



## How to make your payment for your Open Door Course

Step 1 – Visit the SEIE Registration System at [csusonoma.augusoft.net](https://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 than 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.

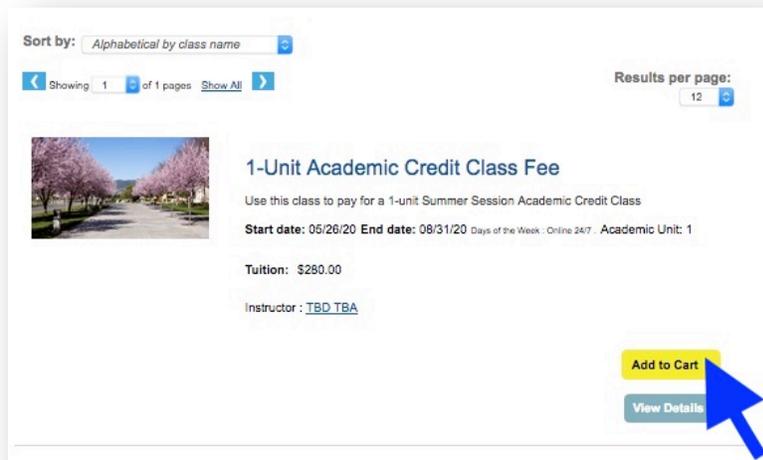
Step 5 – Enter information and add **UNITFEE** in the **Class Unlock Keys** box in the **Step-2** tab as indicated below.

Enter **UNITFEE** here

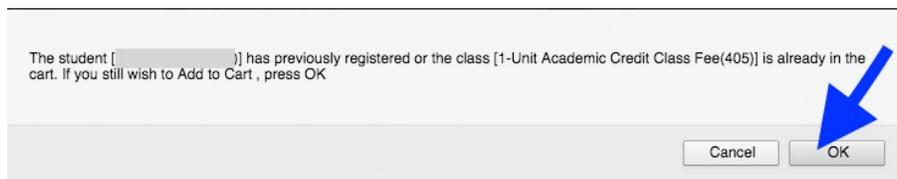
Step 6 – Select **All Classes** to browse the full catalog and now you will see the **Academic Degree Class Fee** option added to your list of "number of unit(s)" to make payment.



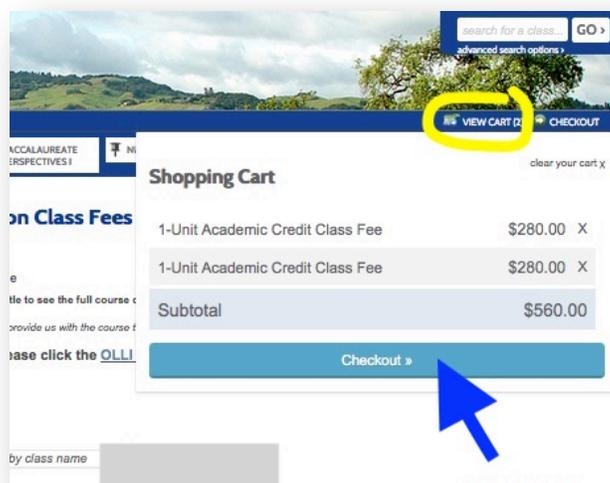
Step 7 – Select the "number of units" you want to make payment, verify the fee amount is correct, then click **Add to Cart**.



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**.

The screenshot shows a 'Shopping Cart' page with a progress indicator at the top (1. First, 2. Second, 3. Last). Below the title, a message reads: 'Please ensure you have added all your relevant courses to the cart before checking out.' The cart is organized into three columns: Student Details, Class Details, and Amount. There are two identical items in the cart, each with a 'Remove Class' button. A 'Total' row shows a total of \$560.00. Below the cart, there is a 'Discounts and Checkout' section with a text input for a discount code, an 'Apply Promo Code' button, and three buttons: 'Checkout', 'Clear Cart', and 'Choose Additional Classes'.

Student Details	Class Details	Amount
	1-Unit Academic Credit Class Fee, Start Date: 5/26/2020, Instructor: TBA	<input type="checkbox"/> Agree to Policies <b>Remove Class</b>
	Class Registration Cost	\$280.00
	1-Unit Academic Credit Class Fee, Start Date: 5/26/2020, Instructor: TBA	<input type="checkbox"/> Agree to Policies <b>Remove Class</b>
	Class Registration Cost	\$280.00
<b>Total</b>		
<b>Total</b>		<b>\$560.00</b>

Step 10 – Proceed to payment screens and complete checkout.

The screenshot shows a payment form for the 'School of Extended and International Education'. At the top right, there are links for 'checkout' and 'sign out'. The page title is 'School of Extended and International Education'. The form is titled 'Enter credit card information' and includes fields for Credit Card Number, Expiration Month, Expiration Year, Cardholder Name, Address, City, State/Province/Region, Zip/Postal Code, Country (set to United States), and Card ID Code. To the right of the form, there is a 'Total Amount: \$560.00' and a 'We accept:' section with logos for American Express, Discover, JCB, MasterCard, and Visa. A note says: 'Enter the address where you receive the bill for this card.' At the bottom right, there is a note: '(You'll have a chance to review this order before it's final.)' and a 'Continue Checkout' button.

**Congratulations!**

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

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