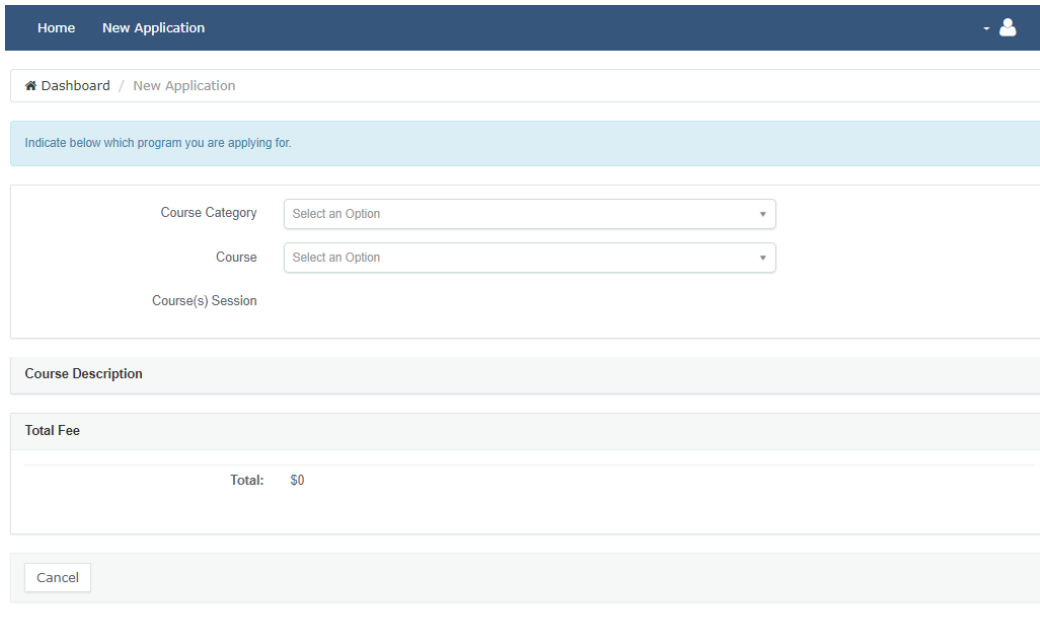


Registering for a Course in VIU's Training Portal

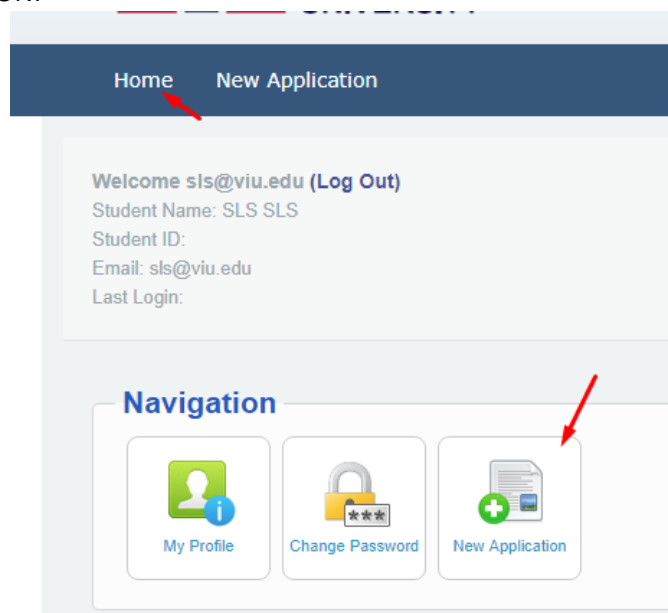
Follow this Step-by-step to Register and Pay for Classes

REGISTER AND PAY FOR CLASS

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



2. 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

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

- 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.

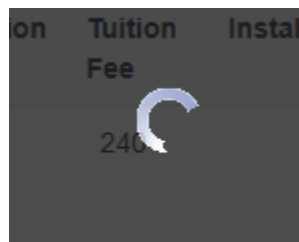
Course(s) Session	Select	Term	Session Name	Start Date	End Date	Schedule(s)
	<input checked="" type="checkbox"/>	Summer II 2018	Grammar & Conversation, Part A	7/9/2018	8/15/2018	Mon:7:00 PM-9:30 PM,Wed:7:00 PM-9:30 PM
	<input type="checkbox"/>	Fall 2018	Grammar & Conversation, Part 2	9/10/2018	10/17/2018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

- 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 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.

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

- 7. 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.

Please enter your payment information.

Card Number [input] ✓
Security Code [input] ?
Expires [January - 01] [2018]

Continue



8. 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: ytedesse@viu.edu
Phone Number: 7035917042

Credit Card Information

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

9. 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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10. 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.
11. 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.