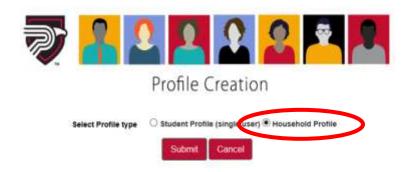1. Visit our site: https://polk.augusoft.net/index.cfm to get started!
2. LOGIN/CREATE ACCOUNT
3. Create a New Profile or Sign In to your account.
    a. When creating a New Profile, please select Household Profile.

    b. Fill out the required information.
        i. Click Continue to move to Step-2.
        ii. Click **Submit**.
    c. You will now be on the Household profile.
    d. Choose "Add youth member to household," (this is in red and near the bottom of the screen)
    e. Add your child's name and birthday, then click Save Profile.
    f. Continue this step for each additional child.
4. Choose Youth Programs in the left column and then choose the appropriate Kids at College age group.
5. Click Show All to open the full selection of class options.
6. Click the class name to view the class dates and times offered.
7. Click ADD TO CART for your desired class.
8. Choose the appropriate student(s) for this class and submit.
9. Provide the necessary Kids at College information.
10. Repeat steps 6 – 9 for all students and classes.
11. Click Checkout at the top right of the screen.
12. Confirm student and class details.
13. Agree to all policies.
14. Choose Checkout at the bottom of the screen.
15. Type your name in the pop-up and click "I Agree."
16. Enter your credit or debit card information, confirming that the information on this screen matches the informatioon the bank has on file for that card.
17. Click **Process Payment**.
18. After submitting payment you will be able to **Display printable receipt** or **Print confirmations.**

Congratulations! You have registered your child(ren) for Kids at College!