How to make your payment for your Open Door Course

Step 1 – Visit the SEIE Registration System at csusonoma.augusoft.net

Step 2 – If this is your first time using this registration system, please select Create New Profile to create a new user account. Otherwise, enter your username and password to Sign In or click Forgot your password to reset your password. (For existing users, skip Steps 3 & 4. Login and go directly to your Profile -Step 2 to add your Class Unlocked Key. See Step 5 for more instructions.)

Note: This is a different system then MySSU, so most likely you will all be new.

Step 3 – For Profile Creation, Select Student Profile (single user) and click Submit.
Step 4 – Enter your new account information in the Step-1 tab.

Step 5 – Enter information and add **UNITFEE** in the Class Unlock Keys box in the Step-2 tab as indicated below.

Step 6 – Select **All Classes** to browse the full catalog and now you will see the Academic Degree Class Fee option added to your list of "number of unit(s)" to make payment.
Step 7 – Select the "number of units" you want to make payment, verify the fee amount is correct, then click Add to Cart.

You may add the same “Class Fee” again by clicking Add to Cart (e.g. you are paying for two 1-Unit classes as demonstrated in this document). A notification box may pop-up, please press OK to proceed.

Step 8 – Click View Cart at the top of the screen to view your Shopping Cart.
Step 9 – Check your **Shopping Cart** to make sure everything is correct and click **Checkout**.

Step 10 – Proceed to payment screens and complete checkout.

**Congratulations!**

You have now completed your registration for your Open Door class(es).

For more information, visit [intersession.sonoma.edu](http://intersession.sonoma.edu)