

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.

ou are not logged in. 🔒 LOGIN	/CREATE AG	COUNT	VIEW CART (0)
ROWSE	0	LAST VIEWED	
LL CLASSES	>	Hello and welcome to the School of Extended a	nd International Education (SEIE) registration system!
ATALOGS		If this is your first time here, please select, "Cre	ate New Profile." Otherwise login with your username and
ONTACT US	•	password.	
END ME A CATALOG	•		
AQ - EXCEL	•		1
ISCOUNTS - EXCEL	>		
SEARCH	>	Sign In	New Students
	Use your username and passwi Please note that the password i	Use your username and password to sign in here. Please note that the password is case sensitive.	Click Create New Profile to create your own username, password and profile.
		Student	Create New Profile
		Username	Learn more about the benefits of membership!
		Forgot your username?	
		Password	
		Forgot your password?	
		Sign In	

Step 3 – For Profile Creation, Select Student Profile (single user) and click Submit.

f you are registering for OI Purchase OLLI drop-dov	LLI Original or OLLI OFF-Season classes, please select a membership option from the wn list box. If you are registering for ONLY OLLI a la Carte classes, select "No Thanks."
FOR ALL OTHER USERS Select Student Profile (si	i (Professional Development, OLLI, Wine Business, etc.): ngle user) from the "Select Profile type" option.
Purchase OLLI?	None Specified
Select Profile type	Student Profile (single user) Household Profile
	Submit Cancel

- 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-1 Step-2	2 Step-3						
Primary Address			Secondary Address				
			Same as Prima	ary Address			
Primary Address Type*	select one	•	Secondary Address Type	select one	•		
Country*	U.S.A.	•	Country	U.S.A.	•		
line 1 > Address*			line 1 > Address				
line 2 > Address			line 2 > Address				
City*			City				
State*	California	•	State	California	•		
Zip*			Zip				
Zip+4			Zip+4				
Phone*		None specified	999-999-99	99 EXT			
Additional phone		None specified	999-999-99	99 EP			
Mail preference		May we include you o	on our mailing lists?		Ente	r <mark>UNITFEE</mark> h	ere
		Yes O No					
Class Unlock keys) (XXXXXXXXX					
		Enter multiple s	eparated by comma.				
		Continue	Cancel				

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**.

Showing 1 📴 of 1 pages S	how Al	Results per page:
	1-Unit Academic Credit Class F Use this class to pay for a 1-unit Summer Session Ac Start date: 05/26/20 End date: 08/31/20 Days of the We Tuition: \$280.00 Instructor : <u>TBD TBA</u>	Fee cademic Credit Class eek : Online 247 - Academic Unit: 1
		Add to Cart View Dotails

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.

The student [cart. If you still wish to Ad)] has previously reg to Cart , press OK	gistered or the clas	s [1-Unit Academic C	redit Class Fee(405)] is	already in the
				Cancel	ОК

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**.

Student Details	Class Details	Amount
	Agree	to All Policies
	1-Unit Academic Credit Class Fee, Start Date: 5/26/2020, Instructor: TBA	Agree to Policies
		Remove Class
	Class Registration Cost	\$280.00
	1-Unit Academic Credit Class Fee,	Agree to Policies
	Stati Date. Szürzeze, instructor. FDA	Remove Class
	Class Registration Cost	\$280.00
	Total	
		\$560.00
	Discounts and Checkout	
scount (class) code below.	if you have one:	

Step 10 – Proceed to payment screens and complete checkout.

nter credit card informat	tion	Total Amount: \$560.00
Credit Card Number		
Expiration Month	Select Month 🟮 *	MasterCard VISA
Expiration Year	Select Year	
Cardholder Name		*
Address		* Enter the address where you receive the bill for this card.
City		*
State/Province/Region		*
Zip/Postal Code		*
Country	United States	
Card ID Code		* Enter the three or four digit code from your card. Help
		(You'll have a chance to review this order before it's final)

Congratulations!

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

For more information, visit intersession.sonoma.edu