



How to Enroll a New Student



*This guide should be used if your student has **never** taken courses with Waterfront Learning. If your student has already taken courses with Waterfront Learning and you do not have their credentials to login, please reach out to Waterfront Learning for assistance.

1. To create a new application for participation in Waterfront Learning, visit <https://www.waterfrontlearning.com/summersession2026.aspx>. Click on the green button on the right side of the screen that says, “**Enroll Today.**”
 - a. You will land on the Waterfront Learning registration page where you must **first create a guardian account.**
 - i. If you do not have a Guardian Account, click “New to Waterfront Learning? Click here to create an account.”
 - ii. If you have a Guardian account, click on the login and password to access your account and skip to step 4 of this guide.
 - b. The first account created is the **Guardian Account**. This is the account you will utilize to register for courses for your student. Please enter **parent/guardian information** and create a username and password. You will enter your child’s information **later in the process.**
 - c. **Student information** is to be entered on the page titled **Create New Application**. This page can be accessed by the “Select Student” dropdown menu on the top right of the page on the white banner.
 - d. All fields highlighted in yellow are required to complete the application.
 - e. Please note that you will need your district’s preferred contact person, email, and phone number for this section.
 - f. In the “Basic Information” section: for “Full Time/Part Time” field select “**Part time.**”
 - g. Click **Save** at the bottom of the page to create the account.
 - h. The student will receive an **Account Creation** email with the **Student Account** login credentials. These credentials will be utilized to access all coursework. **Please note that the student will receive a Course Registration email when their course is available to begin.**
2. You are now ready to select the student’s courses. Click on **Request Courses** link on the left side menu.
 - a. Click on **Request New Course** link.
 - b. Select the **Term** from the dropdown menu.
 - **The terms to choose from for summer 2026:**
 - “2026 Summer Recover Now!” (Credit Recovery)
 - “2026 Summer Enrich/Explore” (Enrich and Explore Courses)

Summer session courses (Enrich and Explore, Recover Now!) are NOT NCAA approved. Reach out to your school district or wflhelp@aiu3.net if your student is seeking NCAA eligibility for assistance.

- c. Select the **Course** the student will be taking from the dropdown menu provided.
 - d. **Start Date** will automatically populate with today's date or the published program start date.
 - e. Click **Save** to submit the course request.
 - f. The course request should now be viewable on the **Request Courses** page.
3. Submit payment for the course by clicking on **Go to Payment Page**.
 - a. The balance due will be listed on the right side menu where it states **Make a Payment**.
 - b. 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.

"By checking this box, the parent/guardian acknowledges that the student's local school is the credit-bearing agency and confirms that written approval has been obtained from the administration at the credit-bearing school before enrolling in the Waterfront Learning Summer Session. The parent/guardian acknowledges that the credit-bearing school determines what courses a student must take and the thresholds that must be met to satisfy the district's credit requirements and deficiencies. Delivery of all courses is governed by the terms and conditions of the agreement between Waterfront Learning and the student's local school.

By checking this box, the parent/guardian acknowledges that no refunds will be granted."
4. The student will receive a **Course Registration** email when their course is enrolled with the start date of the course listed.