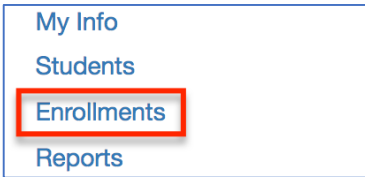


# NCVPS QUICK REGISTRATION GUIDE

## 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



## 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	Semester	Section	Open	Enrolled	Max
<a href="#">enroll</a>   <a href="#">view</a>	Accounting 1	Fall 2017	1	3	27	30
<a href="#">enroll</a>   <a href="#">view</a>	Accounting 1	Fall 2017	2	3	27	30
<a href="#">enroll</a>   <a href="#">view</a>	Accounting 1	Spring 2018	1	2	23	25

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.



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.

A screenshot of a form for adding student information. It includes fields for Phone \*, Email \*, IEP \*, 504 \*, OCS \*, and LEP \*. There are dropdown menus for IEP (with 'yes' selected), 504, and OCS. At the bottom right are "Close" and "Save changes" buttons.

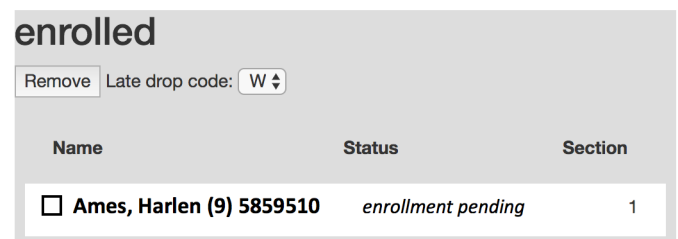
Complete the required fields: Phone, Email, and then yes/no for IEP, 504, and OCS. (\*Be sure to always use the student's email address and not your own.) Click "Save changes" and you will see the check box next to the student's name.

## CHECK BOX AND CLICK ENROLL



## ENROLLMENT STATUS

You will now see the student in the "enrolled" column.



\*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.