How to Complete the Online Application

1. To create a new application for participation in Waterfront Learning, visit http://waterfront.geniussis.com. Please read the disclaimer, "Welcome to Waterfront Learning" at the top of the page prior to beginning the Online Application.

2. To enroll in a course, you must first create an account. Select, "**Please click here to create your new account and agree to the terms of enrollment**" to begin the online application process.
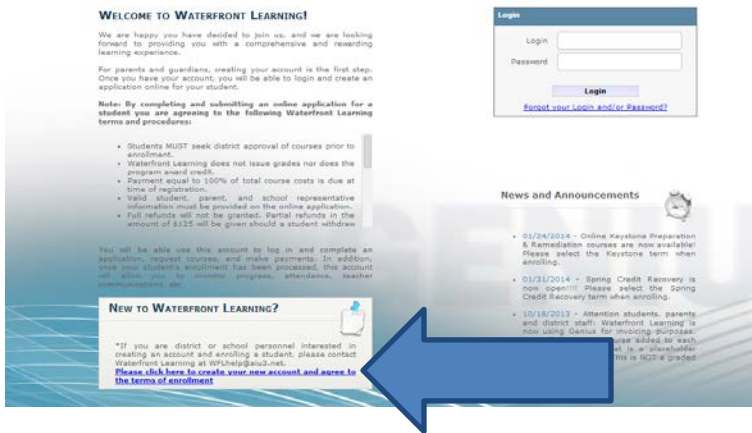
3. The first account created is the *Guardian Account*. This is the account you will utilize to monitor your child's progress and grades, and submit payments. Please enter your information, and create a username and password that you will remember. You will enter your child's information later in the process.

Enter all *Guardian* information here to create a **Guardian Account**.

4. **Student information** is to be entered on the page titled *Create New Application*. All fields highlighted are required to complete the application. *Please note that you will need your child's counselor name, email, and phone number for this section.*

5. For the *Academic* section of the application, select the *"School"* as **Waterfront/Summer School** and select your district under "*Affiliation*". If your district is not listed, please select **Other**, and enter the district name.

6. Click *Save* at the bottom of the page to create the account.

7. Your child will receive an *Account Creation* email with the **Student Account** login credentials. These credentials will be utilized to access all coursework. *Please note that your child will receive a Course Registration email when their course is available to begin. This will be sent within 24 hours of the published course start date.*

8. If you are not directed immediately to the *Request Courses Page*, click on *Request Courses* link on the left side menu.

9. Click on **Request New Course** link

10. Select the **Term** from the dropdown menu.
    - *2015-2016* – Regular school year term
    - *Recover Now! Option* – Credit Recovery programs – students taking these courses have taken them before and are retaking to earn a higher grade.
    - *Summer Enrichment Option* – Enrichment courses that students are taking to get ahead in their coursework for the next school year.

The terms to choose from for Summer 2016:

"2016 Summer Enrichment"

"2016 Recover Now" (credit recover)

11. Select the **Course** the student will be taking from the dropdown menu provided.

12. The **Start Date** will automatically populate with today's date or the published program start date.

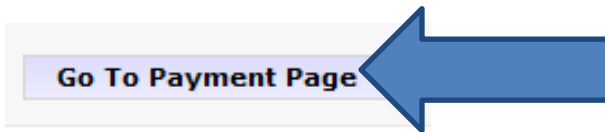13. Click *Save* to submit the course request.

14. The course request should now be viewable on the *Request Courses* page.

15. To submit payment for the course, click on *Go To Payment Page*.

16. The balance due will be listed on the right side of the *Student Ledger*.

17. Enter your credit card information and click *Submit* to finalize your payment.
    You will be required to acknowledge Waterfront Learning's No Refund Policy before payment will be processed.

    No refunds will be granted. The parent/guardian acknowledges that they have obtained written school district administration approval before a student enrolls in any course to be taken to satisfy district specific credit requirements and deficiencies.

18.

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