

How to Submit Payment for a Course

1. After reading the disclaimer and registering for courses at <http://waterfront.geniussis.com>, please use the log in information received via email to access your Genius account. If you are already logged in, please skip to step #2.



WELCOME TO WATERFRONT LEARNING!

We are happy you have decided to join us, and we are looking forward to providing you with a comprehensive and rewarding learning experience.

For parents and guardians, creating your account is the first step. Once you have your account, you will be able to login and create an application online for your student.

Note: By completing and submitting an online application for a student you are agreeing to the following Waterfront Learning terms and procedures:

- Students **MUST** seek district approval of courses prior to enrollment.
- Waterfront Learning does not issue grades nor does the program award credit.
- Payment equal to 100% of total course costs is due at time of registration.
- Valid student, parent, and school representative information must be provided on the online application.
- Full refunds will not be granted. Partial refunds in the amount of \$125 will be given should a student withdraw.

You will be able use this account to log in and complete an application, request courses, and make payments. In addition, once your student's enrollment has been processed, this account will allow you to monitor progress, attendance, teacher communications, etc.

NEW TO WATERFRONT LEARNING?

If you are district or school personnel interested in creating an account and enrolling a student, please contact Waterfront Learning at WFhelp@au3.net. Please [click here to create your new account and agree to the terms of enrollment](#)

NEED HELP?

If you have any questions about your account or about our program, feel free to contact us at 412-394-4996 or WFhelp@au3.net.

Login

Login

Password

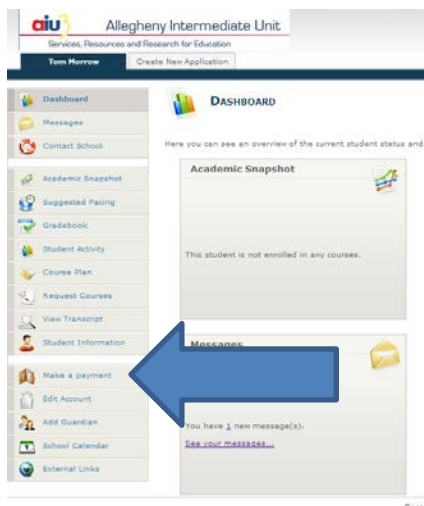
Login

[Forgot your Login and/or Password?](#)

News and Announcements

- 03/24/2014 - Online Keystone Preparation & Remediation courses are now available! Please select the Keystone term when enrolling.
- 01/21/2014 - Spring Credit Recovery is now open!!! Please select the Spring Credit Recovery term when enrolling.
- 10/18/2013 - Attention students, parents and district staff: Waterfront Learning is now using Genius for invoicing purposes. You will see a new course listed on each student's schedule that is a placeholder for our Finance team. This is NOT a graded course!

2. Select **“Make a Payment”** on the left-hand side of the page.



AIU Allegheny Intermediate Unit
Services, Resources and Research for Education

Tom Morrow Create New Application

DASHBOARD

Here you can see an overview of the current student status and

Academic Snapshot

This student is not enrolled in any courses.

Messages

You have 1 new message(s).
[See your messages](#)

Make a payment

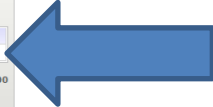
Dashboard
Messages
Contact School
Academic Snapshot
Suggested Pacing
Gradebook
Student Activity
Course Plan
Request Courses
View Transcript
Student Information
Make a payment
Edit Account
Add Guardian
School Calendar
External Links

- The balance due listed at the top of the page.



Here you can see your ledger and make an online payment using the checkout website.

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



- Step 1** of making a payment includes the amount due listed at the top of the page. Please verify that it matches the amount listed in number 3 above. If this is different than what is listed in number 3 please contact our office at 412-394-4996 or email wflhelp@aiu3.net for assistance.

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 \$125.00 registration fee, will be refunded AS LONG AS the student withdraws within the first two weeks of enrollment.



- Step 2** of making a payment is to enter your credit card information, as seen below, and select “Submit” to complete 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:

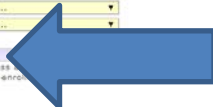
Credit Card Number:

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 \$125.00 registration fee, will be refunded AS LONG AS the student withdraws within the first two weeks of enrollment.



- Please allow 24-48 hours to process the enrollment once payment has been made. If you have selected a future date the enrollment will be processed for the indicated start date. Once the student has been enrolled into the course you will receive a Registration Email indicating that the course has been added and is ready for the student to begin. Waterfront Learning will contact you directly if there are any questions regarding the requested course(s) or date(s).

Note: All courses must be paid in full prior to the enrollment being processed. The end date for all summer courses is August 17, 2014 unless otherwise determined by the district. Please know that all course extension requests beyond this date will require an additional fee and no extensions beyond December 31st, 2014 will be accepted or provided.