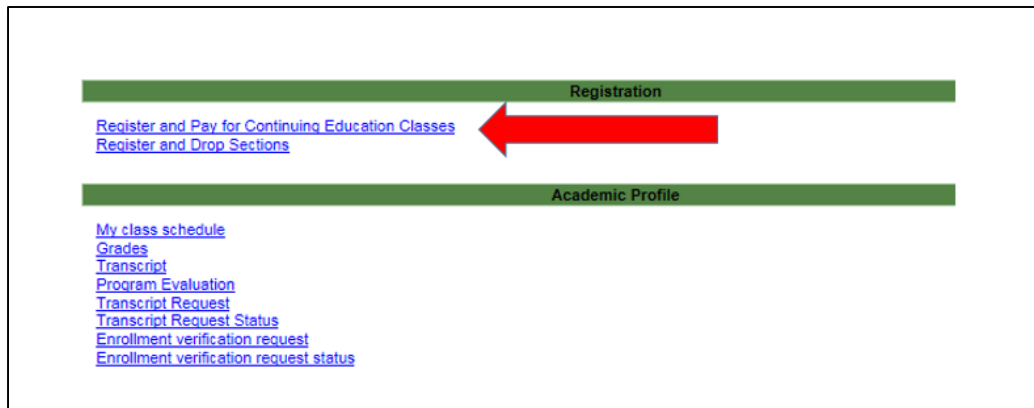


CBIZ Online Registration

Step-by-Step Instructions

Once you have reviewed the available classes and have decided which classes to take, click on the “Enroll Now” link to begin the online registration and payment process.

1. Click on the link to Register and Pay for Continuing Education Classes.




2. Select KidTek from the Topic Code options, and click on the Submit button.

The screenshot shows the "Register and Pay for Continuing Education" form. It includes search criteria fields for "Search For (Key Word)", "Course Code Number", "Starting On/After Date", and "Ending By Date". There are also dropdown menus for "Classes Meeting After" and "Classes Ending Before", and checkboxes for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun). The "Topic Code" dropdown menu is open, showing options: "Business & Professional Develo", "Computer Technology", "Transportation", "Environmental & Industrial Saf", "General Interest", "Health", "Kidtek", "Online", "Industrial Technology", and "Youth". A red arrow points to the "Kidtek" option. The "SUBMIT" button is located at the bottom right of the form, with another red arrow pointing to it.

3. If you are enrolling more than one student, be aware that each student will need to be enrolled and paid for separately. Students can be enrolled in multiple classes with a single payment, but you cannot enroll multiple student with a single payment.

For each student separately, select the classes for this student, and click on the Submit button.

Select	Course Name and Title	Meeting Information
<input type="checkbox"/>	XBUCS-KPOEE03-16U01 (53834) App Attack	06/13/2016-06/17/2016 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 09:00AM - 12:00PM, Room to b
<input checked="" type="checkbox"/>	XBUCS-KPOEE04-17U02 (53832) Minecraft Designers	07/18/2016-07/22/2016 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 09:00AM - 12:00PM, Room to b
<input type="checkbox"/>	XETMD-KPOEE01-16U01 (53838) Fun Engineering Grade 7-9	06/13/2016-06/17/2016 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 09:00AM - 12:00PM, Bldg. 600, Tech. Room 607
<input type="checkbox"/>	XETMD-KPOEE01-16U02 (53837) Funengineering Creations 4-6	06/13/2016-06/17/2016 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 01:00PM - 04:00PM, Bldg. 600, Tech. Room 605
<input type="checkbox"/>	XLRLR-KPOEE26-16U02 (53835) Sketch Your Thoughts	06/20/2016-06/24/2016 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 01:00PM - 04:00PM, Room to b

 **SUBMIT**

- Enter the student's personal information, including the SSN and the Birth Date. Note that you must also click at the bottom of the form to indicate that the information you have entered is correct. Click the Submit button to continue.

Personal Identification

* = Required

Prefix

First Name* Middle Name* Last Name*

Suffix

SSN*

E-mail Address*

Mailing Address Line 1

Mailing Address Line 2

City* State* Zip

Country

Country (only if foreign)

Phone Number	Extension	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you Hispanic or Latino? Yes No


Select One or More Races

Birth Date* Note: MM/DD/YY

Gender

Citizenship Country*

YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I am the person described above, and that the information presented here is correct to the best of my knowledge.

 **SUBMIT**


- The Educational Goal, Reason For Taking, and How You Learned of This Class are optional. Please enter this information, if you desire. Click the Submit button to continue.

Additional Registration Info

All entries on this form are optional.

Educational Goal

Course Name and Title	Reason For Taking	How You Learned of This Class
XBUCS-KPOEE04-17U02 (53832) Minecraft Designers	<input type="text"/>	<input type="text"/>



6. If you wish to remove any classes which were selected earlier in this process, note the Remove checkbox on the right side of the screen. Otherwise, select Register now (check out), and the appropriate Payment Type. Click the Submit button to continue.

Pay for Classes

NOTE: Your credit card will be charged if you select "Register now (check out)"
Before you register, you can remove a class from this list by checking the "Remove" box on the right and selecting "Recalculate total amount."

* = Required


Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location	Remove
179.00	XBUCS-KPOEE04-17U02 (53832) Minecraft Designers	07/18/2016-07/22/2016 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 09:00AM - 12:00PM. Room to be Announced	07/18/16	07/22/16	To be Announced	0.00		West Burlington Campus	<input type="checkbox"/>

Total Amount Due 179.00

Choose one of the following -

Select a payment method to complete registration (check out)

Payment Type
<input type="checkbox"/> Discover Card
<input type="checkbox"/> eCheck
<input type="checkbox"/> MasterCard
<input type="checkbox"/> Visa




7. If you selected a credit card, continue with Step #8. If you wish to pay by eCheck, please go to Step # 14.
8. After reviewing the total Payment Amount for this student, click the Continue button.

Processing My Credit Card Payment

Click Continue to enter your credit card information at our secure payment website.

Payment Amount \$179.00
Convenience Fee \$0.00
Total Payment Amount \$179.00



9. Enter the credit card number, expiration date, and security code. Then click the Continue button. Note that you may cancel the transaction by clicking on the Cancel link on the left side of the screen.

Payment Amount
\$ 179 .00

Payment Method
New Card

Card Number **Expiration Date** **Security Code** [What is this?](#)

DISCOVER MasterCard VISA

Cancel

Please note you will not be charged until you Submit at end.

Continue

10. Click the Accept Terms button to continue.

Review & Accept Terms

Payment Method	Amount
VISA Ending in 0002	\$179.00

Official Payments Terms and Conditions:

Completion of a payment transaction is contingent upon both the authorization of payment by your card company and acceptance of your payment by the entity you are paying. In the event that your payment is unable to be processed, Official Payments will attempt to notify you at least once using the contact information you have provided. In the event your payment is not processed or authorized by your card company or the applicable entity you are seeking to pay fails to accept your payment your payment liability shall remain outstanding and unpaid and you will be subject to all applicable penalties, late fees and interest charges assessed by the relevant entity thereon, all of which obligations remain your sole responsibility.

By clicking the "Accept" button below you hereby confirm your authorization for us to charge your selected credit or debit card, and agree to pay, the "Total Payment" amount indicated, subject to and in accordance with the agreement governing the use of your credit or debit card.

Printer Friendly

Back | Cancel

Please note you will not be charged until you Submit at end.

Accept Terms

11. Enter the appropriate billing address information for the credit card selected. Note that email should be the card holder's email. Also note that the email address should be entered twice. Click the Continue button to proceed.

Please enter your account information

Name
First Name MI Last Suffix

Country

Address
Street Address
Street Address 2
Apartment or Suite Number

City **State** **Zip code**


Daytime phone
 U.S. International
() -

Note: Please provide area code and extension in case we need to contact you regarding your payment

Enter your email
Email

[Back](#) | [Cancel](#)

Please note you will not be charged until you Submit at end.



12. After reviewing the card holder's information, click the Submit button to continue.

REVIEW & SUBMIT


Payment Method	Amount
VISA Ending in 0002	\$179.00

Account Information

Name	John m Doe
Street Address	100 Main St.
City	Burlington
State	IA
Zip code	52601
Country	United States
Daytime phone	(319) 555 - 1212
Email	myemail@scciowa.edu

[Back](#) | [Cancel](#)

It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.



13. If the credit card transaction is successful, your credit card will be charged, and the student will be officially enrolled. You will receive an email receipt and summary of the transaction, and you may return to Step #3 above to enroll another student or to enroll the same student in additional classes.
14. If you selected eCheck as the Payment Type, enter the appropriate information for your bank checking account. Then click the Submit button to continue.

Electronic Check Entry

[How do I find the routing number, account number, and check number?](#)


* = Required

Payment Amount 179.00
Convenience Fee 0.00
Total Payment Amount 179.00

Routing Number* Account Number*
Check Number*
Driver's License State

Name on Check*
Address*
City* State/Province* Postal Code*
Email*

By supplying the requested information and completing this transaction, I hereby authorize Southeastern Community College to initiate debit or credit entries to the financial account I specified payable to Southeastern Community College or to their agent, in the amount of \$179.00. This transaction will be processed on 03/31/2016 and in the event that this electronic payment is returned unpaid for any reason, I understand that a \$25.00 return fee will be added to my student account. Please print or retain a copy of this authorization for your records.
Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.
To revoke this authorization agreement you must contact the SCC Business Office at 319-208-5041 or busoffctr@scc.iowa.edu


SUBMIT

15. If the eCheck transaction is successful, your bank account will be charged, and the student will be officially enrolled. You will receive an email receipt and summary of the transaction, and you may return to Step #3 above to enroll another student or to enroll the same student in additional classes.