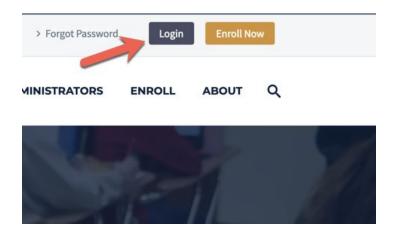


Student Enrollment Directions

Step 1: Go to IndianaOnline.org and click "Login"



Step 2: If you are a new student with Indiana Online, click on "Create Account". If you are a returning student with Indiana Online, please click on "Login Again".

- Returning students Did you forget your password? Not a problem! You can go to our website and click forgot password.
- Please remember, you must use the same email address that you used when creating an account. If you forgot the email address you used while creating your account, please submit a <u>help desk ticket</u> located on our website home page and we can quickly help you retrieve that information.
 - **Parents** Please remember you can't enroll a student from the parent account. Returning students can only enroll in more classes from the student account.

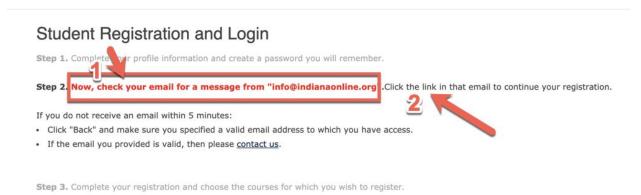


Returning student can skip to Step 8

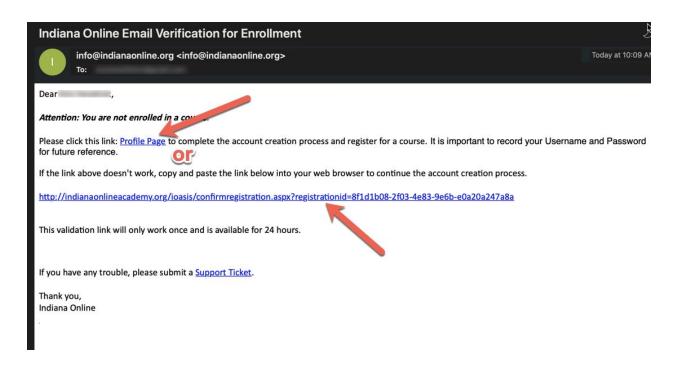
Step 3: This step is only for New Students creating an account for the first time. Please enter your profile information using a personal email address and not a school email address. School email addresses may block our communication with you.

5	Student Registration and Login						
5	Step 1. Complete your profile information and create a password you will remember.						
5	Step 2. Check your email for a message from "Info@indianaonline.org". Click the link in that email to continue your registration.						
5	Step 3. Complete your registration and choose the courses for which you wish to register.						
E	Email and Password						
1	Re-enter Email Reserver Email Avoid using student's school email. Indiana Online system emails may be blocked by the school. Use a personal email such as Gmail or Yahoo.						
5	Student's Name and Birthday						
5	First Middle Last						
6	Birthdate						
5	School and Counselor						
7	Student's School [Indiana Online CIESC Office Your school not listed? Choose you school						
8	(Please select Counselor) \$						
	Continue						

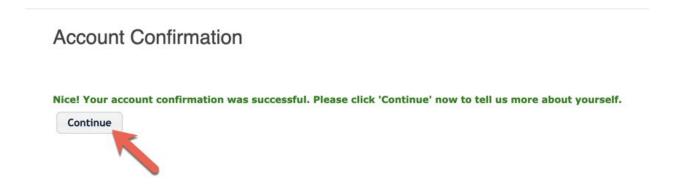
Step 4: New student only - Check your email and confirm your account with Indiana Online so that you are able to enroll in your courses.



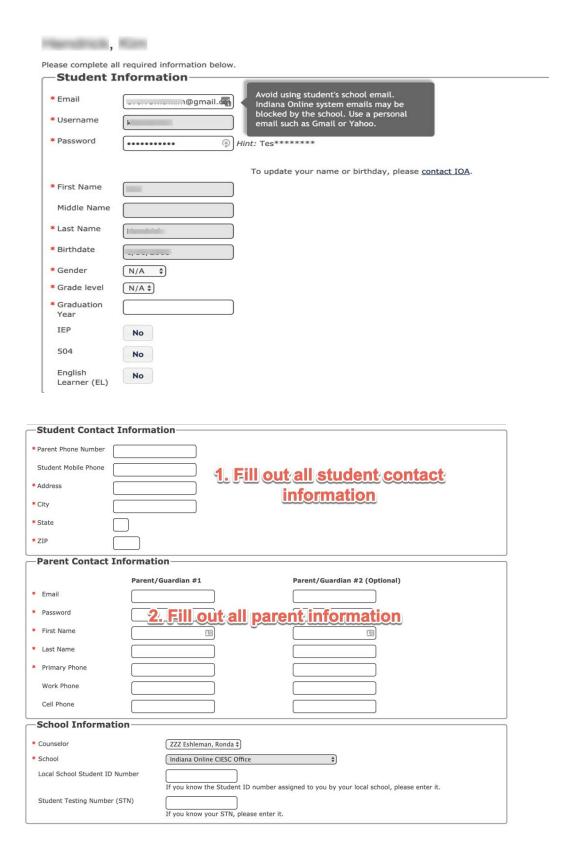
Step 5: New Students only - *IMPORTANT*: Click on the link in your email to continue your registration and enroll in classes.



Step 6: New students only - Confirm your account by clicking "Continue"

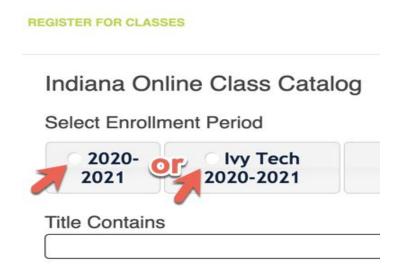


Step 7: Please complete all required information by filling in the boxes with the *. Make sure to fill in student and parent information as well as 504, IEP, and/or EL information if applicable.





Step 8: New and Returning Students will click on 2020-2021 OR Ivy Tech 2020-2021 depending on what courses you're interested in taking.



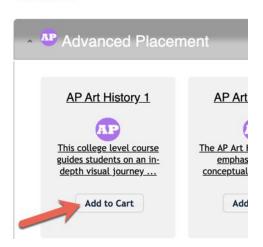
Step 9: Now you will be able to choose your course/s. Make sure to add your course to your cart before you finish.

Indiana Online Class Catalog

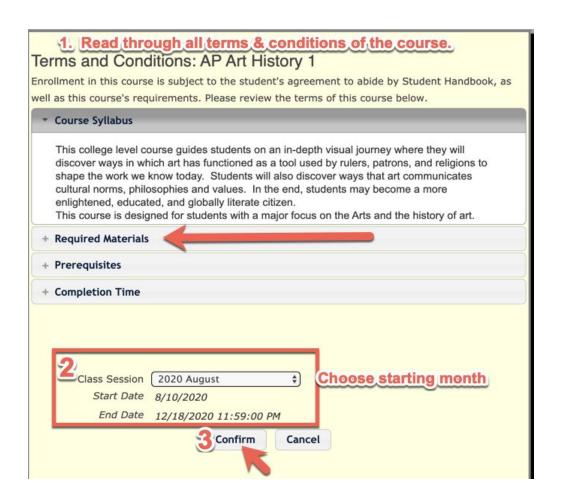
Select Enrollment Period



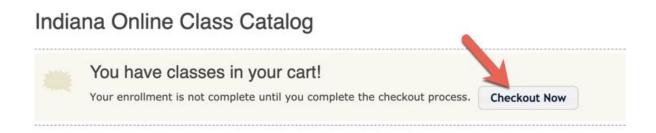
Classes



Step 10: Read the course syllabus and required materials information to make sure you are prepared for your course. Most AP courses and Ivy Tech courses have additional books that need to be purchased.



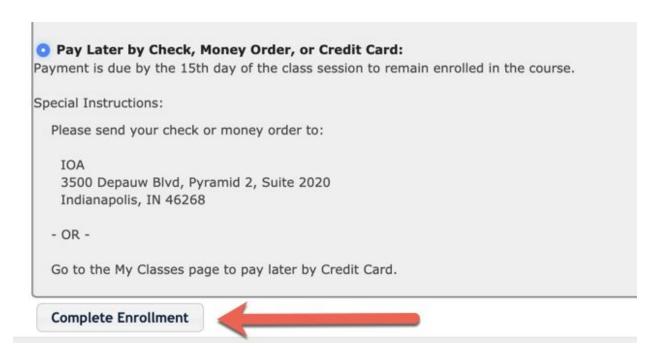
Step 11: Click "**Checkout Now**" when you are ready for your courses to be added to your account.



Step 12: Payment - If your school has agreed to pay, please click pay later. All students who are paying for the course, may fill in the payment information before completing the registration.

Final Confirmation and Payment Please complete the form below to enroll in IOA classes. This enrollment will not be finalized until your counselor approves; an approval request will be sent automatically to them upon submission of this form. You may register for up to 2 classes per semester; however, you might be eligible to take more. Please contact IOA for additional information. Class **Enrollment Period** Start Date End Date Remove Economics 2020-2021 10-Aug-2020 18-Dec-2020 \$275.00 TOTAL: \$275.00 Yes, I would like to make a tax-deductible donation to the IOA Scholarship Fund Payment Details (Amount Due: \$275.00) Pay Now by Credit Card: WSI 600 NO. 18 PROPERTY OF THE PROP lease enter your credit card number. Your information will be processed on a secure server, and your card will be charged \$275.00 Credit Card Number CVV Code **Expiration Date** Jan \$ / 2020 \$ Please enter the following information exactly as it appears on your credit card:

Once the payment information is included or the **Pay Later button** is checked, be sure to click the Complete Enrollment button at the bottom of the screen.



You will see a confirmation page that will show your course. Again, if your school is paying, we will change the price for you once the school verifies.

Final Confirmation and Payment

Thank you for your registration!

Amount Due: \$275.00

Please send your check or money order to:

IOA
3500 Depauw Blvd, Pyramid 2, Suite 2020
Indianapolis, IN 46268

- OR
Go to the My Classes page to pay later by Credit Card.

Class		Enrollment Period	Start Date	End Date	Cost	
	Economics	2020-2021	10-Aug-2020	18-Dec-2020	\$275.00	
				т	OTAL: \$275.00	

If you need to change anything on your profile, see your classes, or register for additional classes, use the navigation at the top to go to that section.

Should you need any additional information or assistance, please contact our <u>helpdesk</u> <u>ticket.</u> Our staff monitors the helpdesk 7 days a week, 10 hours a day.

Thank you for enrolling in Indiana Online! We look forward to "seeing" you in your course!