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.
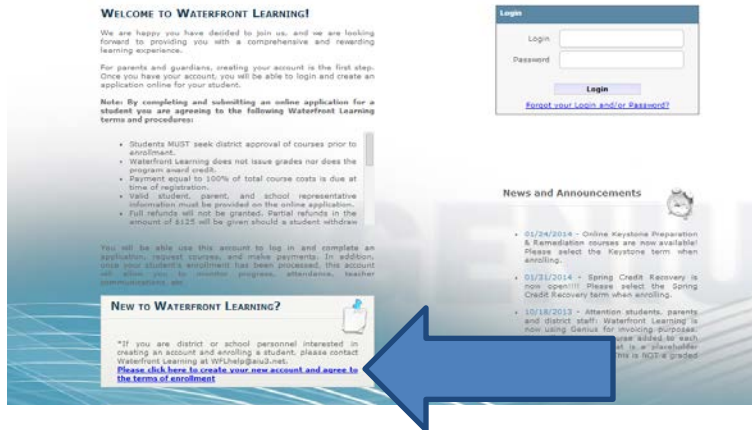
3. The first account created is the *Guardian Account*. This is the account you will utilize to monitor your child's progress and grades, and submit payments. Please enter your information, and create a username and password that you will remember. You will enter your child's information later in the 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. Click ***Save*** at the bottom of the page to create the account.

6. Your child will receive an ***Account Creation*** email with the **Student Account** login credentials. These credentials will be utilized to access the their 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.***

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

8. Click on ***Request New Course*** link
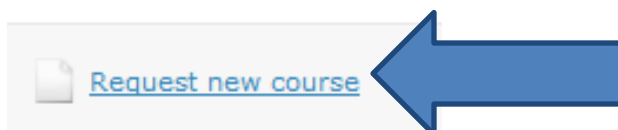
9. Select the **Term** from the dropdown menu.
   - *2014-2015* – Regular school year term
   - *Recover Now! Option* – Credit Recovery programs – students taking these courses have taken them before and are retaking to earn a higher grade.
   - *Summer Enrichment Option* – Enrichment courses that students are taking to get ahead in their coursework for the next school year.

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

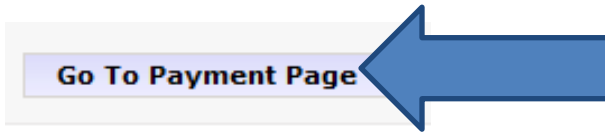11. The **Start Date** will automatically populate with today's date or the published program start date.

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

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

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

Go To Payment Page

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

Student Ledger

These are the latest transactions for this student:

Date	Type	Description	Amount
02/27/2014	CHARGE	Enrollment fee for Credit Recovery Algebra II	$225.00

Balance Due: $225.00
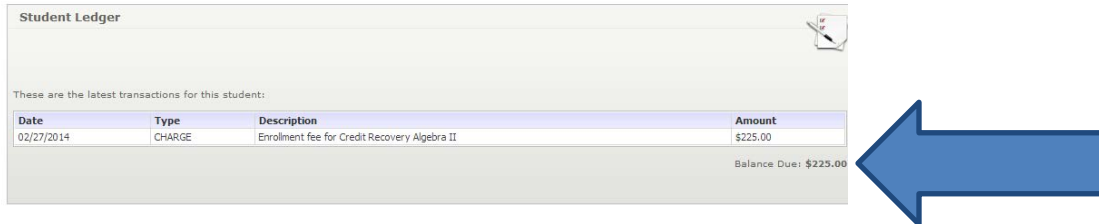
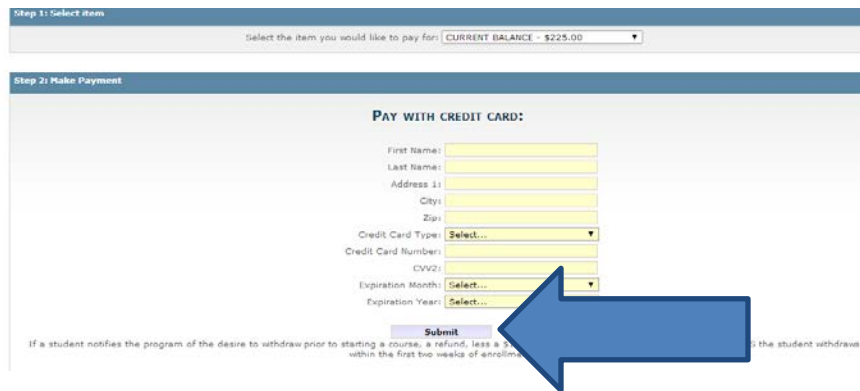16. Enter your credit card information and click *Submit* to finalize your payment.

Step 1: Select item

Select the item you would like to pay for: CURRENT BALANCE - $225.00 ▼

Step 2: Make Payment

PAY WITH CREDIT CARD:

First Name:
Last Name:
Address 1:
City:
Zip:
Credit Card Type: Select... ▼
Credit Card Number:
CVV2:
Expiration Month: Select... ▼
Expiration Year: Select...

Submit

If a student notifies the program of the desire to withdraw prior to starting a course, a refund, less a $... the student withdraws within the first two weeks of enrollm...

17. 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.