Visit our site: https://polk.augusoft.net/index.cfm?fuseaction=1010& to get started!
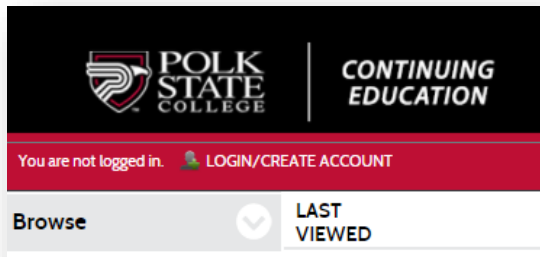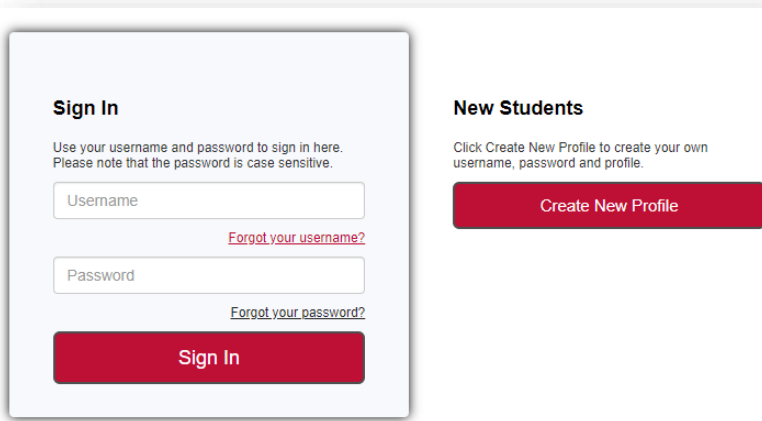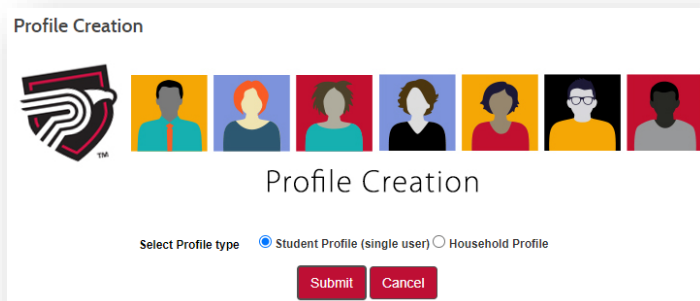
1. Login or create an account:

2. Sign into your account or click Create New Profile:

   a. When Creating a New Profile, please select your Profile Type.
      i. Student Profile (single user) is for general use (step 3-4)
      ii. Household Profile is for Kids at College use (step 5-6)

3. Fill out the following form. Note any field with an * asterisk is required to move forward:

STEP-1 STEP-2

Username*	Username: minimum 6 characters
Password*	Password: minimum 8 characters, must conta a number and any two of the following three: upper case, lower case, special characters (fo example: (){}!@$%^&*")
	Strength
Re-enter password*	
Password hint*	
Identity Verification Question*	None specified
Identity Verification Answer*	
E-mail*	
Re-enter E-mail*	
First name*	
Middle Name	
Last name*	

Primary Address

Primary Address Type*	--select one--
line 1 > Address*	
line 2 > Address	
City*	
State*	Florida
Zip*	
Zip+4	

Secondary Address

☐ Same as Primary Address

Secondary Address Type	--select one--
line 1 > Address	
line 2 > Address	
City	
State	Florida
Zip	
Zip+4	

Birthdate*	mm/dd/yyyy
Phone*	None specif / 999-999-9999 / EXT
Additional phone	None specif / 999-999-9999 / EXT

Continue>>   Cancel

   a. Click continue to move onto "Step-2.

4. Fill out the remaining information and click **Submit**.

Create New Student Profile

* denotes required information.

STEP-1 **STEP-2**

Mail preference	May we include you on our mailing lists?
	⦿ Yes ◯ No
E-mail Preference	⦿ Yes ◯ No Receive info regarding future courses via e-mail?
Last 4 of SSN (optional)	

Submit   Cancel

Note: (steps 5- 6 are for creating a household profile. Skip to step 7)

5. Fill out the following form. Note any field with an * asterisk is required to move forward.

Add Primary Household Profile

* denotes required information.

| STEP-1 | STEP-2 |

Username*   Username: minimum 6 characters

Password*   Password: minimum 8 characters, must conta
                   a number and any two of the following three:
                   upper case, lower case, special characters (fo
                   example: (){}!@$%^&*)

                   Strength

Re-enter password*

Password hint*

Identity Verification Question*   None specified

Identity Verification Answer*

E-mail*

Re-enter E-mail*

First name*

Middle Name

Last name*

Primary Address   **Secondary Address**

                                                        ☐ **Same as Primary Address**

Primary Address Type*   --select one--   Secondary Address Type   --select one--

line 1 > Address*   line 1 > Address

line 2 > Address   line 2 > Address

City*   City

State*   Florida   State   Florida

Zip*   Zip

Zip+4   Zip+4

Birthdate*   mm/dd/yyyy

Phone*   None specif   999-999-9999   EXT

Additional phone   None specif   999-999-9999   EXT

                   Continue>>   Cancel

    a. Click **Continue** to move onto "Step-2".

6. Fill out the remaining information and click **Submit**.

Add Primary Household Profile

* denotes required information.

| STEP-1 | STEP-2 |

Mail preference   May we include you on our mailing lists?
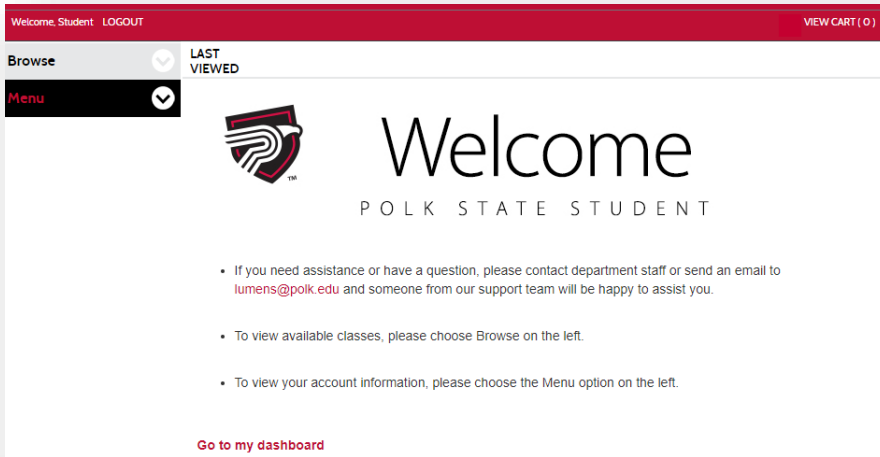
                         ● Yes ○ No

E-mail Preference   ● Yes ○ No
                         Receive info regarding future
                         courses via e-mail?

Last 4 of SSN (optional)

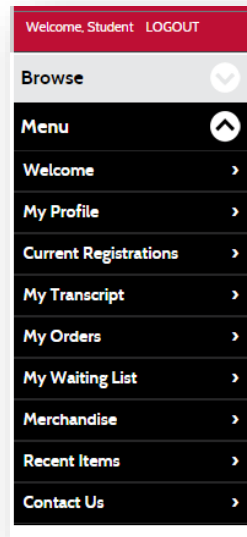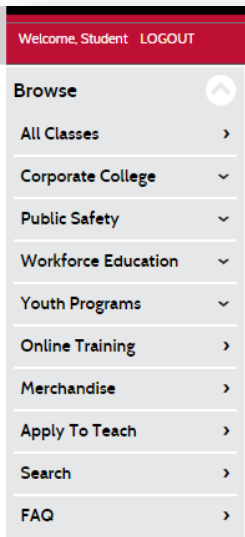   Submit   Cancel

.

7. Once you login, you will be on the Welcome page:

8. Navigate to find classes by clicking **Browse** on the left side of the page:

(**Menu** is used to modify your profile and view other information such as registrations.)

a. Click **All Classes** to view each area, or
b. Select specific areas listed under **Browse**.

9. Click **All Classes** and click on a topic area to view available courses.

10. The **Courses** page will display available classes as well as other classes you may be interested in toward the bottom of the page.

a. From here you are able to click **Add to Cart**, or click into the class to view more information.

11. Once you click **Add to Cart** a popup may appear to identify the number of students attending. This may not appear for every class. Click **Submit**.

How many students would you like to register (including yourself)?

Class Name/Course Number: Microsoft Excel 2020 Level
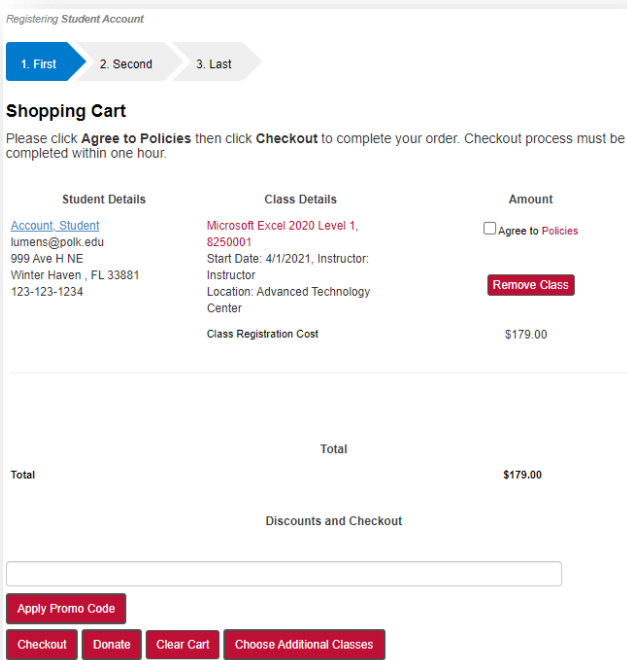   1/8250001

Number of Students (including   1
yourself)

Submit   Cancel

12. Click **View Cart** to view all the items in your cart, and click **Checkout** once you are ready to complete your registration.

search for a class...   GO ›
advanced search options ›

POLK STATE COLLEGE | CONTINUING EDUCATION

Welcome, Student   LOGOUT   VIEW CART (1) 🛒 CHECKOUT

13. Verify the information on the following screen, check **Agree to Policies** (the refund policy can be seen by clicking on **Policies**). Click **Checkout**.

Registering Student Account

1. First   2. Second   3. Last

Shopping Cart

Please click **Agree to Policies** then click **Checkout** to complete your order. Checkout process must be completed within one hour.

Student Details	Class Details	Amount
Account, Student lumens@polk.edu 999 Ave H NE Winter Haven , FL 33881 123-123-1234	Microsoft Excel 2020 Level 1, 8250001 Start Date: 4/1/2021, Instructor: Instructor Location: Advanced Technology Center	☐ Agree to Policies Remove Class
	Class Registration Cost	$179.00

Total

Total $179.00

Discounts and Checkout

Apply Promo Code

Checkout   Donate   Clear Cart   Choose Additional Classes

14. A popup will appear requesting your signature as agreement to the Policies. Click **I Agree**.

Polk State College

Signature

Student Account

[I Agree] [Cancel]

15. You will be redirected to the credit card check out screen portal. Fill out all of the fields and click **Process Payment**.

Polk State College

Order Summary

Order Date	03/17/21
Order Amount	$179.00
Order Number	10702
Customer IP	72.187.190.87
Description	Microsoft Excel 2020 Level 1

Credit Card Information

Card Type	Visa
Name as on Card	Student Account
Card Billing Address	999 Ave H NE
Card Billing Zipcode	33881
Card Number	
Card Expiration Date	
	MMYY
Card ID (CVV2/CID) Number	
	What is the Card ID?

[Process Payment >>] [Cancel]

16. After submitting payment you will be brought back to the site below. You will be able to **<u>Display printable receipt</u>** and **<u>Print confirmations</u>**, or browse for additional information.
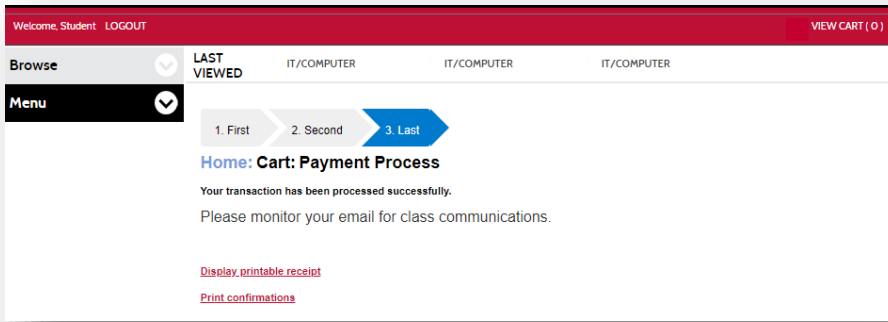
Congratulations! You have registered for a Polk State College non-credit class!