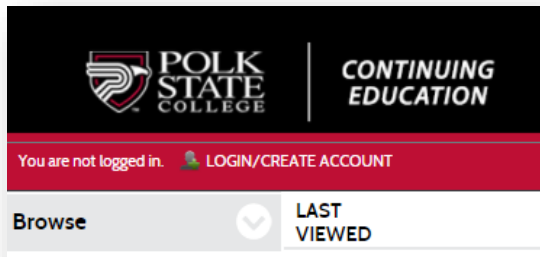
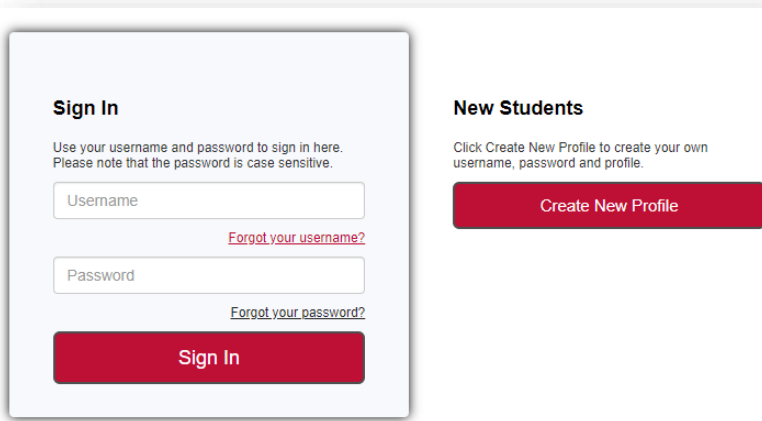


Visit our site: <https://polk.augusoft.net/index.cfm?fuseaction=1010&> to get started!

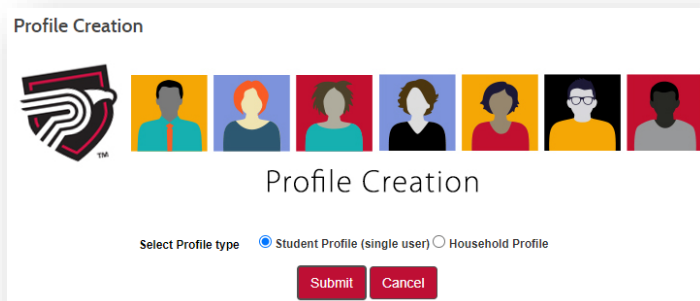
1. Login or create an account:



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 contain a number and any two of the following three: upper case, lower case, special characters (for example: !@#\$%^&\*)

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 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 contain a number and any two of the following three: upper case, lower case, special characters (for example: {}!@\$%^&\*)

Re-enter password\*    Strength

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 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".

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

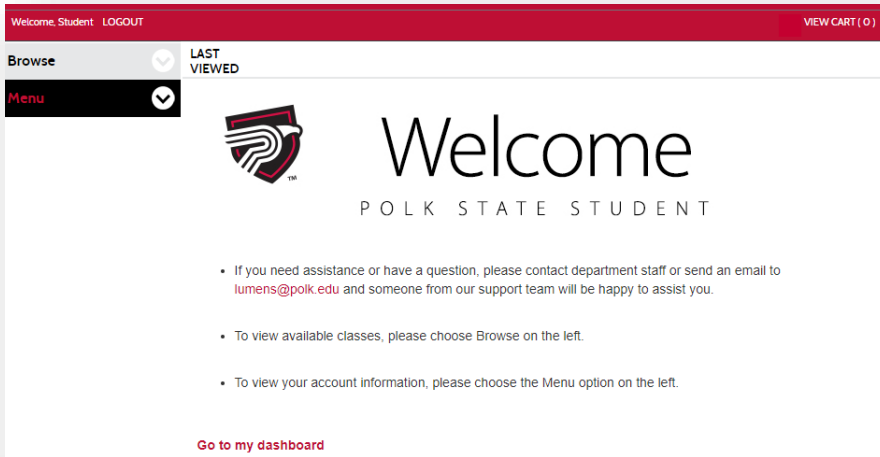
E-mail Preference     Yes  No

   Receive info regarding future courses via e-mail?

Last 4 of SSN (optional)   

**Submit**    **Cancel**

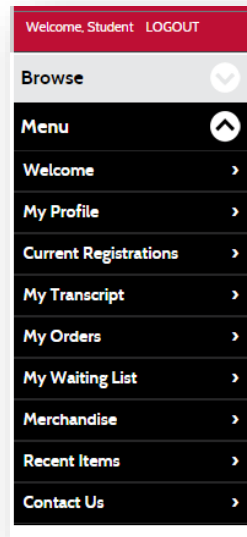
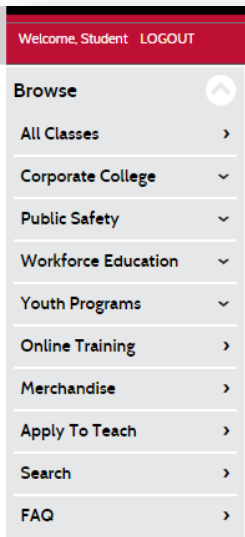
7. Once you login, you will be on the Welcome page:



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.

**Courses**

Welcome to the Polk State College Continuing Education registration site.  
Please select your area of interest to view the list of classes currently open for enrollment.

- Corporate College**
  - Contractor Safety
  - IT/Computer
  - Professional Development
- Public Safety**
  - EMS
  - Institute of Public Safety
- Workforce Education**
  - Bachelors Scholarship Application
- Youth Programs**
  - Chain of Lakes Collegiate High School
  - Kids at College 5-8-Year Olds

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.

**Corporate College >> IT/Computer**

[« back to courses page](#)

The IT/Computer Institute offers a broad array of hands-on IT, project management, and professional skills training courses. Throughout the last decade, the global market has encountered an explosion of new technology. Everything people do in life and in the workplace is connected in some way to computers and the Internet. Today's computer users must be continual learners.

**Featured Classes**  
No Featured Classes today.

Please click on the course title to see the full course description.  
If you have questions, please provide us with the course title and number when [e-mailing](#) or calling.

[Choose Additional Classes](#)

Showing 1 of 1 pages [Show All](#) Sort by: [Alphabetical by clas](#) Results per page: 12

**Microsoft Excel 2020 Level 1**  
8250001  
Daily - Thu 8:00 AM - 5:00 PM (4/1/2021-4/1/2021)  
Location : [Advanced Technology Center](#)  
Room : ATC 1106 Kincart Classroom  
Tuition: \$179.00  
[ADD TO CART](#)

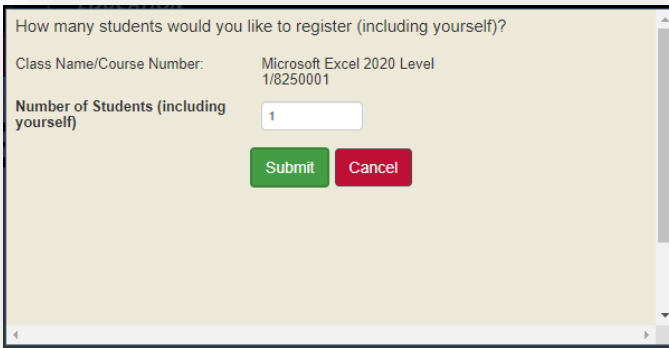
Showing 1 of 1 pages [Show All](#) Sort by: [Alphabetical by clas](#) Results per page: 12

You may also be interested in these classes

- [BLS for Healthcare Providers \(...\)](#)
- [Cricut Exploration](#)
- [COL Spring Dance 2021](#)

[More recommendations](#)

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

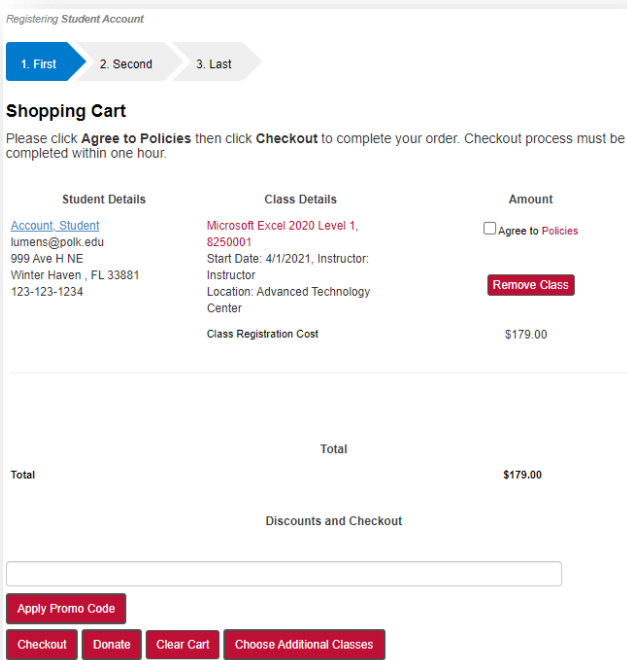
Number of Students (including yourself)

**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.



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
<a href="#">Account Student</a> 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	<input type="checkbox"/> Agree to Policies <b>Remove Class</b>
	Class Registration Cost	\$179.00
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

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Signature

**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

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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

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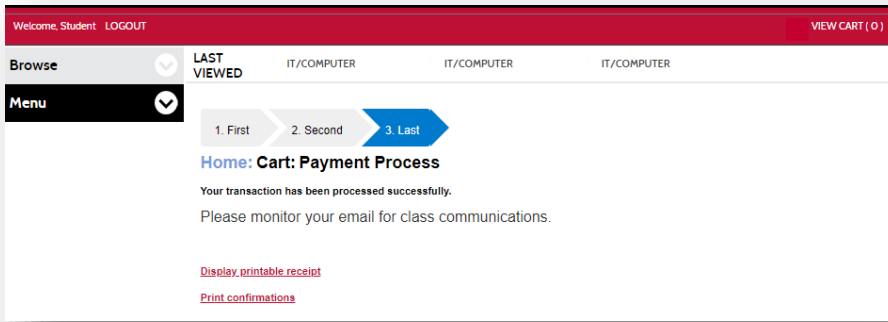
Credit Card Information

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 (CV2/CID) Number	
	<a href="#">What is the Card ID?</a>

**Process Payment >>** **Cancel**



16. After submitting payment you will be brought back to the site below. You will be able to [Display printable receipt](#) and [Print confirmations](#), or browse for additional information.



Congratulations! You have registered for a Polk State College non-credit class!