



**POLK  
STATE  
COLLEGE**

**CONTINUING  
EDUCATION**

# **Lumens**

**Getting Started Guide**

**Corporate Partners**

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# Create Student Profile

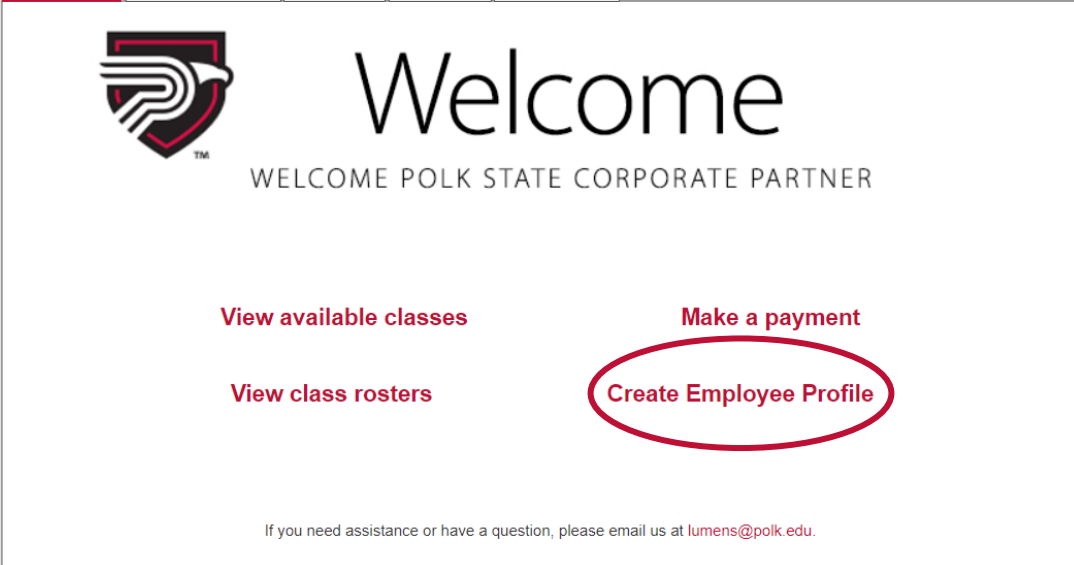
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Step 1: **Login** <https://polk.augusoft.net/> by entering your username and password then click **Sign In**.

Step 2: Click **Create Employee Profile**

LAST VIEWED      BLS FOR HEALTHCARE PROVIDERS (CPR)      EMS      BLS FOR HEALTHCARE PROVIDERS (CPR)      EMS

Dashboard    Company Profile    Contacts    Divisions    Tran History



**View available classes**

**View class rosters**

**Make a payment**

**Create Employee Profile**

If you need assistance or have a question, please email us at [lumens@polk.edu](mailto:lumens@polk.edu).

Step 3: Complete required form fields:

- a. **First Name**
- b. **Last Name**
- c. **Birthdate**
- d. **Email**
- e. Then **SUBMIT**

**Add Slim Student Profile**

\* denotes required information.

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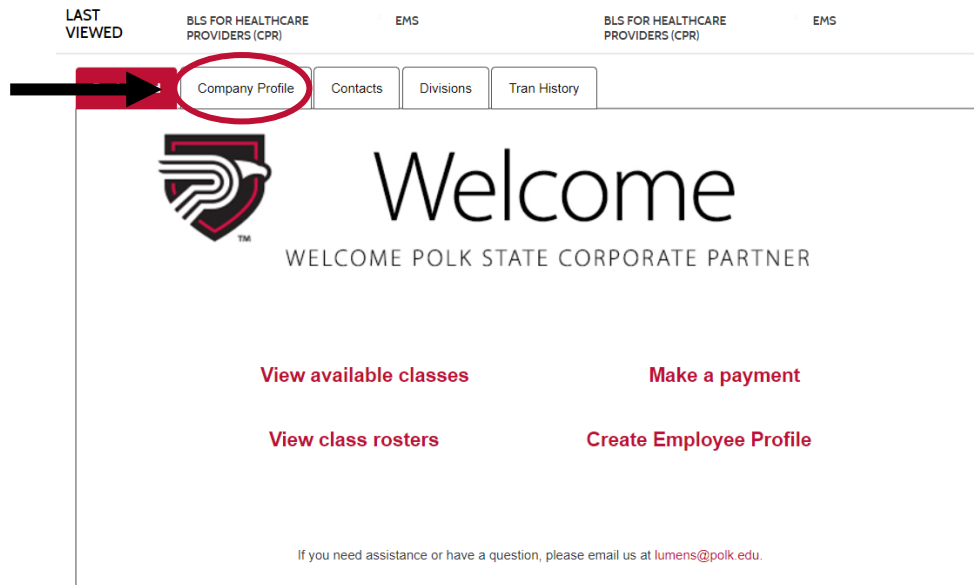
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Birthdate *	<input type="text" value="mm/dd/yyyy"/>
no email	<input type="checkbox"/>
Email *	<input type="text"/>
Last 4 of SSN (optional)	<input type="text"/>
Company	<input type="text"/>
Internal Comments	<input type="text"/>

# Edit Company Profile Information

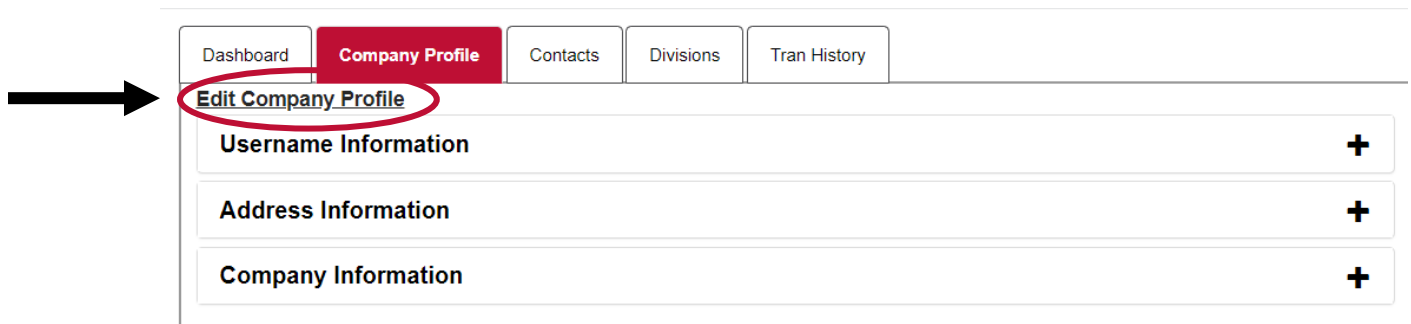
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Step 1: **Login** <https://polk.augusoft.net/> by entering your username and password then click **Sign In**.

Step 2: Click **Company Profile**



Step 3: Click **Edit Company Profile**



Step 4: Select any of the following to update contact information

- Choose **Username Information** to:
  - Change username or password
  - Set up Identity Verification Questions
- Choose **Address Information** to:
  - Change mailing address
  - Change billing address
- Choose **Company Information** to:
  - Update phone number
  - Update company email address
- Then click **Submit**

Dashboard	<b>Company Profile</b>	Contacts	Divisions	Tran History
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\* denotes required information.

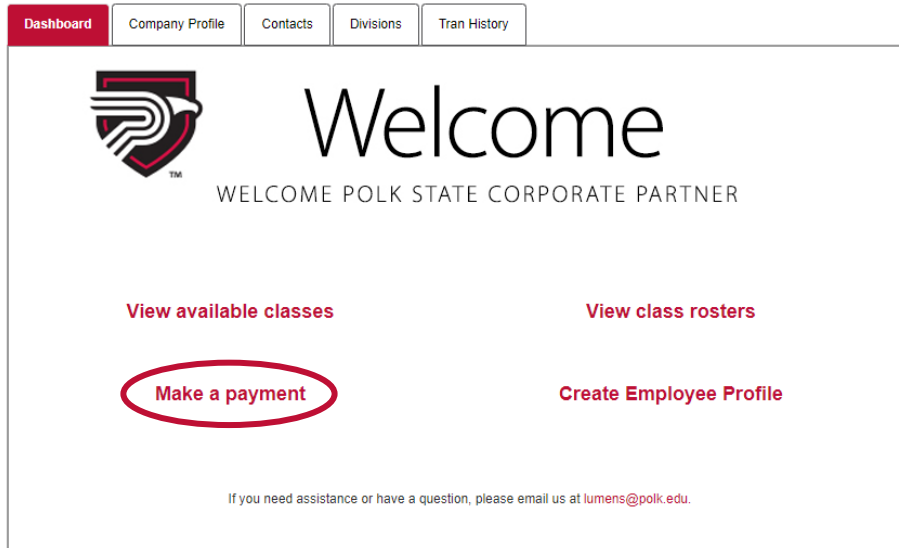
<b>Username Information</b>	<b>+</b>
<b>Address Information</b>	<b>+</b>
<b>Company Information</b>	<b>+</b>

## Pay Outstanding Balances

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Step 1: **Login** <https://polk.augusoft.net/> by entering your username and password then click **Sign In**.

Step 2: Click **Make a Payment**.



Step 3: Enter the **Invoice#** number and click **Search**. *(This is the easiest option)*

If you don't know the invoice number, or want to pay multiple invoices:  
Choose either **Search for Transactions** or **Search for Contract Training**  
Then **Search** to show all related outstanding balances.

- **Search for Transaction** means charges for Open Enrollment (public registration) classes.
- **Search for Contract Training** means charges for classes held exclusively for a company or organization (not public).

Step 4: Select the box for the transaction you wish to pay, or choose the top selection box to pay all transactions in the list and then **Submit**.

**Accounts Receivable: Make a Payment: Search for Transactions**

Account Name Polk External Account #  
 Current Balance \$1,3  
 Search Criteria : None

**Another Search**

Student Name(ID)	Class Name / Item Description(Class ID) Term Code	PO/Voucher	Current Balance	Select?
TransactionID : 82 on 02/16/2021				<input type="checkbox"/>
Mally, Sally (10024)	Annual Refresher - Class Registration (57) FY2021		\$119.00	<input type="checkbox"/>
Mammy, Sammy (10024)	Annual Refresher - Class Registration (57) FY2021		\$119.00	<input type="checkbox"/>
McGuire, Cara (10024)	Annual Refresher - Class Registration (57) FY2021		\$119.00	<input type="checkbox"/>

**Submit** **Cancel**

Step 5: Choose **Pay in Full** then **Submit**:

**Accounts Receivable: Make a payment to Transactions**

Account Name : Polk County Fire Rescue (Company) External Account # :  
 Current Balance : \$1,302.00  
 Search Criteria:None

Tran ID	Student Name (Learner ID)	Class / Item Description (Class ID) Term Code	PO/Voucher #	Balance	Payment Amount
Total payment amount :					427.00
82	McGuire, Cara (10024)	Annual Refresher - Class Registration (57) FY2021		\$119.00	119.00
82	Mally, Sally (10024)	Annual Refresher - Class Registration (57) FY2021		\$119.00	119.00
82	Mammy, Sammy (10024)	Annual Refresher - Class Registration (57) FY2021		\$119.00	119.00
261	Baker, Bill (10021)	Balloon Twisting - Class Registration (14) FY2021		\$70.00	70.00

Payment amount \$427.00  
 Select one payment method: Credit card  
 Send transaction receipt email to student?\*  Yes  No

**Submit** **Reset** **Cancel**

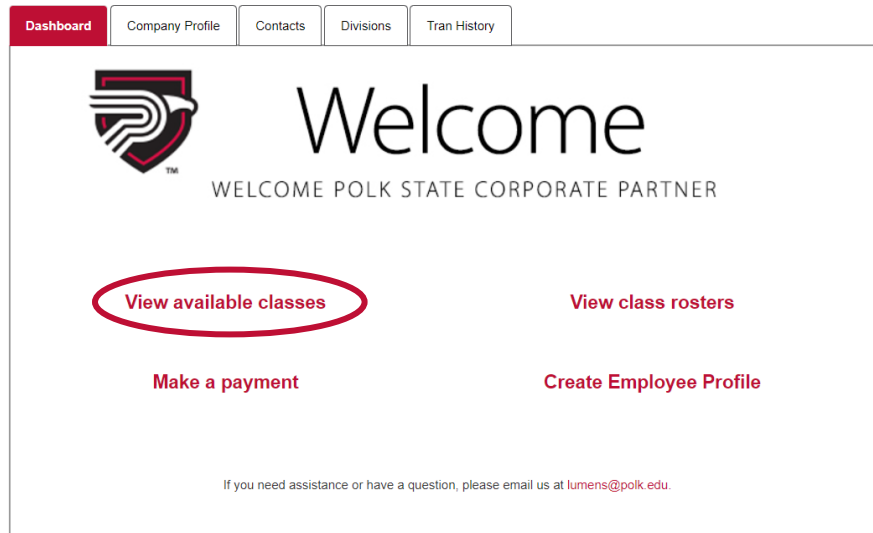
Step 6: You will be re-directed to the credit payment gateway. Enter the credit card information then choose **Process Payment** at the bottom.



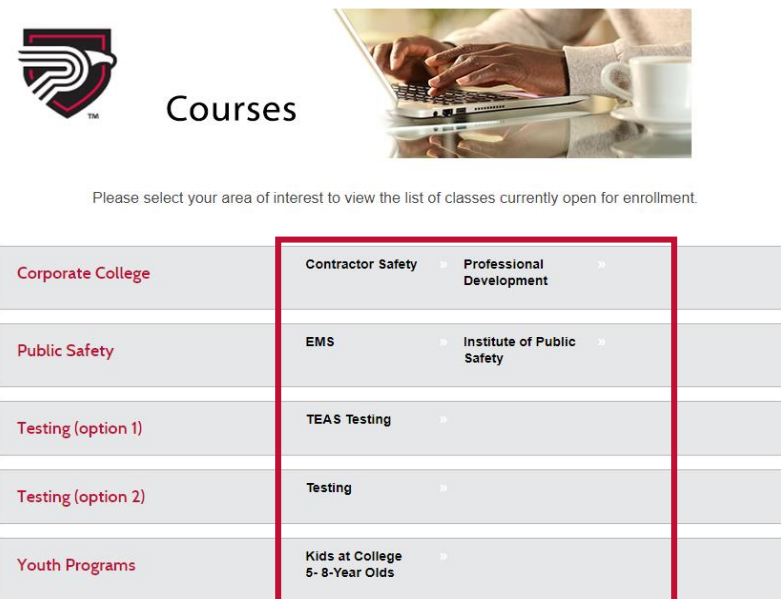
# Register Employee(s) for Class: Pay with Credit Card

Step 1: **Login** <https://polk.augusoft.net/> by entering your username and password then click **Sign In**.

Step 2: Click **View Available Classes**



Step 3: Select Area of Interest to view available class dates.



Step 4: Find your desired class and click **Add to Cart**.

Showing 1 of 1 pages [Show All](#) Sort by: *Alphabetical by class name*

**BLS for Healthcare Providers (CPR)**

4000003

Fri 10:00 AM - 3:00 PM  
(4/30/2021)

Location : [Center for Public Safety](#)

Room : Classroom - 113

Tuition: \$55.00

**ADD TO CART**

Step 5: Choose the employee(s) you want to register for the class by checking the box(es) in the register column.  
If employee is not listed, choose **Add New** then **Slim Student Profile** to create their account.  
After you choose your employee(s), click **Select Student(s)**.

### Company Student

Search for Students by the search fields below.  
For a complete list of students, click 'Reset' and then click 'Search'.  
To clear search criteria only, click 'Reset'.

\* To register multiple students, select the student(s) by clicking the 'check box' in the 'Register' column.


Last Name  First Name

Email

**Search** **Reset**

**Add New :**

Search Results

Select	Register	Name	Email	Birthdate
	<b>Select Student(s)</b>			
<input type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">Baker, Bill</a>	bbracewell@polk.edu	07/09/1970
<input type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">Polk, Cameron</a>	bbracewell@polk.edu	
<input type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">Polk, Frank</a>	bbracewell@polk.edu	
<input type="radio"/>	<input type="checkbox"/>	<a href="#">Smith, Joe</a>	lumens@polk.edu	07/29/1992
<input type="radio"/>	<input type="checkbox"/>	<a href="#">Student, Test</a>	lumens@polk.edu	07/29/1992

Step 6: You will be re-routed back to the class listing screen.

Step 7: If applicable: answer the **Liability Release Form** questions.  
If no questions appear, continue to step 8.

Step 8: Click **Checkout** in the top right of the screen.

Step 9: Click to **Agree to the Policies** then click **Checkout**.

Step 10: Type your name in signature box then click **I Agree**.

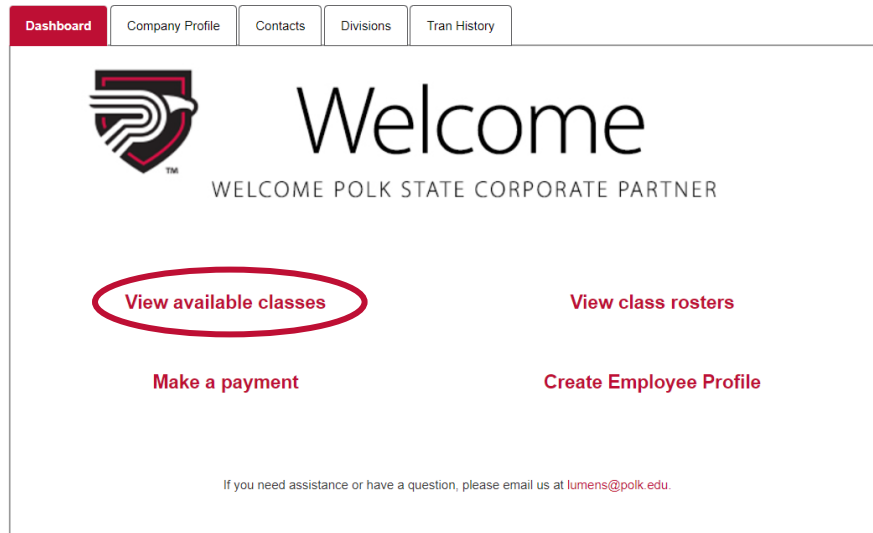
Step 11: Choose a **contact** in the drop-down menu.  
then select payment method: **Credit Card** then **Continue Checkout**.

You will be re-directed to the payment gateway screen where you can enter credit card information. Choose **Process Payment** at the bottom.

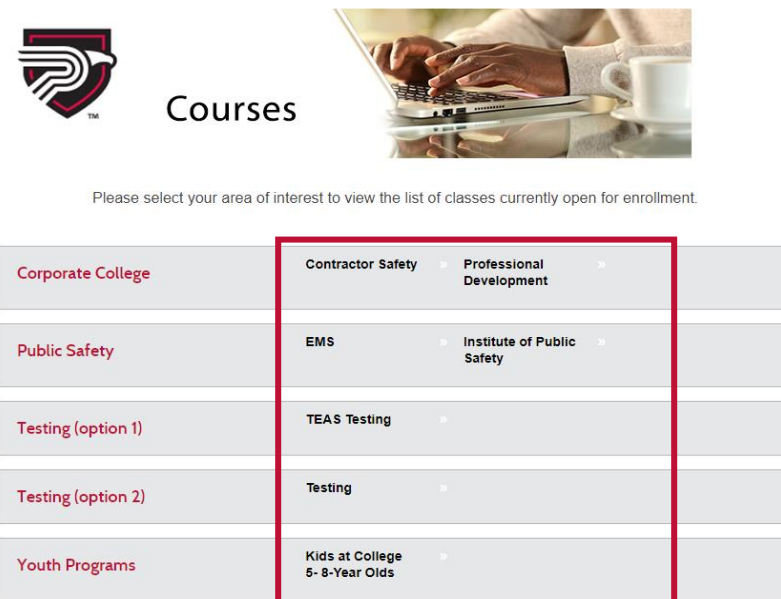
# Register Employee(s) for Class: Receive Invoice

Step 1: **Login** <https://polk.augusoft.net/> by entering your username and password then click **Sign In**.

Step 2: Click **View Available Classes**



Step 3: Select Area of Interest to view available class dates.



Step 4: Find your desired class and click **Add to Cart**.

Showing 1 of 1 pages [Show All](#) Sort by: *Alphabetical by class name*

**BLS for Healthcare Providers (CPR)**

4000003

Fri 10:00 AM - 3:00 PM  
(4/30/2021)

Location : [Center for Public Safety](#)

Room : Classroom - 113

Tuition: \$55.00

**ADD TO CART**

Step 5: Choose the employee(s) you want to register for the class by checking the box(es) in the register column.  
If employee is not listed, choose **Add New** then **Slim Student Profile** to create their account.  
After you choose your employee(s), click **Select Student(s)**.

### Company Student

Search for Students by the search fields below.  
For a complete list of students, click 'Reset' and then click 'Search'.  
To clear search criteria only, click 'Reset'.

\* To register multiple students, select the student(s) by clicking the 'check box' in the 'Register' column.

Last Name  First Name

Email

**Search** **Reset**

**Add New :**

#### Search Results

Select	Register	Name	Email	Birthdate
	<b>Select Student(s)</b>			
<input type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">Baker, Bill</a>	bbracewell@polk.edu	07/09/1970
<input type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">Polk, Cameron</a>	bbracewell@polk.edu	
<input type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">Polk, Frank</a>	bbracewell@polk.edu	
<input type="radio"/>	<input type="checkbox"/>	<a href="#">Smith, Joe</a>	lumens@polk.edu	07/29/1992
<input type="radio"/>	<input type="checkbox"/>	<a href="#">Student_Test</a>	lumens@polk.edu	07/29/1992

Step 6: You will be re-routed back to the class listing screen.

Step 7: If applicable: answer the **Liability Release Form** questions.  
If no questions appear, continue to step 8.

Step 8: Click **Checkout** in the top right of the screen.

Step 9: Click to **Agree to the Policies** then click **Checkout** at bottom of screen.

Step 10: Type your name in the signature box and click **I Agree**.

\*Step 11: Choose a **contact** in the drop-down menu.  
then select payment method: **3<sup>rd</sup> party account/PO/Voucher**  
then enter PO/Voucher #, if no PO number, then enter "Send Invoice"  
then click **Continue Checkout**.

**NOTE: Someone from Polk State College will email you an invoice for this class.**

\*The 3<sup>rd</sup> party account/PO/Voucher option is only available to companies who have signed and submitted the Polk State College Training and Services Agreement.

## View Class Rosters

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Step 1: **Login** <https://polk.augusoft.net/> by entering your username and password then click **Sign In**.

Step 2: Click **View Class Rosters**

The screenshot shows a web dashboard interface. At the top, there are several tabs: 'LAST VIEWED', 'BLS FOR HEALTHCARE PROVIDERS (CPR)', 'EMS', 'BLS FOR HEALTHCARE PROVIDERS (CPR)', and 'EMS'. Below these is a navigation bar with buttons for 'Dashboard', 'Company Profile', 'Contacts', 'Divisions', and 'Tran History'. The main content area features a logo on the left and the text 'Welcome WELCOME POLK STATE CORPORATE PARTNER'. Below this, there are three buttons: 'View available classes', 'View class rosters' (which is circled in red), and 'Make a payment'. At the bottom of the main content area, there is a line of text: 'If you need assistance or have a question, please email us at [lumens@polk.edu](mailto:lumens@polk.edu).'

Step 3: Enter **Class Name** then click **Search**.  
 Your course should appear in the list below.  
 Click the **radio button** next to the class you wish to view then choose **View Roster**.

**Contract Training Classes for Company Name**

Enter search criteria then press Search.

Search for a class using Class Name

Search Contract Number

Search by Category

Search by Subcategory

Class Start Date on or After

Class Start Date on or Before

Class ID/Section ID

Course Number

Term

Instructor

Sort By

Class Status

Ascending

Search Reset

Select	Class Name / Class Number	Status	Class Start Date
<input type="radio"/>	Advanced Report Writing (99)	Run	3/10/2021
<input checked="" type="radio"/>	Advanced Report Writing (130)	Run	3/31/2021
<input type="radio"/>	Advanced Report Writing -CT (104)	Active	5/29/2021
<input type="radio"/>	Advanced Report Writing -CT (105)	Active	5/29/2021
<input type="radio"/>	BLS for Healthcare Providers (CPR) (77)	Run	3/31/2021

**Class Roster for Advanced Report Writing (99)**

Print Roster

Student Name	Phone(s)	Email	Company Name	Action
Baker, Bill	863-668-5236 (Day)	bbracewell@polk.edu		Remove
Polk, Cameron	N/A	bbracewell@polk.edu		Remove
Polk, Frank	N/A	bbracewell@polk.edu		Remove

\*- Student enrolled in this class as part of a Course Series.  
 #- Student enrolled in this class using the Certificates Enrollment process

**Class Information:**

Course/Class Number: 5000001/99  
 Date of Class: 03/10/2021  
 Class Title: Advanced Report Writing  
 Class End Date: 03/10/2021

CEUs: 0  
 Staff Phone:  
 Contact Hours: 9.00  
 Students Enrolled: 3

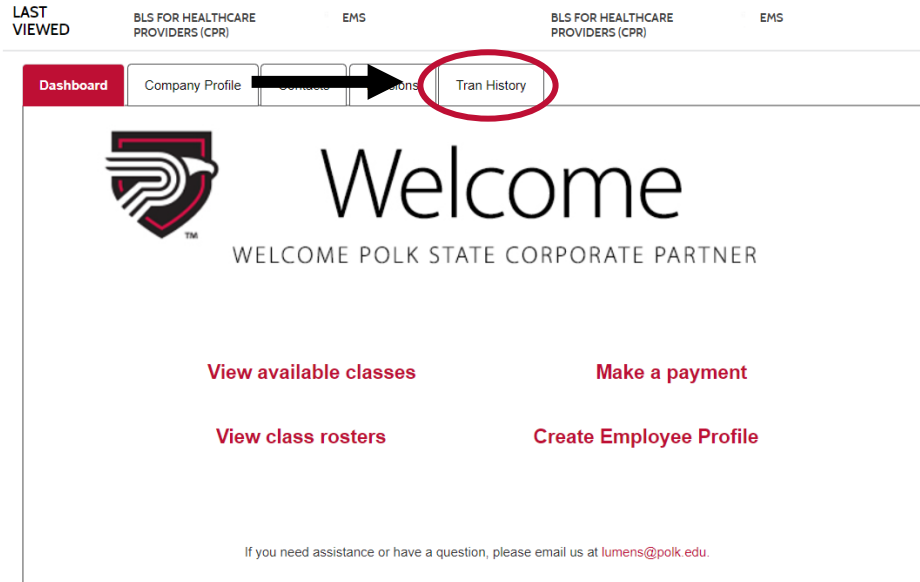


# View Transaction History

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Step 1: **Login** <https://polk.augusoft.net/> by entering your username and password then click **Sign In**.

Step 2: Click **Tran History**



This screen shows transaction date, transaction type, the payment method for each transaction, and the remaining balance still owed to Polk State (listed as A/R Account Balance).

[Dashboard](#)
[Company Profile](#)
[Contacts](#)
[Divisions](#)
[Tran History](#)

Current Electronic Voucher Balance: \$0.00
 [A/R Account Balance: \\$1,092.00](#)
[Pay Now](#)

Actions	Transaction Date	Transaction Type (ID)	Payment Method	Transaction Amount
Action ▼	03/30/2021	Contract Training Class (190)	3rd party account/PO/Voucher	\$10.00
Action ▼	03/16/2021	Contract Training Class (169)	3rd party account/PO/Voucher	\$500.00
Action ▼	03/09/2021	Contract Training Class (160)	3rd party account/PO/Voucher	\$150.00
Action ▼	03/02/2021	Payment from Account Receivable (114)	Credit card	\$150.00
Action ▼	03/02/2021	Contract Training Class (111)	3rd party account/PO/Voucher	\$150.00
Action ▼	02/25/2021	Payment from Account Receivable (102)	Credit card	\$100.00
Action ▼	02/25/2021	Contract Training Class (100)	3rd party account/PO/Voucher	\$100.00
Action ▼	02/18/2021	Registration (87)	3rd party account/PO/Voucher	\$50.00
Action ▼	02/16/2021	Registration (82)	3rd party account/PO/Voucher	\$357.00
Action ▼	02/09/2021	Registration (40)	Credit card	\$1,348.94