**NCVPS QUICK REGISTRATION GUIDE**

**LOG IN TO THE NCVPS REGISTRATION SYSTEM**
at https://registration.ncvps.org/. Be sure to update the “My Info” section.

**CLICK ON THE ENROLLMENTS BUTTON**

- My Info
- Students
- Enrollments
- Reports

**SEARCH FOR COURSES**

Use the search box to search for courses. You can also sort by clicking on “Course” or “Semester”.

**SELECT CORRECT SEMESTER & DURATION**

Each course will have offerings for different semesters and different durations. We have fall, spring, summer, block, 9-week, and yearlong options. Be sure you choose the one you need.

**CLICK ENROLL**

Click the “enroll” option next to the course that you want.

![Course enrollment table](image)

It might appear that you can pick a specific section, but the system will enroll the student in the first available opening.

**TWO COLUMNS**

After you click the “enroll” option, you will see two columns: “enrolled” and “not enrolled.” The “enrolled” column will show students who are already enrolled in the course. Look in the “not enrolled” column to select students to register.

![Two columns of enrollment](image)

**CHECK BOX AND CLICK ENROLL**

Click on the box next to the student’s name. Then click the “Enroll” button at the top of the column.

If a student does not have a box next to his or her name, double click on the student’s name. A box will open to add missing student information.

![Student information form](image)

Complete the required fields: Phone, Email, and then yes/no for IEP, 504, and OCS. (*Be sure to always use the student’s email address and not your own.) Click “Save changes” and you will see the check box next to the student’s name.

**ENROLLMENT STATUS**

You will now see the student in the “enrolled” column.

![Enrollment status](image)

*Be sure to check the status. Enrolled, enrollment pending, and enrollment in progress all indicate the student has a seat in the course. Waitlisted means the student is waiting for a seat or new section to open. You will need to periodically check back to see if the student is enrolled.*