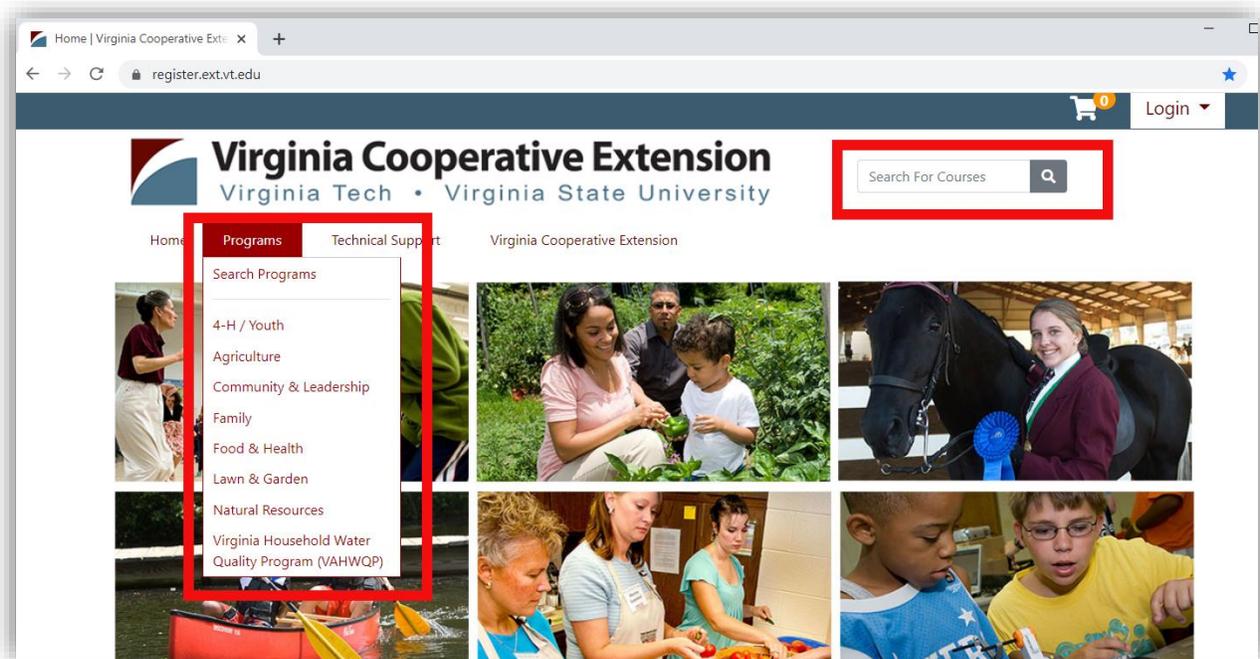
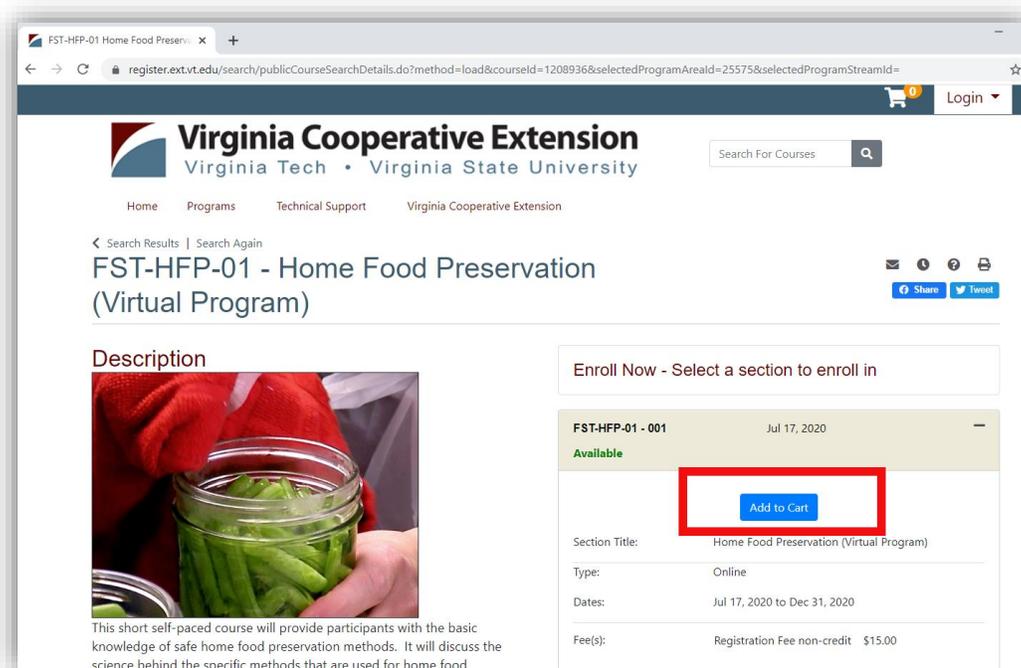


VCE Programs Registration Instructions

1. To begin the registration process, please use the direct registration link, if one has been provided. If not, please go to <https://register.ext.vt.edu/> and use the keyword search box or the Programs drop-down menu:

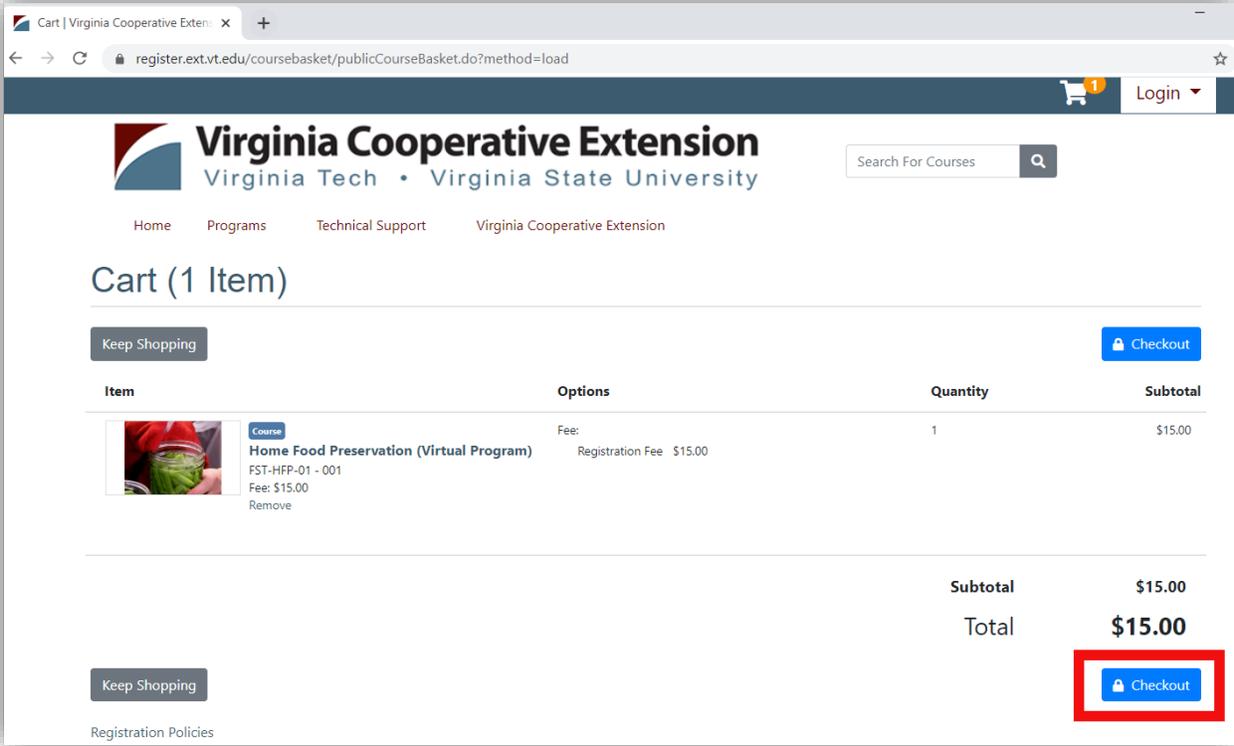


2. Next, click on “Add to Cart” to add the desired course to your cart.



VCE Programs Registration Instructions

3. Click on “Checkout”, which will take you to your cart. From here, confirm your selection by clicking on “Checkout” again.



Cart | Virginia Cooperative Extension

register.ext.vt.edu/coursebasket/publicCourseBasket.do?method=load

Virginia Cooperative Extension
Virginia Tech • Virginia State University

Search For Courses

Home Programs Technical Support Virginia Cooperative Extension

Cart (1 Item)

Keep Shopping Checkout

Item	Options	Quantity	Subtotal
 Course Home Food Preservation (Virtual Program) FST-HFP-01 - 001 Fee: \$15.00 Remove	Fee: Registration Fee \$15.00	1	\$15.00
Subtotal			\$15.00
Total			\$15.00

Keep Shopping Checkout

Registration Policies

Continued on next page....

VCE Programs Registration Instructions

4. Now, you will need to log in to complete your registration. If you have used this registration site before and believe you already have a participant account, please log in under the **“I already have a program participant account”** section. If you have forgotten your username or password, please use the Forgot User Name or Forgot Password links on this page. These will send an email message to your account email, if you already have a program participant account. If you have any trouble logging in, please contact the help desk at vceprograms@vt.edu.

Checkout

My Profile / Payment / Receipt

Log In or Create an Account

Please select one of the following options

[I have an account already](#)

I already have a VCE employee account

If you are a VCE employee, you may log in here using your university login credentials. If you are a Virginia Tech employee, but have not previously created an account here, please continue to create your employee participant account. Questions may be sent to vceprograms@vt.edu.

[Continue](#)

I already have a program participant account

If you have previously registered for a VCE program through this site and know your User Name and Password you may log in now.

If you do not know your User Name and Password but you have taken a class with Virginia Cooperative Extension, you are already in our system. If you know the email address in our system you can activate your account now using the "Forgot User Name" and "Forgot Password" links below. Questions may be sent to vceprograms@vt.edu.

[Forgot User Name](#)

User Name (case sensitive)
vce-

User name must begin with "vce-" and cannot contain spaces. Example: vce-joesmith

[Forgot Password](#)

Password (case sensitive)

[Log In](#)

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.

Email

Retype Email Address

Select one of the following options:

Participant is over 18 years of age

Participant is under 18 years of age

[Create Account](#)

****If you are a current Virginia Tech faculty or staff member, or a VCE employee with a VT PID, please log in under the “I already have a VCE employee account” section using your PID and PID password.**

VCE Programs Registration Instructions

Or, if you have never used this registration system before, you will need to complete the “I am a new user section” and My Profile page.

The screenshot shows the registration page with the following elements:

- Header: Virginia Cooperative Extension, Virginia Tech • Virginia State University
- Search bar: Search For Courses
- Checkout navigation: My Profile / Payment / Receipt
- Section: Log In or Create an Account
- Text: Please select one of the following options
- Options:
 - I have an account already
 - I already have a VCE employee account (with a Continue button)
 - I already have a program participant account (with a Continue button)
 - I am a new user** (highlighted with a red box)
- Form fields for the 'I am a new user' section:
 - Email
 - Retype Email Address
 - Age selection: Participant is over 18 years of age, Participant is under 18 years of age
 - Create Account button
- Forgot User Name link
- Input fields for User Name (case sensitive) and VCE-

The screenshot shows the 'My Profile' page with the following elements:

- Header: Virginia Cooperative Extension, Virginia Tech • Virginia State University
- Search bar: Search For Courses
- Checkout navigation: My Profile / Payment / Receipt
- Section: My Profile
- Left sidebar menu: User Name and Password, Personal Information, Email Address, Telephone / Fax, Address, Emergency Contact, Mailing List Preferences, Privacy Policies
- Main content area:
 - Message: Please complete the "Contact Information" below to proceed with your request. Only the text fields marked with a "red * asterisk" are required along with initialing the "Privacy Policies" at the bottom of the page to complete your information and continue to checkout.
 - Contact Information form
 - User Name and Password form:
 - User Name:* (with a text input field containing "vce-")
 - Instructions: User name must begin with "vce-" and cannot contain spaces. Example: vce-joesmith. Password: We will send a link to set your password to your preferred email address.
 - Personal Information form:
 - Salutation:

****If you are a VT alumnus or a retired/former employee with a vt.edu email address, please use a different email address for this registration.**

VCE Programs Registration Instructions

- Once you fill in your profile information, be sure to scroll to the bottom of the page, enter your initials twice under the Privacy Policies section, and then click on "Continue Checkout".

register.ext.vt.edu/coursebasket/publicPersonalLogon.do?

User Name and Password

Personal Information

Email Address

Telephone / Fax

Address

Emergency Contact

Mailing List

Preferences

Privacy Policies

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:

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. *

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](#)

Required fields are indicated by *.

- Follow the on-screen instructions to complete your registration and credit card payment.

If you experience any problems with this process, please send an email to vceprograms@vt.edu.