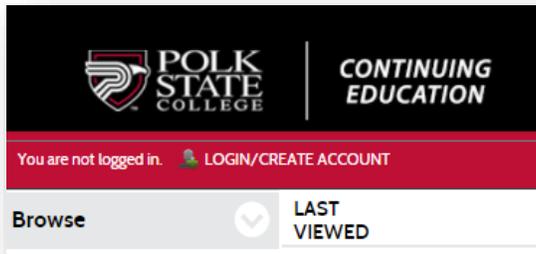


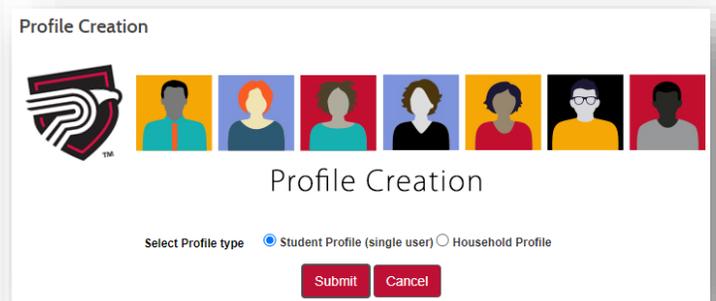
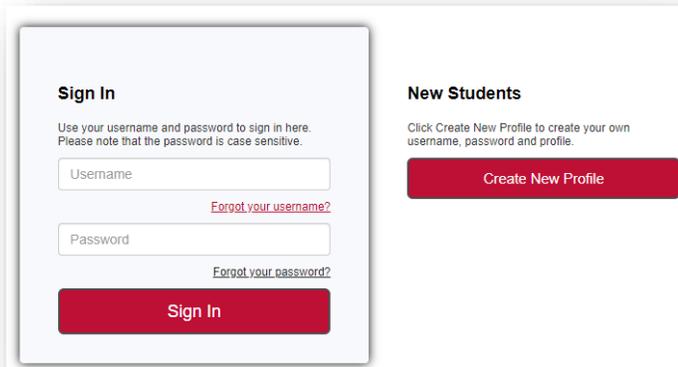
Visit our site: [polk.augusoft.net](http://polk.augusoft.net) to get started!

1. Login or create an account:



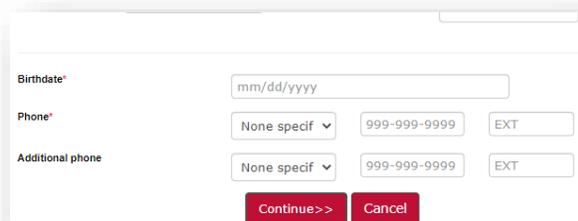
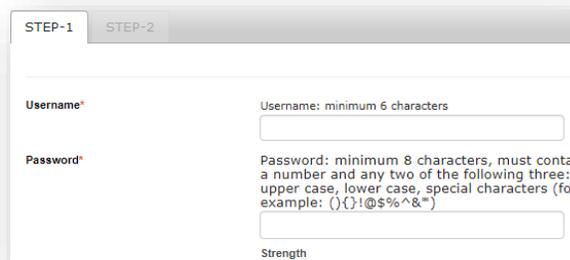
2. Sign into your account or click Create New Profile:

- When Creating a New Profile, please **select your Profile Type**.
  - Select **Student Profile** (single user)
  - Click **Submit**



3. Complete STEP 1. Note any field with an \* asterisk is required to move forward:

- When completed, click **Continue**



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

- Please disregard the Class unlock key

**Create New Student Profile**  
\* denotes required information.

Step-1 Step-2

Class unlock keys   
Enter multiple separated by comma.

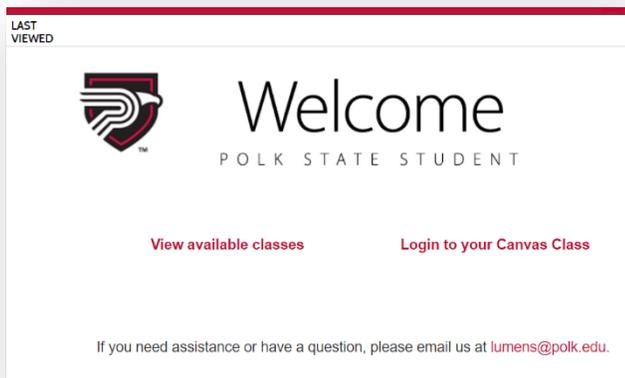
Mail preference  
May we include you on our mailing lists?  
 Yes  No

E-mail Preference  
Receive course related info via e-mail?  
 Yes  No

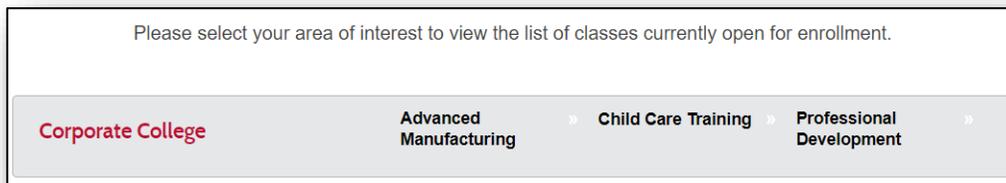
**Submit** **Cancel**

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

- Click View available classes



6. Click on **Child Care Training**



7. Find your class and then click **ADD TO CART**

(Please continue to the next page)

8. A popup box below will appear. Please read the details of the release form.
- Provide the requested information then click **Submit**.

CCT Release form :Release Form \* denotes required information.

By signing my name below I understand that:

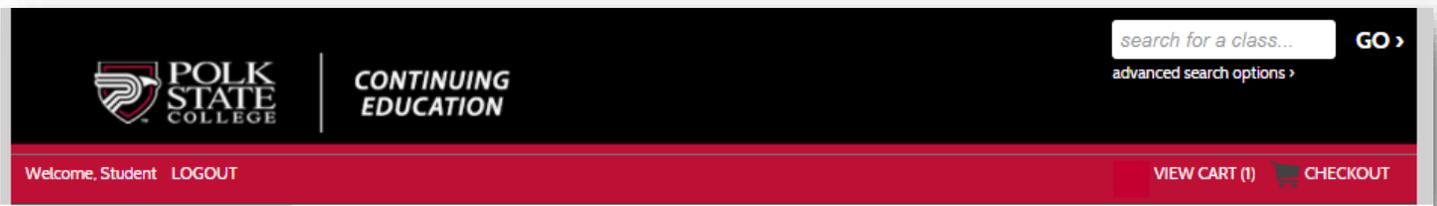
- There are no refunds for cancellations requested less than 7 days prior to the first day of class. Entire refund policy is available to review at checkout.
- 100% attendance is required. Missing any portion of this class will result in .....

Signature \*

DCF ID or last 5 of SSN? \*

Submit Cancel

9. Click **CHECKOUT** in the top right corner of the screen



10. Verify the information on the following screen.

- Click **Agree to Policies** (the refund policy can be seen by clicking on **Policies**).
- Click **Checkout** at the bottom of the screen.

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 33911 123-123-1234	TICD - Trauma Informed Care for Directors, 8500001 Start Date: 8/17/2021, Instructor: Instructor	<input type="checkbox"/> Agree to Policies  <b>Remove Class</b>
	Class Registration Cost	\$295.00

Checkout Clear Cart Choose Additional Classes

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

Polk State College

Signature

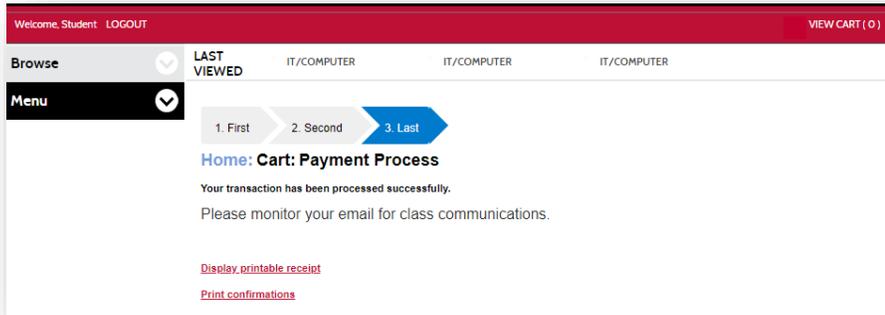
Student Account

I Agree Cancel

12. You will be redirected to the credit card check out screen portal.

- Fill out all of the fields and click **Process Payment**.

13. 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!

You will be receiving the following emails:

- Transaction Receipt
- Registration Confirmation

END