

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](#).

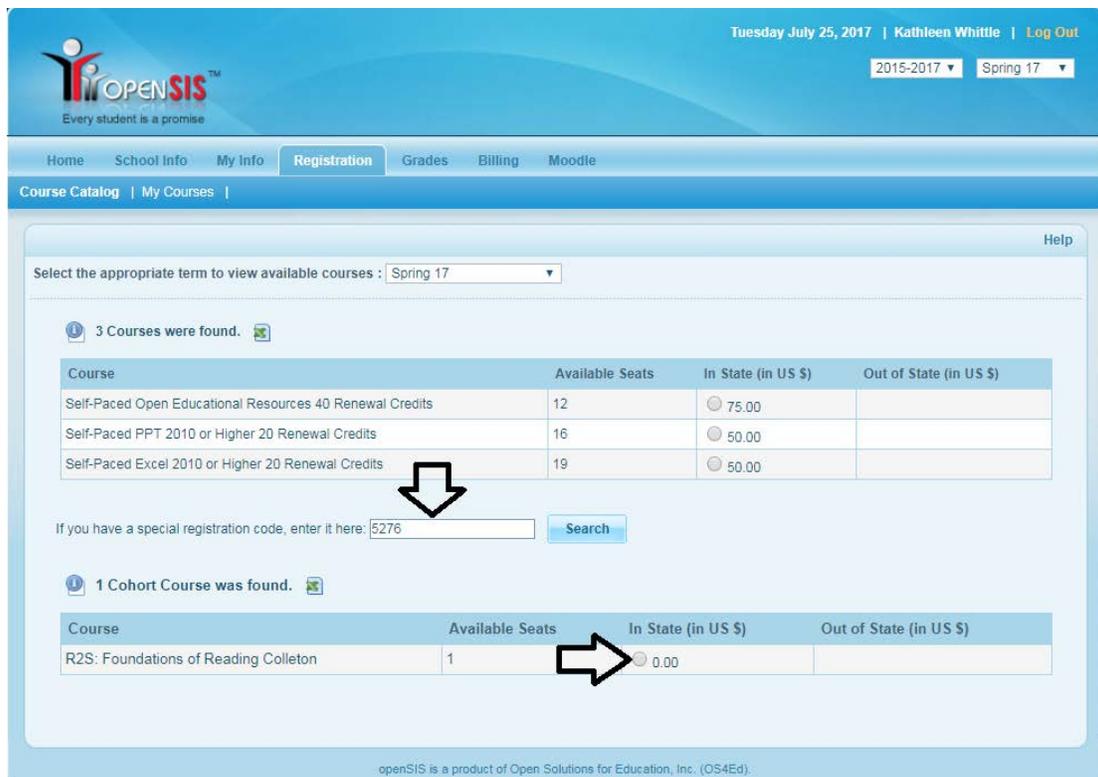
First: Go to [VirtualSC PD's homepage](#) and click on the OpenSIS button on the bottom right of the homepage.



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:



Select the appropriate term to view available courses :

3 Courses were found.

Course	Available Seats	In State (in US \$)	Out of State (in US \$)
Self-Paced Open Educational Resources 40 Renewal Credits	12	<input type="radio"/> 75.00	
Self-Paced PPT 2010 or Higher 20 Renewal Credits	16	<input type="radio"/> 50.00	
Self-Paced Excel 2010 or Higher 20 Renewal Credits	19	<input checked="" type="radio"/> 50.00	

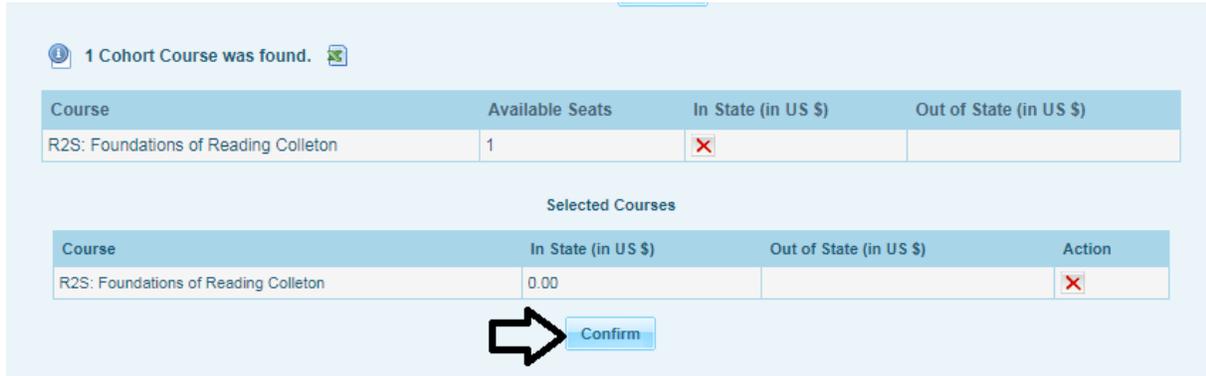
If you have a special registration code, enter it here:

1 Cohort Course was found.

Course	Available Seats	In State (in US \$)	Out of State (in US \$)
R2S: Foundations of Reading Colleton	1	<input checked="" type="radio"/> 0.00	

openSIS is a product of Open Solutions for Education, Inc. (OS4Ed).

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



1 Cohort Course was found.

Course	Available Seats	In State (in US \$)	Out of State (in US \$)
R2S: Foundations of Reading Colleton	1	✗	

Selected Courses

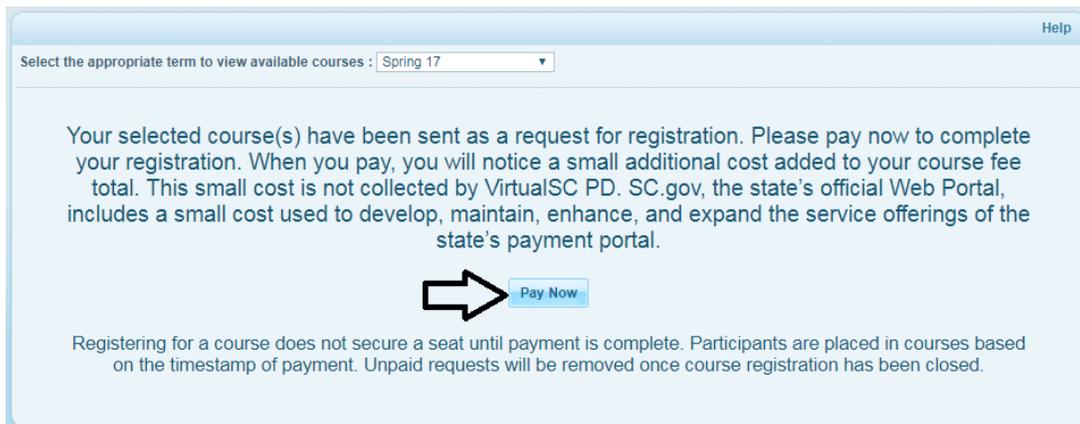
Course	In State (in US \$)	Out of State (in US \$)	Action
R2S: Foundations of Reading Colleton	0.00		✗

 [Confirm](#)

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.



Select the appropriate term to view available courses :

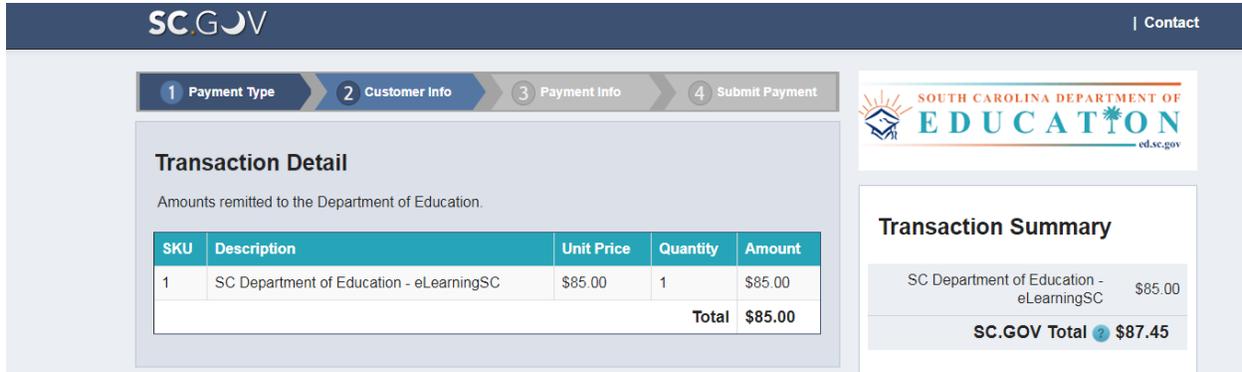
Your selected course(s) have been sent as a request for registration. Please pay now to complete your registration. When you pay, you will notice a small additional cost added to your course fee total. This small cost is not collected by VirtualSC PD. SC.gov, the state’s official Web Portal, includes a small cost used to develop, maintain, enhance, and expand the service offerings of the state’s payment portal.

 [Pay Now](#)

Registering for a course does not secure a seat until payment is complete. Participants are placed in courses based on the timestamp of payment. Unpaid requests will be removed once course registration has been closed.

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.



The screenshot shows the SC.GOV payment interface. At the top, there is a navigation bar with 'SC.GOV' on the left and 'Contact' on the right. Below this is a progress indicator with four steps: 1. Payment Type, 2. Customer Info, 3. Payment Info, and 4. Submit Payment. The main content area is titled 'Transaction Detail' and includes the text 'Amounts remitted to the Department of Education.' Below this is a table with the following data:

SKU	Description	Unit Price	Quantity	Amount
1	SC Department of Education - eLearningSC	\$85.00	1	\$85.00
Total				\$85.00

To the right of the transaction detail is the 'Transaction Summary' section, which includes the South Carolina Department of Education logo and a table with the following data:

SC Department of Education - eLearningSC	\$85.00
SC.GOV Total	\$87.45

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!