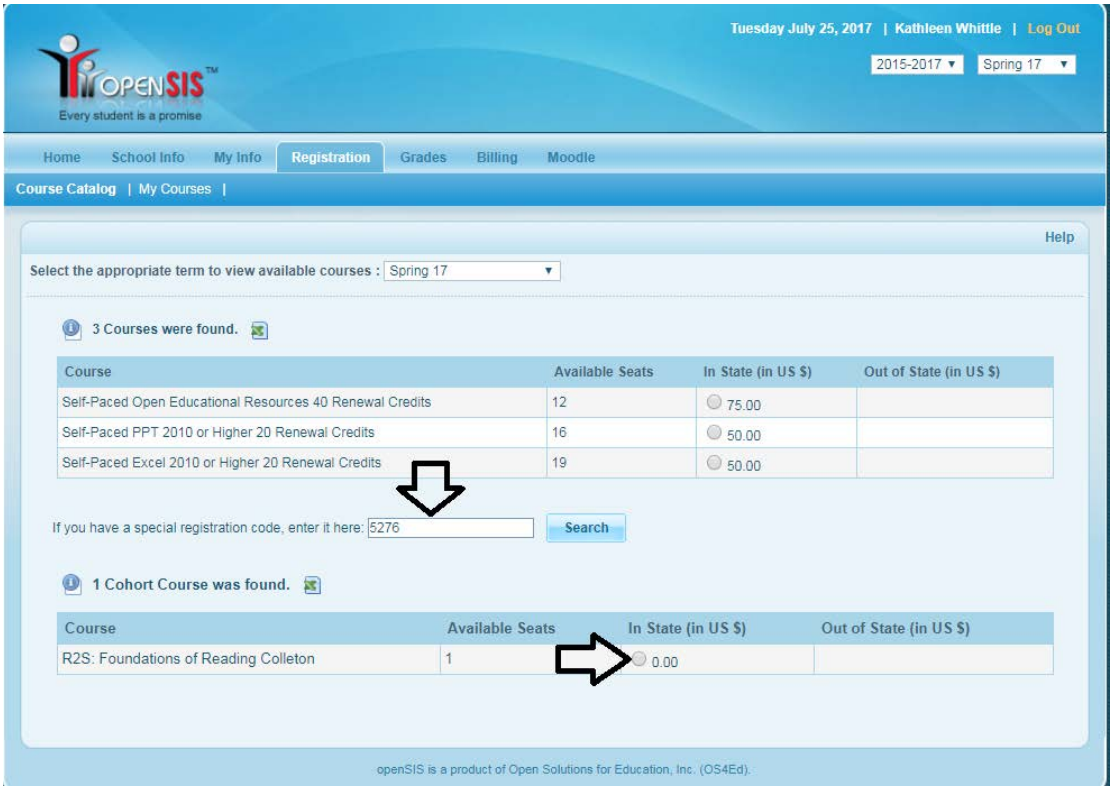
Registering for Cohort Courses:

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.

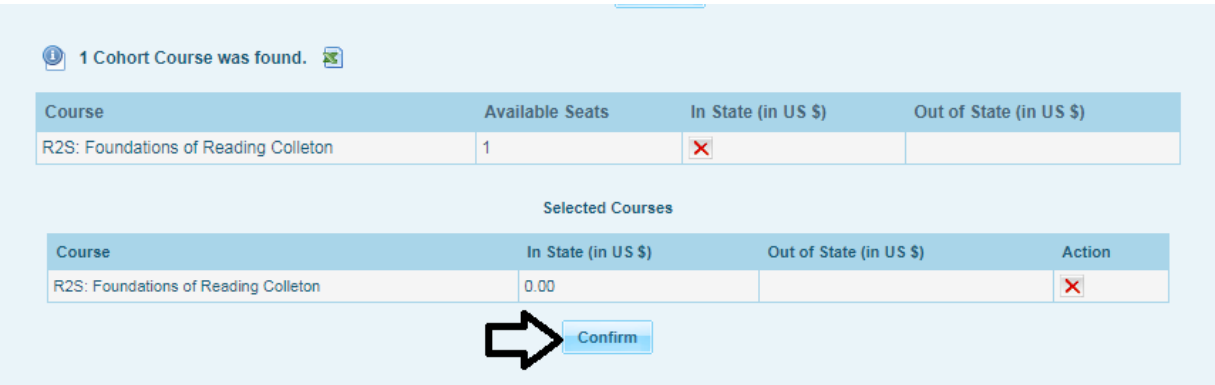
First: Go to VirtualSC PD's homepage and click on the OpenSIS button on the bottom right of the homepage.

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

Next, enter the 4 digit cohort code (given to you by your school district). After entering the cohort code click "Search" and your course will appear below. Confirm the course is correct, then, select the "In State" bubble:



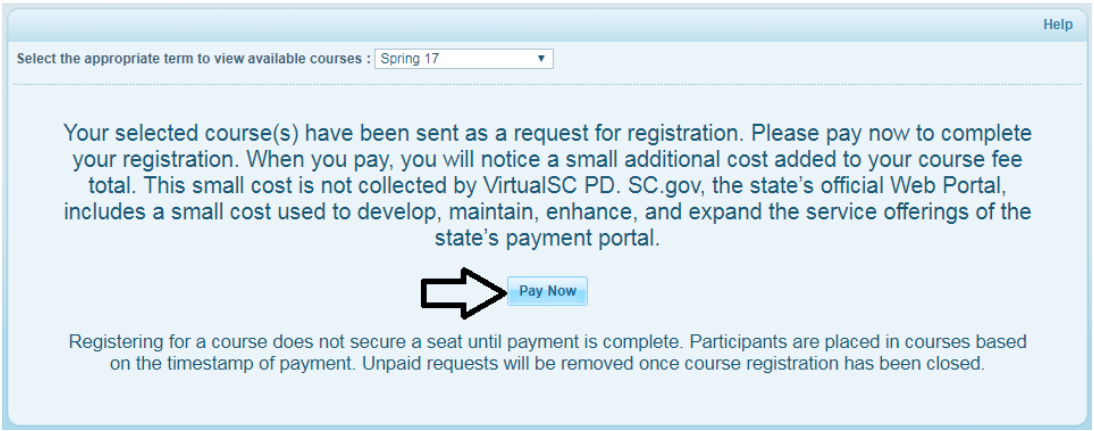
Once you have selected the “In State” bubble you will need to confirm the course. You will click the “Confirm” button



As a cohort course, your course will either be **free** or you will have to **pay a course fee**.

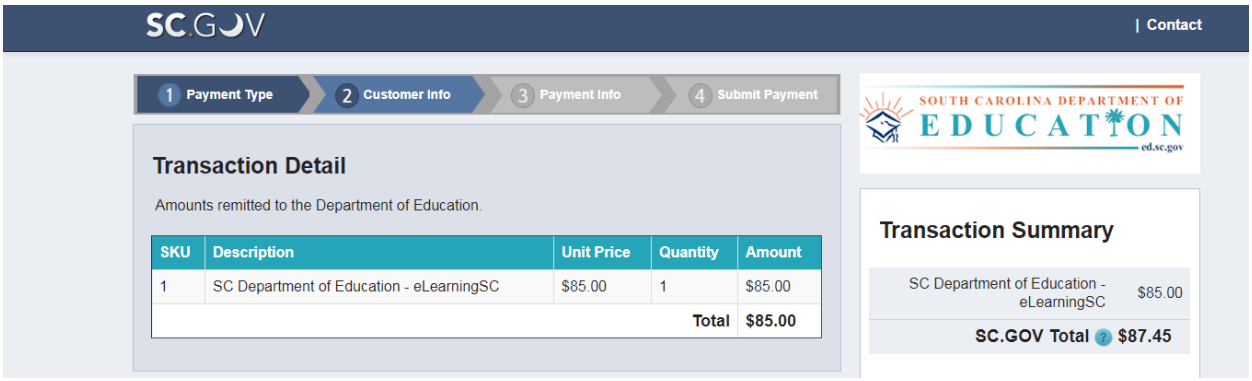
If your course:

1. **Is free** once you reach the payment page (pictured below) you may simply exit out of the process. You have successfully requested your course. [Visit here to see if your registration was successful.]
2. **Requires payment** you must complete the next step 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.



Please note: When you pay, you will notice a small additional cost added to your course fee total. This small cost is not collected by VirtualSC PD. SC.gov, the state’s official Web Portal, includes a small cost used to develop, maintain, enhance, and expand the service offerings of the state’s payment portal.

Once you have clicked on the “Pay Now” button a new page will open where you will pay for your course.



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!