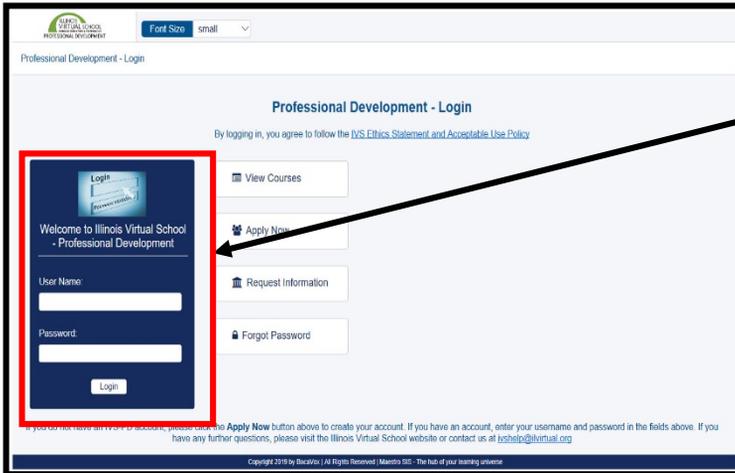
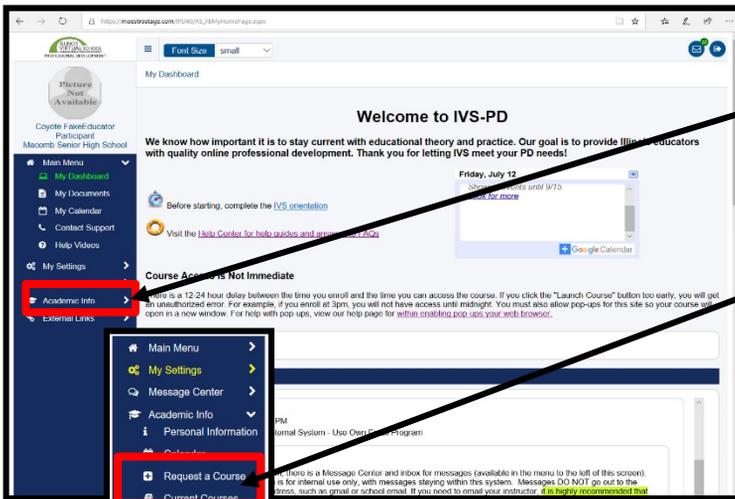


# How to...Register (Request and Pay Course Fee) for a PD Course

To register for a professional development course housed on the IVS-PD system, you will request the course and then pay the course fee. Please follow the directions below.



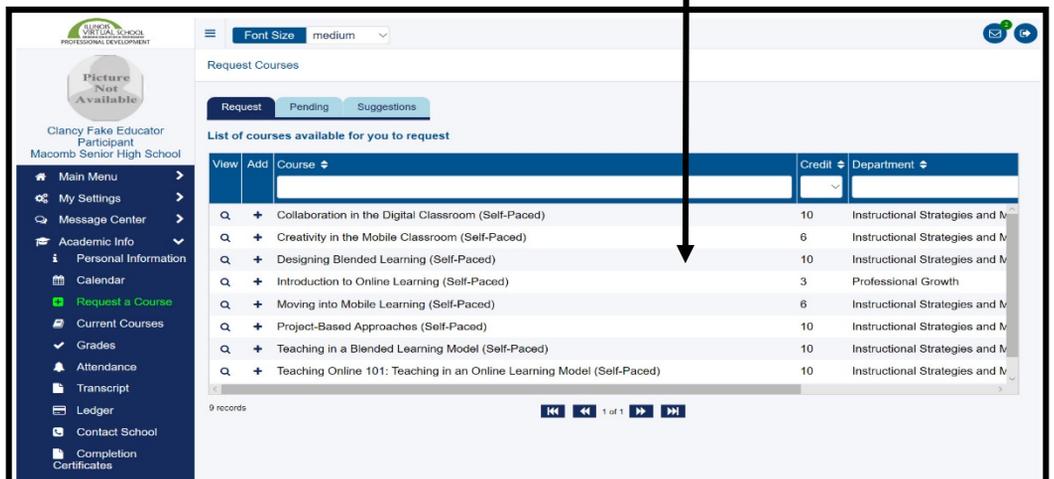
Step 1: Log into the PD information system (<https://pd.ilvirtual.org>) using your IVS-PD User Name and Password.



Step 2: Click the **Academic Info** in in the Main Menu on the left-hand side of the Dashboard to reveal a submenu.

Step 3: Click **Request a Course**

All professional development courses will be listed in the table.



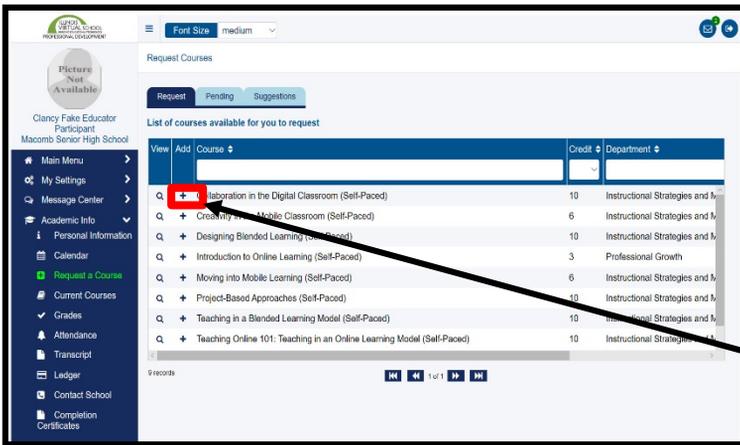
Request Courses

List of courses available for you to request

View	Add	Course	Credit	Department
Q	+	Collaboration in the Digital Classroom (Self-Paced)	10	Instructional Strategies and M
Q	+	Creativity in the Mobile Classroom (Self-Paced)	6	Instructional Strategies and M
Q	+	Designing Blended Learning (Self-Paced)	10	Instructional Strategies and M
Q	+	Introduction to Online Learning (Self-Paced)	3	Professional Growth
Q	+	Moving into Mobile Learning (Self-Paced)	6	Instructional Strategies and M
Q	+	Project-Based Approaches (Self-Paced)	10	Instructional Strategies and M
Q	+	Teaching in a Blended Learning Model (Self-Paced)	10	Instructional Strategies and M
Q	+	Teaching Online 101: Teaching in an Online Learning Model (Self-Paced)	10	Instructional Strategies and M

9 records

1 of 1



Scroll through the list to locate your course.

Note: You can click the **View** icon (magnifying glass) in the same row as the course to read the course description.

Step 4: Click the **Add** button in the same row as the course you want to enroll in.

A pop-up window will appear to show the open section of this course.

*You can only enroll in open sections of a course. If no sections are listed, this course is not available at this time.*

Step 5: Select your preferred start date. By default, the date listed will be today's date. You can change it by clicking the calendar icon.

Step 6: Click the **closed book icon** on the section of the course that is open.

Notice that the book will open once you select the section.

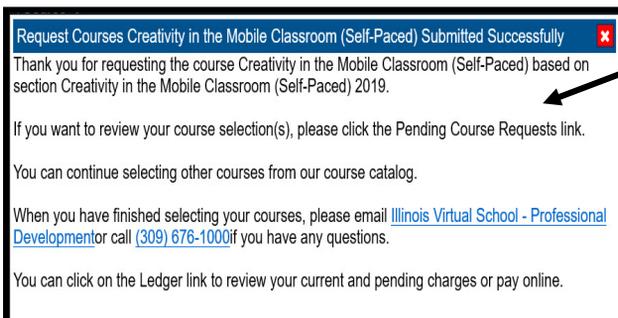
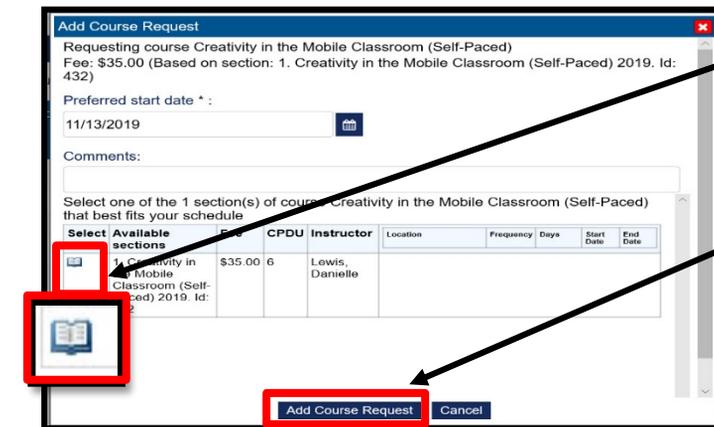
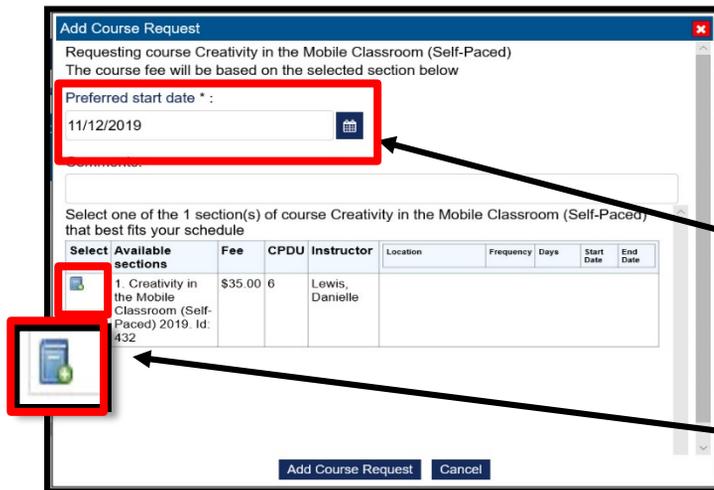
Step 6: Click the **Add Course Request** button.

If the addition is successful, you will receive this pop-up window stating that your request was submitted successfully.

Click the x in the top right corner to close this pop-up window.

If there is a course fee, now it is time to pay for your course.

Directions are on the next page.



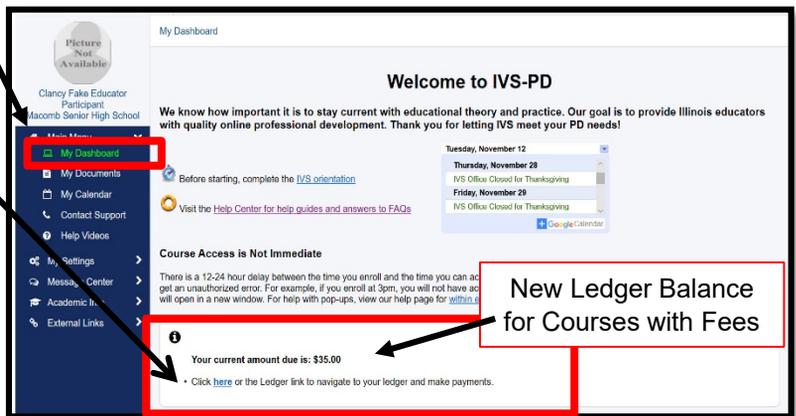
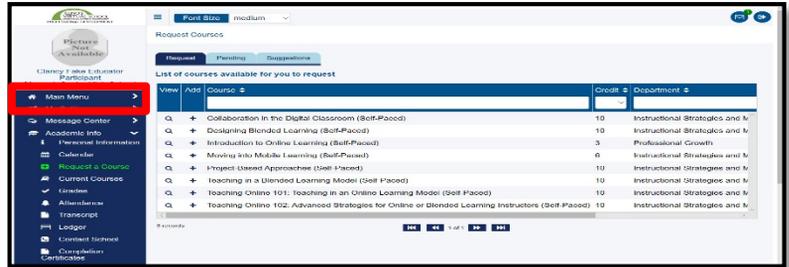
# Pay for Course Request

Courses that have a **course fee** need to be paid before you are enrolled in the course section. You can pay either with a pre-paid Code provided by a school, ROE, or other organization, by using your personal PayPal account, or by using PayPal as a guest to use your credit/debit card.

Step 1: Click **Main Menu** in the Main Menu on the left-hand side of the screen to reveal the submenu.

Click My Dashboard.

Step 2: To pay the balance due for courses with fees, click the underlined **here** link in the Ledger field on the Dashboard OR click **Ledger** in the Academic Info Submenu

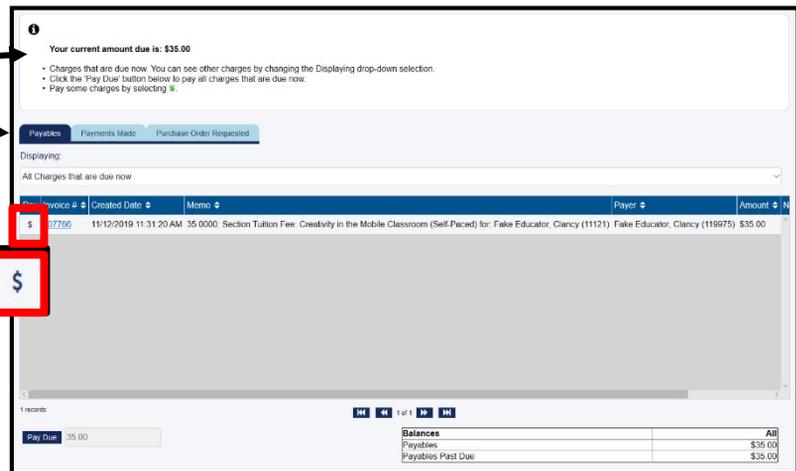


On the Ledger page, the total amount due is displayed at the top.

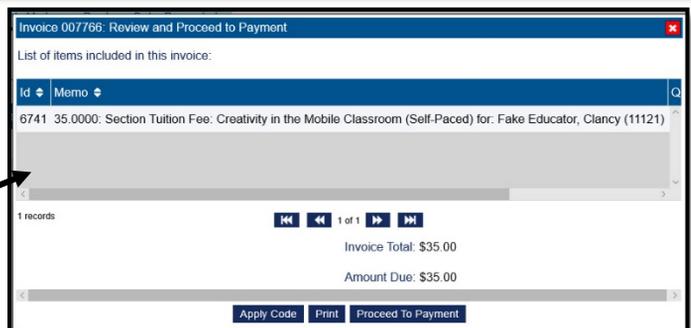
The 'Payables' Tab displays all invoices and the amounts owed by the participant.

The invoice total and amount due will be located in the lower right corner.

Step 3: Click **the dollar sign icon** to open the invoice you want to pay.



The "Proceed to Payment" window will pop-up on your screen.



## Pay with PayPal

Step 1: To use your PayPal account OR use a one-time guest option in PayPal for your credit or debit card, click the **Proceed to Payment** button.

Step 2: Click the **PayPal Checkout** icon

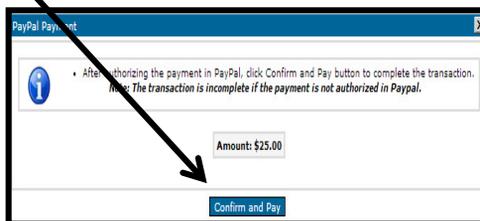
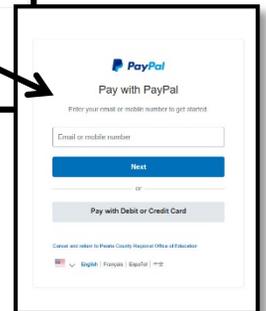
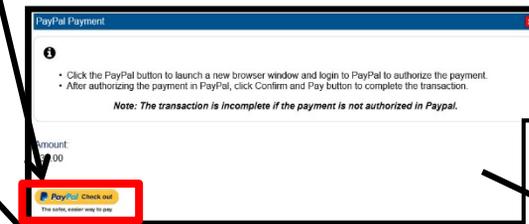
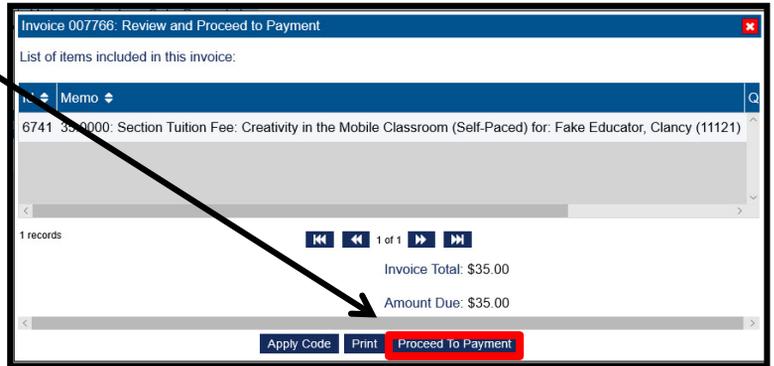
Step 3: Log into your PayPal account and proceed with payment.

Step 4: The PayPal window should close automatically and return you to ledger.

Click the **Confirm and Pay** button.

Step 5: Close all payment windows and return to the Dashboard.

The course widget will now appear on the Dashboard on the course start date. You will be able to access the course within 12-24 hours of enrollment.



## Pay with Code

Step 1: If you have received a code from IVS-PD, a school, ROE, or other organization, click the **Apply Code** button

Step 2: Enter the code in the code field and click the **Ok** button.

Step 3: Receive confirmation of payment and click the **Ok** button.

Step 4: Close all payment windows and return to the Dashboard.

The course widget will now appear on the Dashboard on the course start date. You will be able to access the course within 12-24 hours of enrollment.

