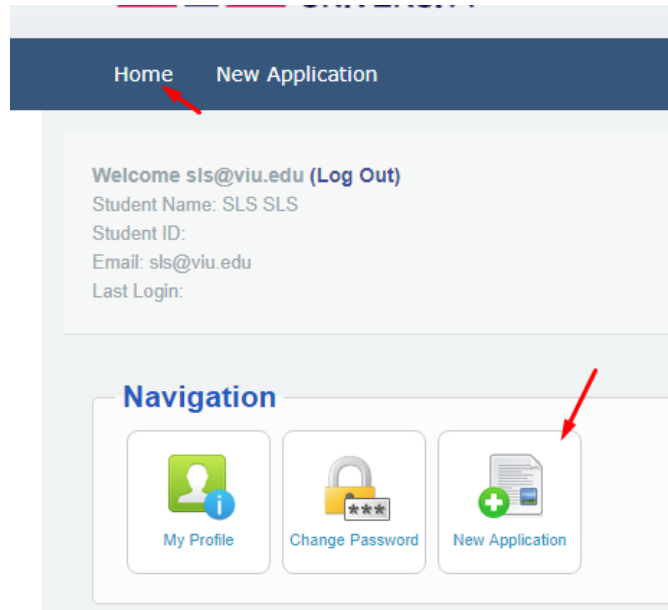
Ok

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14. You will receive and 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.
15. 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.

ADDING NEW COURSES

16. 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:



17. 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: ✕ ▾

2 Course: ✕ ▾

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
Total:	\$60

18. 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.

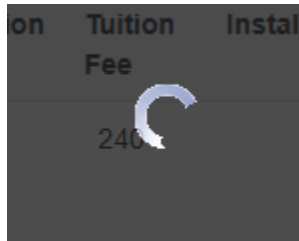
Course(s) Session	Select	Term	Session Name	Start Date	End Date	Schedule(s)
	<input checked="" type="checkbox"/>	Summer II 2018	Grammar & Conversation, Part A	7/9/2018	8/15/2018	Mon:7:00 PM-9:30 PM,Wed:7:00 PM-9:30 PM
	<input type="checkbox"/>	Fall 2018	Grammar & Conversation, Part 2	9/10/2018	10/17/2018	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
Total:	\$260

Apply & Pay total amount Cancel

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



20. 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 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

21. 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

Continue

We Accept: VISA MasterCard AMERICAN EXPRESS DISCOVER

22. 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.

The screenshot shows a registration confirmation page with a dark blue navigation bar at the top containing links: Home, New Application, My Ledger, My Documents, English Proficiency, and My Courses. The main content is organized into several sections:

- Application & Tuition Fee:** A table with columns: Term, Course, Session Name, Start Date, Application Fee, Tuition Fee / First Installment, and Discount. The row shows: Fall 2016, Saturday Museum Classes, December 17 - American Art Gallery, 12/17/2016, 20.00, 40.00, and 0.00.
- Total Fee:** A summary section showing: Total Application Fee: \$20.00, Total Tuition Fee: \$40.00, and Total Amount: \$60.00.
- Name and Company:** Fields for First Name (Yared1), Middle Name (A), Last Name (T1), and Company (VIU).
- Billing Address:** Fields for Street Address (4401 village drive), City (Fair fax), State (VA), Postal/Zip Code (22030), and Country (United States).
- Email and Phone Number:** Fields for Email (ytadesse@viu.edu) and Phone Number (7035917042).
- Credit Card Information:** Fields for Card Number (*****1111), Security Code (**1), and Expires (01/22).

At the bottom of the form, there are two buttons: "Confirm" (highlighted with a red box) and "Cancel".

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



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 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!

Ok

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24. You will receive and 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.
25. 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.