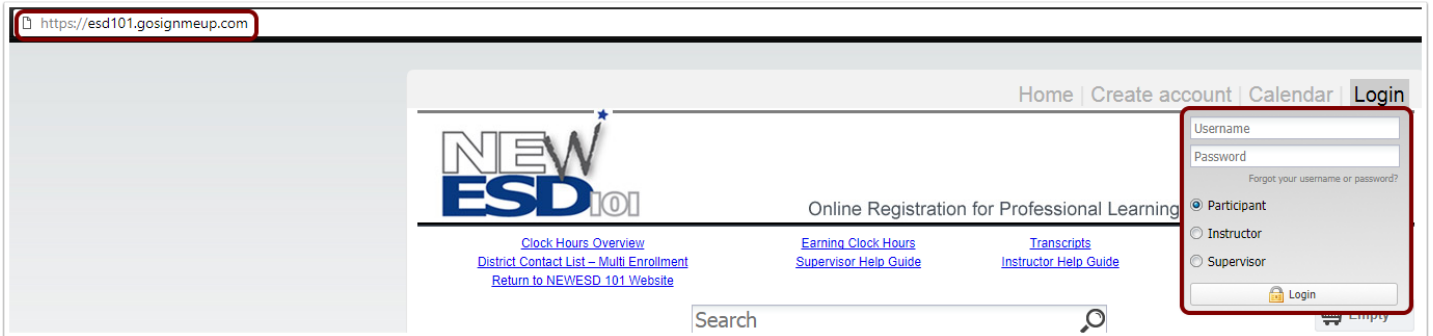


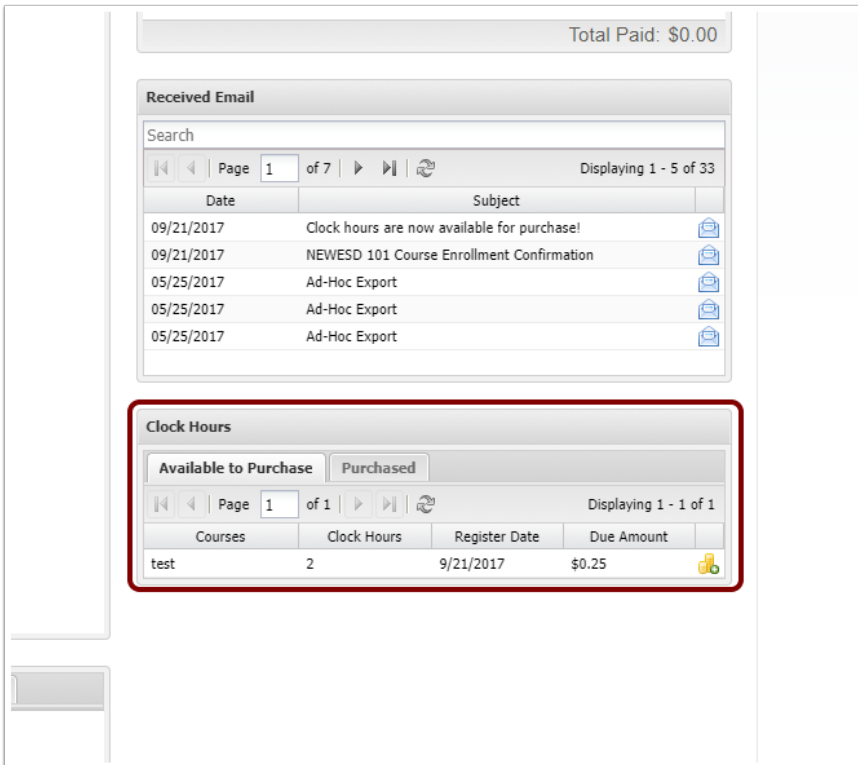
How to Purchase Clock Hours

This guide will show you how to purchase clock hours from your student dashboard. Hours will only be available for purchase after ESD101 has confirmed your course completion.

1) Log in to your account on the public home page at <https://esd101.gosignmeup.com>




2) In your Dashboard, find the Clock Hour view.



Note: If you have purchased all available clock hours or ESD101 has not confirmed your course completion status, this view may be blank. When your course completion status is confirmed, you will receive an email and the credits will appear in the view.

3) To purchase clock hours, click on the marked symbol to be taken to a payment page.





Clock Hours			
Available to Purchase		Purchased	
Page 1 of 1		Displaying 1 - 1 of 1	
Courses	Clock Hours	Register Date	Due Amount
test	2	9/21/2017	\$0.25 

4) Choose a payment type and press 'Place Order Now'

Payment Amount: \$125.00

For Credit Card Payment, Click "Place Order Now".

Other Payment methods
Credit/Debit Card

You must press the button below to complete registration.

Place Order Now

NEWESD 101 Refund Policy
Full refund of NEWESD 101 registration fee, less \$10 administrative fee, is available if your cancellation is received 14 days prior to the first class; 50% refund if cancellation is received within 14 days of the first class. Registration fee is non-refundable on or after the first day of each class. Credit card refunds will be issued through checks from the Business Office and may take up to 30 days to process. All fees will be refunded if the class is canceled.


5) If you chose to use a credit card, complete the payment form and press 'Pay Now'.

Order Information * Required Fields

Description: Course Registration:99054 Invoice Number: 99054

Total: \$0.25 (USD)

Payment Information



Card Number: (enter number without spaces or dashes)

Expiration Date: (mm/yy)

Card Code: [What's this?](#)

Billing Information

First Name: Last Name:

Company:

Address:

City:

State/Province: Zip/Postal Code:

Email:

Phone:

6) Back in the Dashboard, you should see the hours were moved to the 'Purchased' tab

Clock Hours

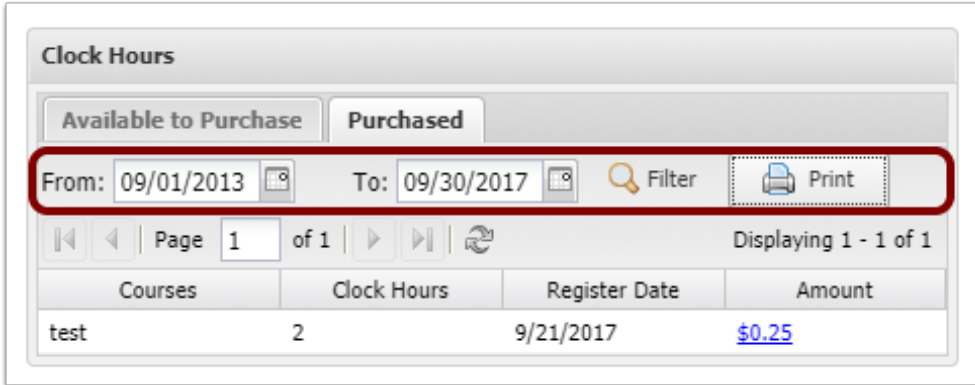
Available to Purchase **Purchased**

From: To: [Filter](#) [Print](#)

Page 1 of 1 [Refresh](#) Displaying 1 - 1 of 1

Courses	Clock Hours	Register Date	Amount
test	2	9/21/2017	\$0.25

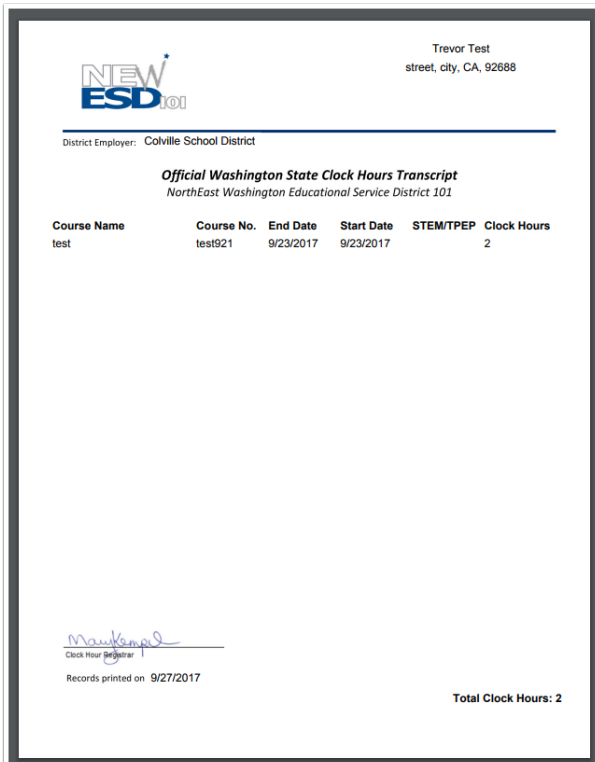
7) You can filter by date to limit the number of credits shown. You can also print a copy of your clock hour purchase history by entering a date range and pressing 'print'.



The screenshot shows a web interface titled "Clock Hours". At the top, there are two tabs: "Available to Purchase" and "Purchased". Below the tabs, there is a search area with "From: 09/01/2013" and "To: 09/30/2017" date pickers, a "Filter" button, and a "Print" button. Below this is a pagination control showing "Page 1 of 1" and "Displaying 1 - 1 of 1". A table below contains one row of data:

Courses	Clock Hours	Register Date	Amount
test	2	9/21/2017	\$0.25

8) This is an example of the printed transcript of your credit purchases. It will give a brief summary and total all of your purchased clock hours.



The screenshot shows a printed transcript for Trevor Test, located at street, city, CA, 92688. The transcript is from Colville School District, NorthEast Washington Educational Service District 101. It lists one course purchase:

Course Name	Course No.	End Date	Start Date	STEM/TPEP	Clock Hours
test	test921	9/23/2017	9/23/2017		2

At the bottom, there is a signature line for "Maukenal" and a note "Records printed on 9/27/2017". The total clock hours are listed as 2.