

Registering for Cohort Courses:

To register for a course you must login to your OpenSIS account. If you do not yet have an OpenSIS account [click here to complete the application process](#).

In order to login to your OpenSIS account you will need to go to VirtualSC PD's homepage and click on the OpenSIS button on the bottom right of the homepage.



Once you have logged into your OpenSIS account. Click on the “Registration” tab



Once you have reached the “Registration” tab you will need to enter the 4 digit cohort code (given to you by your school district).

After you have entered your 4 digit cohort code click “Search” and your course will appear below


Scheduling

Select the appropriate term to view available courses : Spring

4 Courses were found.

Course	Available Seats	In State (in US \$)	Out of State (in US \$)
Self-Paced Excel 2010 or Higher - Renewal	13	<input type="radio"/> 75.00	
Self-Paced Word 2010 or Higher - Renewal	12	<input type="radio"/> 75.00	
Self-Paced PPT 2010 or Higher - Renewal	10	<input type="radio"/> 75.00	
Self-Paced Open Educational Resources - Renewal	9	<input type="radio"/> 75.00	

If you have a special registration code, enter it here: 8113



Once you have selected your course it will appear below. And you will have to confirm the course is correct. You will have to select the “In State” bubble

Scheduling

Select the appropriate term to view available courses : Spring


4 Courses were found.

Course	Available Seats	In State (in US \$)	Out of State (in US \$)
Self-Paced Excel 2010 or Higher - Renewal	13	<input type="radio"/> 75.00	
Self-Paced Word 2010 or Higher - Renewal	12	<input type="radio"/> 75.00	
Self-Paced PPT 2010 or Higher - Renewal	10	<input type="radio"/> 75.00	
Self-Paced Open Educational Resources - Renewal	9	<input type="radio"/> 75.00	

If you have a special registration code, enter it here: 8113

1 Cohort Course was found.

Course	Available Seats	In State (in US \$)	Out of State (in US \$)
R2S: Foundations of Reading Lexington 3	30	<input checked="" type="radio"/> 0.00	



Once you have selected the “In State” bubble you will need to confirm the course. You will click the “Confirm” button

Select the appropriate term to view available courses :

4 Courses were found.

Course	Available Seats	In State (in US \$)	Out of State (in US \$)
Self-Paced Excel 2010 or Higher - Renewal	13	<input type="radio"/> 75.00	
Self-Paced Word 2010 or Higher - Renewal	12	<input type="radio"/> 75.00	
Self-Paced PPT 2010 or Higher - Renewal	10	<input type="radio"/> 75.00	
Self-Paced Open Educational Resources - Renewal	9	<input type="radio"/> 75.00	

If you have a special registration code, enter it here:

1 Cohort Course was found.

Course	Available Seats	In State (in US \$)	Out of State (in US \$)
R2S: Foundations of Reading Lexington 3	30	<input checked="" type="radio"/>	

Selected Courses

Course	In State (in US \$)	Out of State (in US \$)	Action
R2S: Foundations of Reading Lexington 3	0.00		<input checked="" type="checkbox"/>

As a cohort course, your course will either be **free** or you will have to **pay a course fee**. If your course is **free** once you reach the page below you may simply exit out of the process and you have successfully requested your course.

If your cohort course is **not** free you must complete payment in order to be placed into the course. Your seat is not secure until payment has been made. You will have to click on the “Pay Now” button located on the center of the page.

Select the appropriate term to view available courses :

Your selected courses have been sent as a request for registration.
Please pay now to complete registration.


Registering for a course does not secure a seat.
Participants are placed in courses based on timestamp of payment.
Requests will be removed if payment is not received and a course has been closed.

Once you have clicked on the “Pay Now” button you will be taken to the page where you will place your payment. After you have entered your payment information, please click the “Submit” button. Only click the “Submit” button **once** after entering your payment information.

Select the appropriate term to view available courses :

Payment Details

Name on Card*	<input type="text"/>
Card Type*	<input type="text" value="N/A"/>
Card Number*	<input type="text"/>
Card Expiry Date	Month * <input type="text" value="N/A"/> Year * <input type="text" value="N/A"/>
Amount*	<input type="text" value="75"/>
Billing Address 1	<input type="text"/>
Billing Address 2	<input type="text"/>
Billing City	<input type="text"/>
Billing State	<input type="text"/>
Billing Zip	<input type="text"/>



After you have submitted payment VirtualSC PD will schedule you into your selected course.

Please note: You will receive a welcome email from your facilitator the Thursday before courses begin. If you are enrolling in a Self-Paced course, your facilitator will send you a welcome email within 24 hours on business days.

Thank you for learning online with VirtualSC PD!