

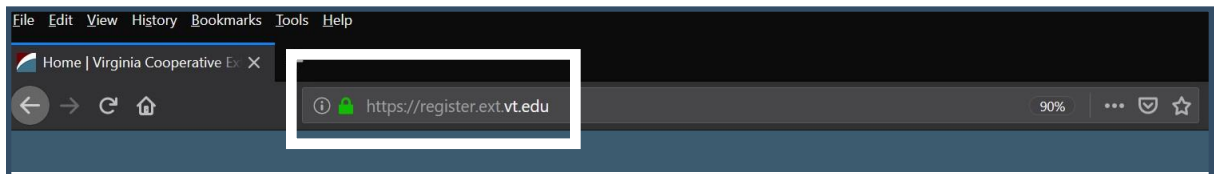


Virginia Cooperative Extension

Virginia Tech • Virginia State University

Individual Checkout Instructions – New Users

1. Open Web Browser
2. Navigate to <https://register.ext.vt.edu>



3. Keyword Search (ex: ServSafe) {or click on **Programs** to search by program area}



4. Press Enter or Click Magnifying Glass to display results
5. Select your search result



6. Scroll down to review Program information (to left)

7. Select +/- symbols to expand/shrink information in section to enroll in (to right)

Program Info

N-SSMGR-01 - ServSafe® Manager Training (Spotsylvania, Stafford)

Description

This **16-hour Food Protection Manager Certification** was developed by the Educational Foundation of the National Restaurant Association. The text, ServSafe® Manager Book, is part of the Foundation's food safety program. After completing the classroom work, participants take a national certification exam developed by the Educational Foundation, upon passing participants receive their Food Protection Manager Certification that is valid for 5 years.

The ServSafe® Manager Course is for:

- ~ Managers of food service operations for hotels, restaurants, schools, clubs and institutions.

Enroll Now - Select a section to enroll in

N-SSMGR-01 - JAN 10 & 17	10 Jan 2019	-
Available		
Add to Cart		
Section Title: Spotsylvania (2 DAYS ONLY)		

8. Select Add to Cart under preferred section

9. Select Checkout

Course N-SSMGR-01 - JAN 10 & 17 was added to your cart.
Click checkout to complete the transaction.


[Close](#) [Checkout](#)

10. Select Checkout

Home Programs Technical Support Virginia Cooperative Extension

Cart (1 Item)

[Keep Shopping](#)

Item	Options	Quantity	Subtotal
 Spotsylvania (2 DAYS ONLY) N-SSMGR-01 - JAN 10 & 17 Fee: \$150.00 Remove	Fee: Registration Fee \$150.00 <input type="checkbox"/> Apply a discount	1	\$150.00
Subtotal			\$150.00
Total			\$150.00

[Keep Shopping](#)

[Checkout](#)

[Checkout](#)

11. Select Individual Checkout

Family/Group Checkout Option Available

Your cart contains items that are eligible for family or group checkout. As a parent or guardian you can enroll multiple children in your selections in a single transaction. As a member of a group you can add others into the group and register them in a single transaction.

Items eligible for family checkout:

- N-SSMGR-SPOTSYLVANIA - MAR 19 & 26 ServSafe® Manager Training (Spotsylvania, Stafford)

Choose **Individual Checkout** to keep all of the above items in your cart and enroll yourself.

Choose **Family/Group Checkout** to enroll one or more children or group members.

[Keep Shopping](#)

[Individual Checkout](#)
[Family/Group Checkout](#)

12. Follow instructions under “I am a new user”

I am a new user

Please enter your primary email to continue. You will select your username on the next screen. A Password Setup email will be sent to you after you complete the checkout process.

A. Enter your primary email address → **A.**

B. Re-enter your primary email address → **B.**

C. Select the option that applies → **C.**

Select one of the following options:

☒ Participant is over 18 years of age

☐ Participant is under 18 years of age

[Create Account](#)

13. Select Create Account

14. Enter Required Information - *items with **

A. Select your user name
User name must begin with "vce-" and cannot contain spaces

B. Enter your first name

C. Enter your last name

My Profile

User Name and Password

Personal Information

Email Address

Telephone / Fax

Address

Emergency Contact

Mailing List Preferences

Privacy Policies

Complete the following information to proceed with your request.

Contact Information

User Name and Password

User Name:*

A. vce-

User name must begin with "vce-" and cannot contain spaces

We will send a link to set your password to your preferred email address.

Personal Information

Salutation:

First Name:*

B.

Last Name:*

C.

Middle Name:

Suffix:

Other Names on Record (if any):

Name to Appear in Print: ?

Date of Birth:

Click to select date



15. Continue by scrolling to the remaining fields

A. Automatically pre-fills email

B. Choose Telephone Type (home, office, etc.)
Then enter area code and phone #

C. Choose Address Type (home, office, etc.)
Then enter all required address information

The screenshot shows a registration form with a sidebar menu on the left and three main sections on the right. The sidebar menu includes: User Name and Password, Personal Information, Email Address (highlighted in blue), Telephone / Fax, Address, Emergency Contact, Mailing List, Preferences, and Privacy Policies. Red arrows point from the instructions to the corresponding form sections: Arrow A points to the Email Address field in the Personal Information section, which contains the text 'contact@email.com'. Arrow B points to the Telephone / Fax section, specifically to the 'Type' dropdown menu which is set to 'Home'. Arrow C points to the Address section, specifically to the 'Type' dropdown menu which is also set to 'Home'. The Telephone / Fax section includes fields for Area, Number, and Ext., and an 'Add Another Telephone' button. The Address section includes fields for Address 1, Address (line two), City, State/Province, Other State, Country, and Zip/Postal, and an 'Add Another Address' button.

User Name and Password

Personal Information

Email Address

Telephone / Fax

Address

Emergency Contact

Mailing List

Preferences

Privacy Policies

Email Address

Email Address:*

contact@email.com

Save Email

Telephone / Fax

You can provide multiple numbers. Fill out the information and click the "Add Another Telephone" button for each number.

Please include international dialing information in the area code field if applicable.

Type:*

Area:*

Number:*

Ext.:

Home

Add Another Telephone

Address

You can provide multiple addresses. Fill out the information and click the "Add Another Address" button.

Type:*

Home

Address 1:*

Address (line two):

City:*

State/Province:*

Other State:

Country:*

USA

Zip/Postal:*

Add Another Address



16. Enter Contact and Privacy Preferences

A. Select your mailing list preferences

Contact and Privacy Preferences

A.

Mailing List Preferences

May we contact you about programs that we think may interest you?*

Choosing "Yes" will provide you the latest information on program offerings. Your information will not be shared. Privacy & Policy Information is available here.

☒ Yes, by any method

☐ Yes, but only by the following methods (please check the methods that we may use to contact you)

☒ Email

☒ Mail

☐ No, please do not contact me

Interests

Enrollment Timeframe:

☐ 1-2 months☐ 3-6 months☐ 7-12 months☐ Uncertain

Privacy Policies

The Family Educational Rights and Privacy Act (FERPA) is a United States law that protects the privacy of student records. Destiny University must have your explicit permission to release your contact information.

Your Employer/Affiliation(s) listed above allow you to choose to have your employer/group billed or to avail of membership discounts (when applicable) when you enroll for courses. This choice will be presented to you each time you enroll.

Please type your initials into each of the boxes below to indicate that you have read and understand these privacy policies:

B.

I understand that Virginia Cooperative Extension abides by FERPA regulations and will not release my student information unless I expressly give Virginia Cooperative Extension permission to do so. *

B.

I understand that if I choose one of the following:

- Affiliate my course enrollment(s) with a company or group, OR
- Request that my company or group be billed directly for my courses

Virginia Cooperative Extension will release to the appropriate company or group the following enrollment details: my account number, my student type, my course(s), course schedule(s), delivery method(s) and location(s), units, tuition amount(s) and fees due. *

For additional information or assistance, please contact your local extension office or email vceprograms@vt.edu.

Privacy Policy

Continue Checkout

17. Select Continue Checkout



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18. Select payment method

- A. Select your payment method
Credit card payment is preferred. Other methods will require additional registration steps.

Payment

Confirmation
You have 30 minutes to complete the transaction. Your reservations will expire in **29:32**.

Cart

Item	Selected Options	Quantity	Subtotal
 ServSafe® Manager Training (Spotsylvania) N-SSMGR-SPOTSYLVANIA - MAR 19 & 26	Fee: Full Enrollment Fee \$160.00	1	\$160.00
Subtotal			\$160.00
Total			\$160.00

Select a payment method:*

☒ Pay online by credit card ☐ Other methods

After clicking Continue Checkout, you will be redirected to another page to complete your purchase securely.

19. Answer Questionnaire (if available) and Policy Confirmation

- A. List the name of your food establishment or organization
- B. Select your preferred textbook language
- C. Select your preferred exam language
- D. Check the box to indicate that you have read and understand our policies

Questionnaire
Respond to the following questions

The following questions are for your enrollment in course section N-SSMGR-SPOTSYLVANIA - MAR 19 & 26 - ServSafe® Manager Training (Spotsylvania)

A. Please list the name of your food establishment or organization:*

B. Please select your preferred ServSafe® textbook language. The Class will be taught in English. If registering for exam only, or exam re-take, please select No Textbook.*

C. Please select your preferred ServSafe® exam language.*

D. ☐ I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment method.*

Policy Confirmation
This site requests personal information that may include your name, e-mail address, physical address, and telephone number. Forms on this site are labeled according to the information collected. Information is collected solely for the purpose of registering you for your program(s). Virginia Tech and VCE partner with e-commerce service provider Nelnet Business Services to collect and process payment information via Nelnet's QuickPAY system. Please see Nelnet's Privacy & Security policy at: <https://www.campuscommerce.com/privacy/>

Print Registration Policies

20. Select Continue Checkout to be forwarded to the payment page



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21. Enter the payment amount

A. Enter your payment amount

22. Hit Continue

23. Enter your credit card information and email address

A. Enter the cardholder name

B. Select the card type

C. Enter the credit card number

D. Enter the CVV2 code

E. Enter the expiration date

F. Enter your email address

24. Hit Continue to complete the check out process.