

Registering for Public 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.

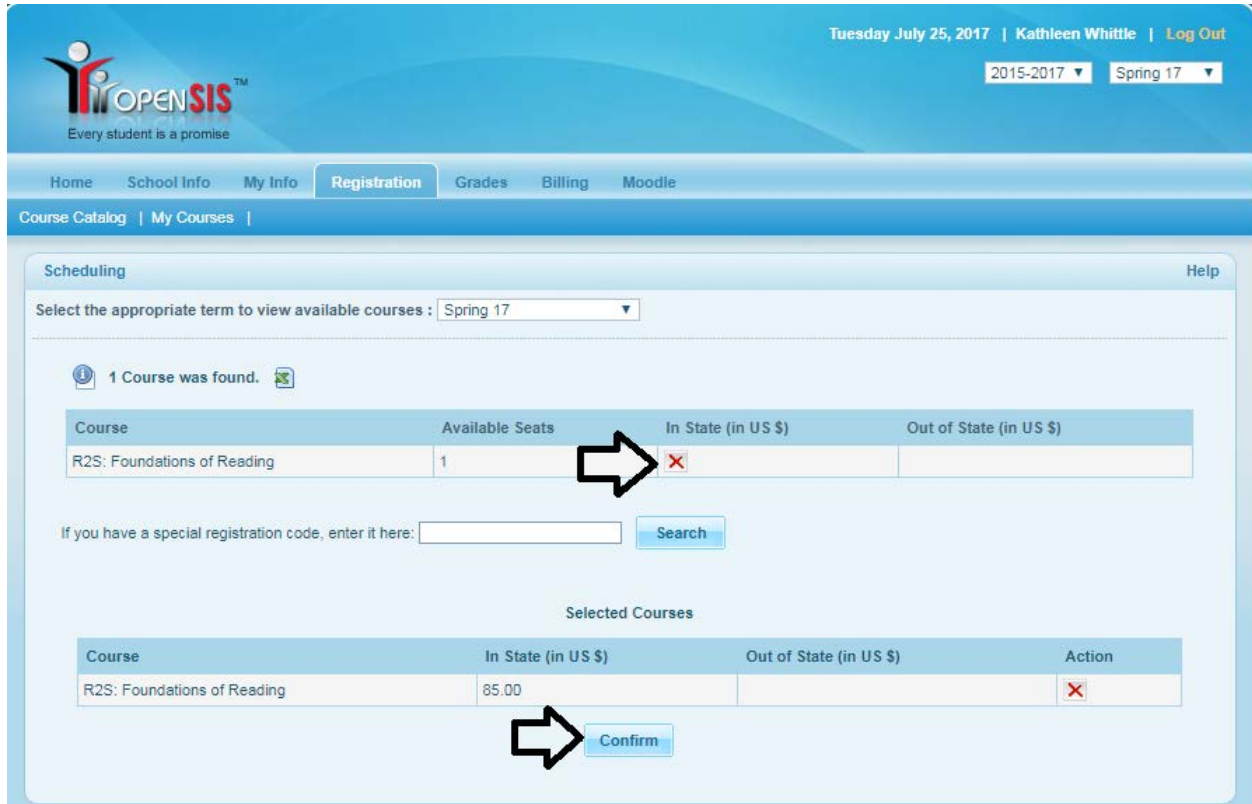


Once you have logged into your OpenSIS account. Click on the “Registration” tab



Once you have reached the “Registration” tab you will see the many courses VirtualSC PD has open to teachers. VirtualSC PD will offer a variety of graduate and renewal courses during each registration session. Please [click here for our registration and course dates](#).

After you have chosen a course you must click on the bubble next to the course name. Your selected course will appear below. You will have to confirm the course is correct:



The screenshot shows the 'Scheduling' section of the VirtualSC website. At the top, it displays the date 'Tuesday July 25, 2017', the user name 'Kathleen Whittle', and a 'Log Out' link. Below this, there are dropdown menus for the academic year '2015-2017' and the term 'Spring 17'. The navigation menu includes 'Home', 'School Info', 'My Info', 'Registration', 'Grades', 'Billing', and 'Moodle'. The 'Registration' tab is active, and the 'Course Catalog' and 'My Courses' links are visible.

Under the 'Scheduling' heading, there is a dropdown menu set to 'Spring 17'. A message states '1 Course was found.' Below this is a table with the following data:

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

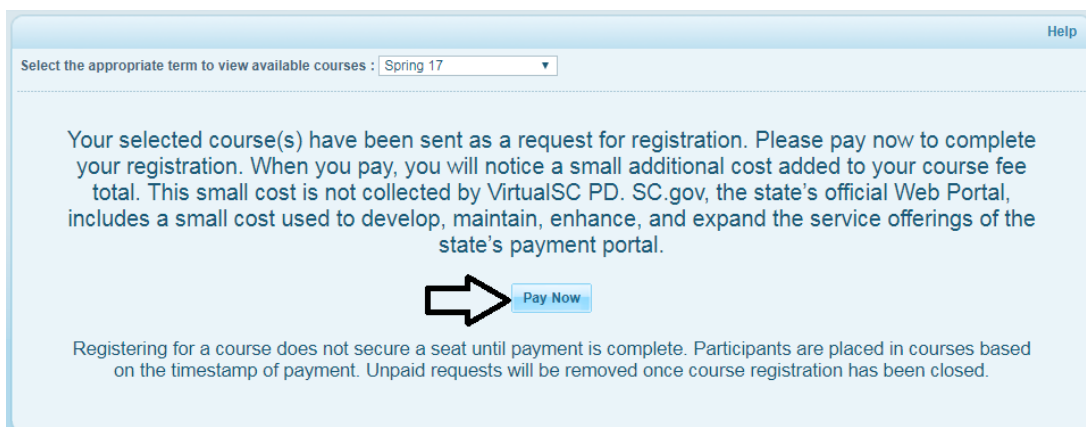
An arrow points to the checkbox in the 'In State' column. Below the table is a search box with the text 'If you have a special registration code, enter it here:' and a 'Search' button.

Below the search box is a section titled 'Selected Courses' with a table:

Course	In State (in US \$)	Out of State (in US \$)	Action
R2S: Foundations of Reading	85.00		<input type="checkbox"/>

An arrow points to the 'Confirm' button located below the 'Selected Courses' table.

After confirming your course, you must pay for your 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.



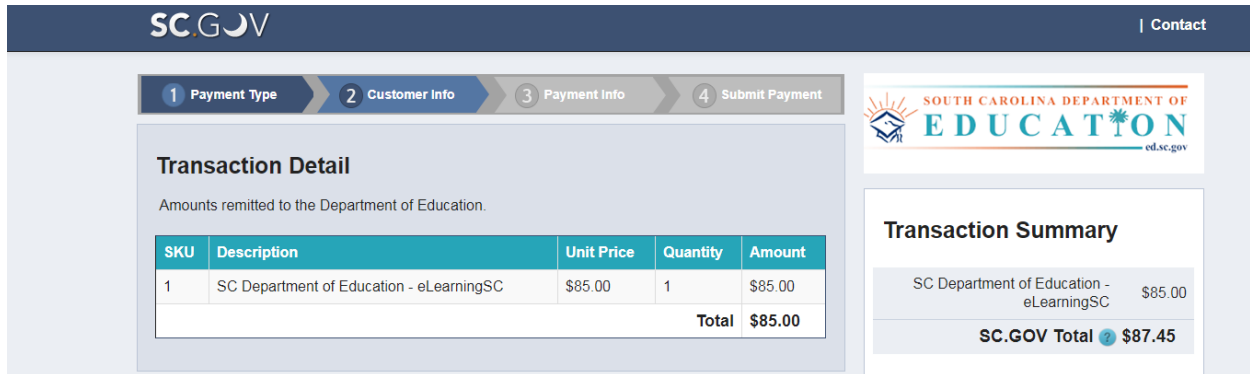
The screenshot shows a confirmation message on the VirtualSC website. At the top, it displays the date 'Tuesday July 25, 2017', the user name 'Kathleen Whittle', and a 'Log Out' link. Below this, there are dropdown menus for the academic year '2015-2017' and the term 'Spring 17'. The message reads:

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.

An arrow points to the 'Pay Now' button located in the center of the page. Below the message, it states: '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 portal interface. At the top, there is a navigation bar with the SC.GOV logo and a 'Contact' link. Below the navigation bar, there are four steps: 1. Payment Type, 2. Customer Info, 3. Payment Info, and 4. Submit Payment. The main content area is divided into two sections: 'Transaction Detail' and 'Transaction Summary'.

Transaction Detail
Amounts remitted to the Department of Education.

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

Transaction Summary

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!