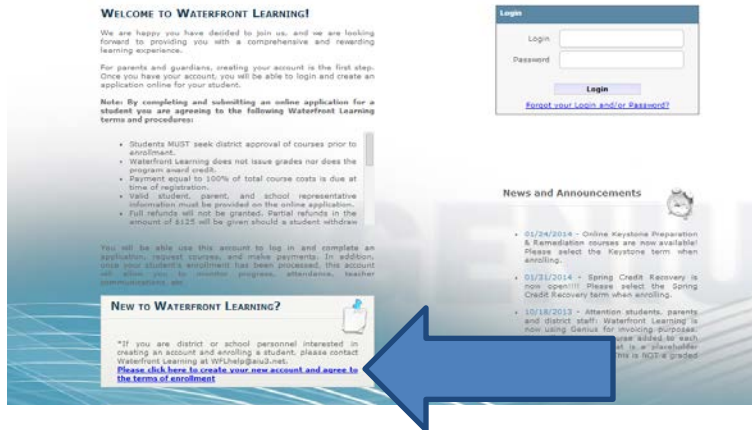


1. To create a new application for participation in Waterfront Learning, visit <http://waterfront.geniussis.com>. Please read the disclaimer, “Welcome to Waterfront Learning” at the top of the page prior to beginning the Online Application.
2. To enroll in a course, you must first create an account. 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.

- 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.

A screenshot of the "Course Request" form. The "School" dropdown is set to "Waterfront". The "Term" dropdown is open, showing options: "Select...", "2014-2015", "Recover Now!", and "2015 Summer Enrichment" (which is highlighted in blue). The "Course" dropdown is set to "Select...". The "Start Date" is "Recover Now!". The "End Date" is empty. The "Approved" dropdown is set to "Select...". There are "Save" and "Cancel" buttons at the bottom. A large blue arrow points from the right towards the "Term" dropdown.

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

A screenshot of the "Course Request" form. The "School" dropdown is set to "Waterfront". The "Term" dropdown is set to "2015 Summer Enrichment". The "Course" dropdown is open, showing options: "Select...", "Algebra I", "Algebra I (Honors)", and "Algebra II" (which is highlighted in blue). The "Start Date" is "Select...". The "End Date" is "Algebra I (Honors)". The "Approved" dropdown is set to "Algebra II (Honors)". There are "Save" and "Cancel" buttons at the bottom. A large blue arrow points from the right towards the "Course" dropdown.

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

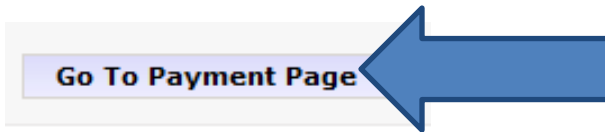
A screenshot of the "Course Request" form. The "School" dropdown is set to "Waterfront". The "Term" dropdown is set to "2015 Summer Enrichment". The "Course" dropdown is set to "Algebra II". The "Start Date" field is populated with "5/26/2015". There are "Save" and "Cancel" buttons at the bottom. A large blue arrow points from the right towards the "Start Date" field.

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**.

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

Balance Due: \$225.00

A large blue arrow points from the right towards the "Balance Due" information.

17. 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:
Credit Card Number:
CVV2:
Expiration Month:
Expiration Year:

If a student notifies the program of the desire to withdraw prior to starting a course, a refund, less a \$25.00 fee, will be issued. If the student withdraws within the first two weeks of enrollment, a refund, less a \$25.00 fee, will be issued.

A large blue arrow points from the right towards the "Submit" button.

18. 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.