



Vanderbilt University

Center for Science Outreach Public View

Destiny One

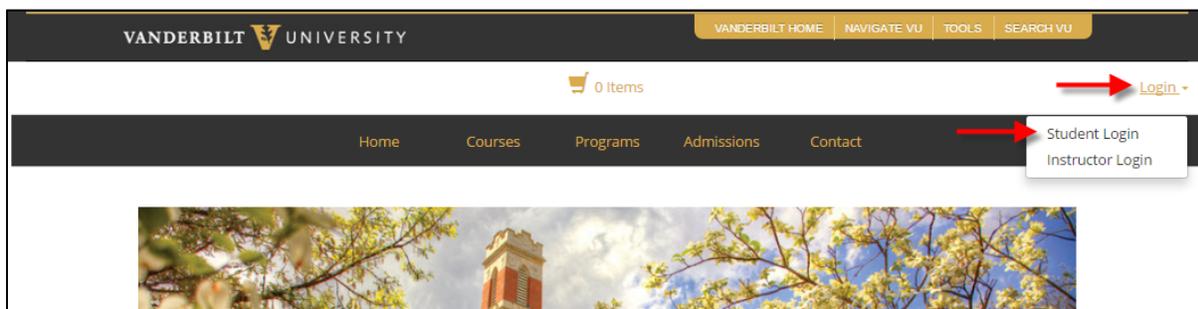


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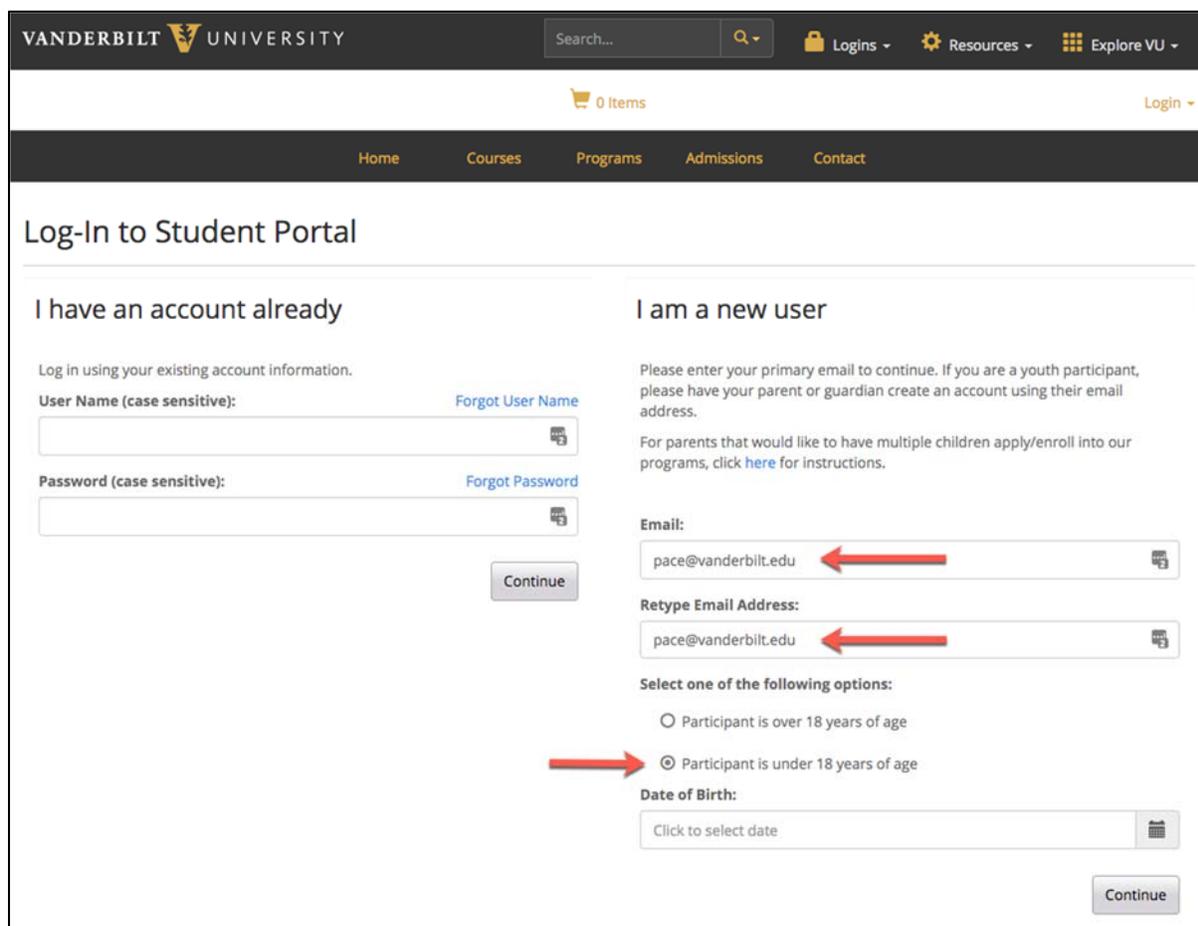
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Create a Student Profile/Account

1. You can create a student account by clicking 'Login' then 'Student Login' from any page of the public view (vupace.vanderbilt.edu).

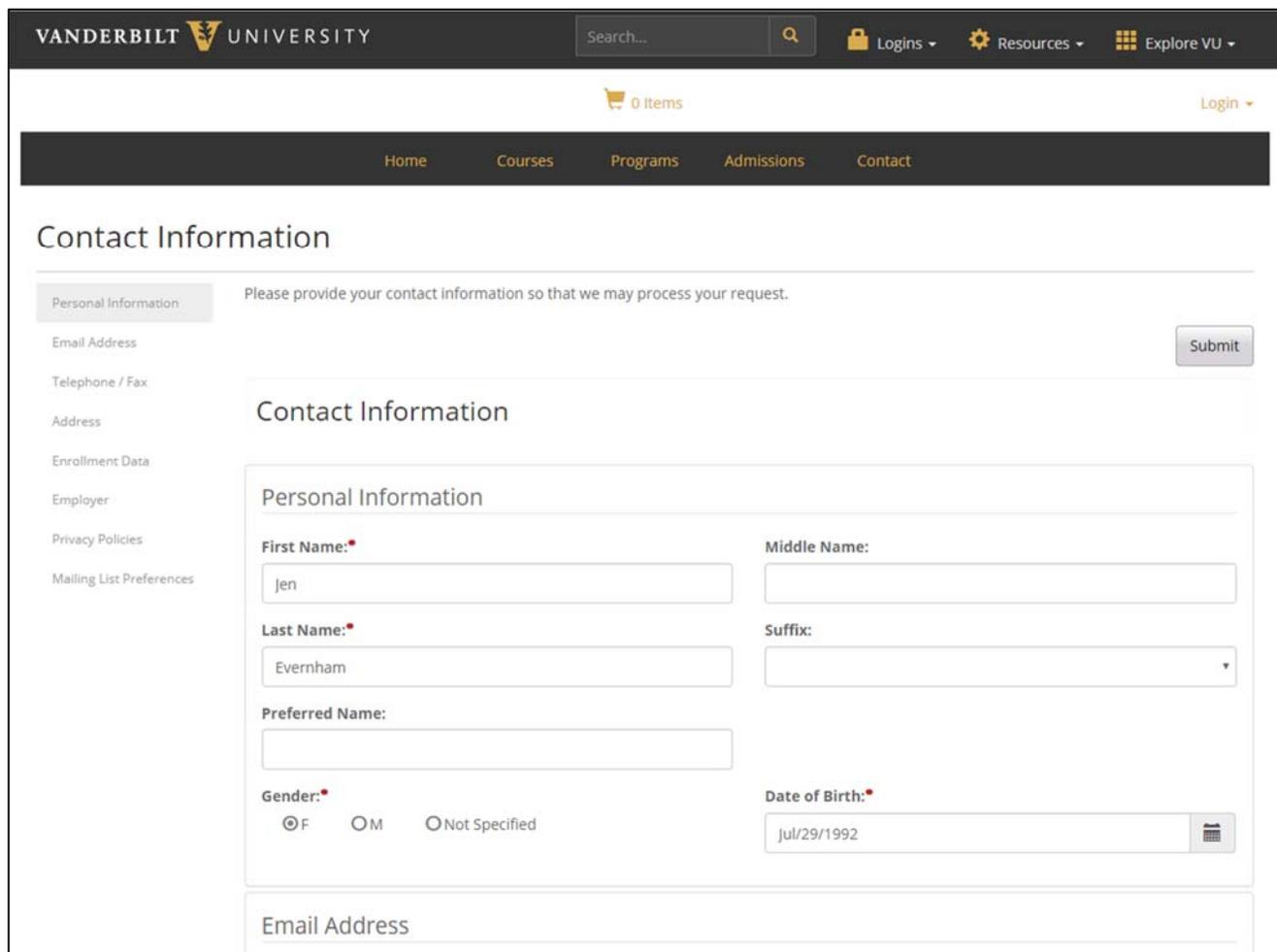


2. Upon clicking 'Student Login', you are taken to the 'Log-In or Create an Account' page. Under 'I am a new user', enter your email address. If you are registering your child, choose "Participant is under 18 years of age", enter their date of birth, and click **Continue**.



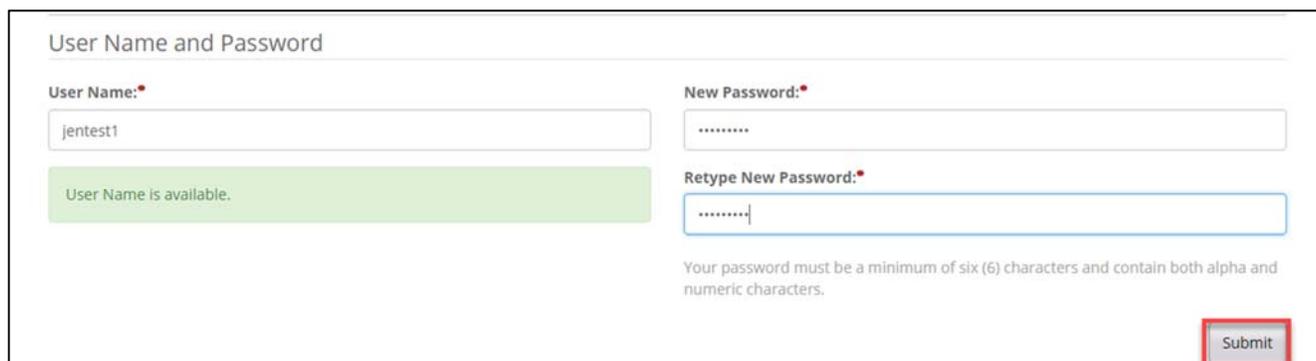
The screenshot shows the 'Log-In to Student Portal' page. The 'I am a new user' section is active, and the registration form is filled out. The email address 'pace@vanderbilt.edu' is entered in both the 'Email' and 'Retype Email Address' fields, with red arrows pointing to the text. The 'Participant is under 18 years of age' radio button is selected, with a red arrow pointing to it. The 'Date of Birth' field is empty, with a red arrow pointing to the 'Click to select date' button. The 'Continue' button is visible at the bottom right.

3. Complete your Profile Contact Information. If you are creating an account for your child, their information will go under the Personal Information section. You will only need to complete this form one time, because you are creating a brand new profile. Required fields are indicated by a red asterisk. When complete, click **'Submit.'**



The screenshot shows the Vanderbilt University website's contact information form. The header includes the university logo, a search bar, and navigation links for Logins, Resources, and Explore VU. Below the header is a shopping cart icon showing 0 items and a Login link. A dark navigation bar contains links for Home, Courses, Programs, Admissions, and Contact. The main content area is titled "Contact Information" and includes a sub-header "Personal Information" with a note: "Please provide your contact information so that we may process your request." A "Submit" button is located in the top right of the form area. On the left side, there is a vertical menu with links for Email Address, Telephone / Fax, Address, Enrollment Data, Employer, Privacy Policies, and Mailing List Preferences. The form fields include: First Name (with a red asterisk and the value "jen"), Middle Name, Last Name (with a red asterisk and the value "Everham"), Suffix (a dropdown menu), Preferred Name, Gender (with radio buttons for F, M, and Not Specified), and Date of Birth (with a red asterisk and the value "Jul/29/1992" and a calendar icon). An "Email Address" field is partially visible at the bottom.

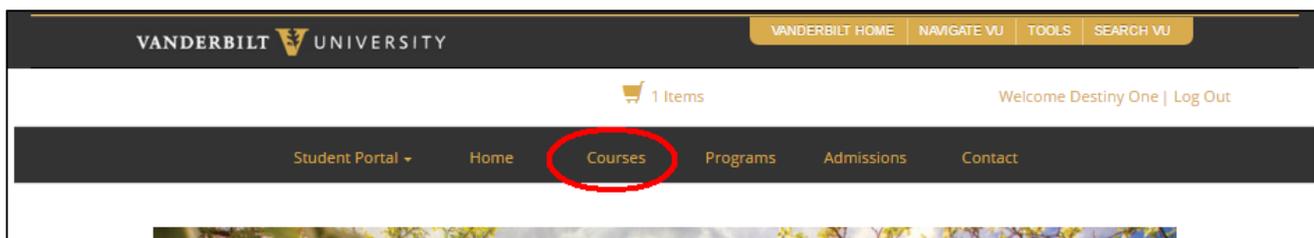
4. You will be taken to the User Name and Password page where you will create your unique credentials. Click **'Submit.'**



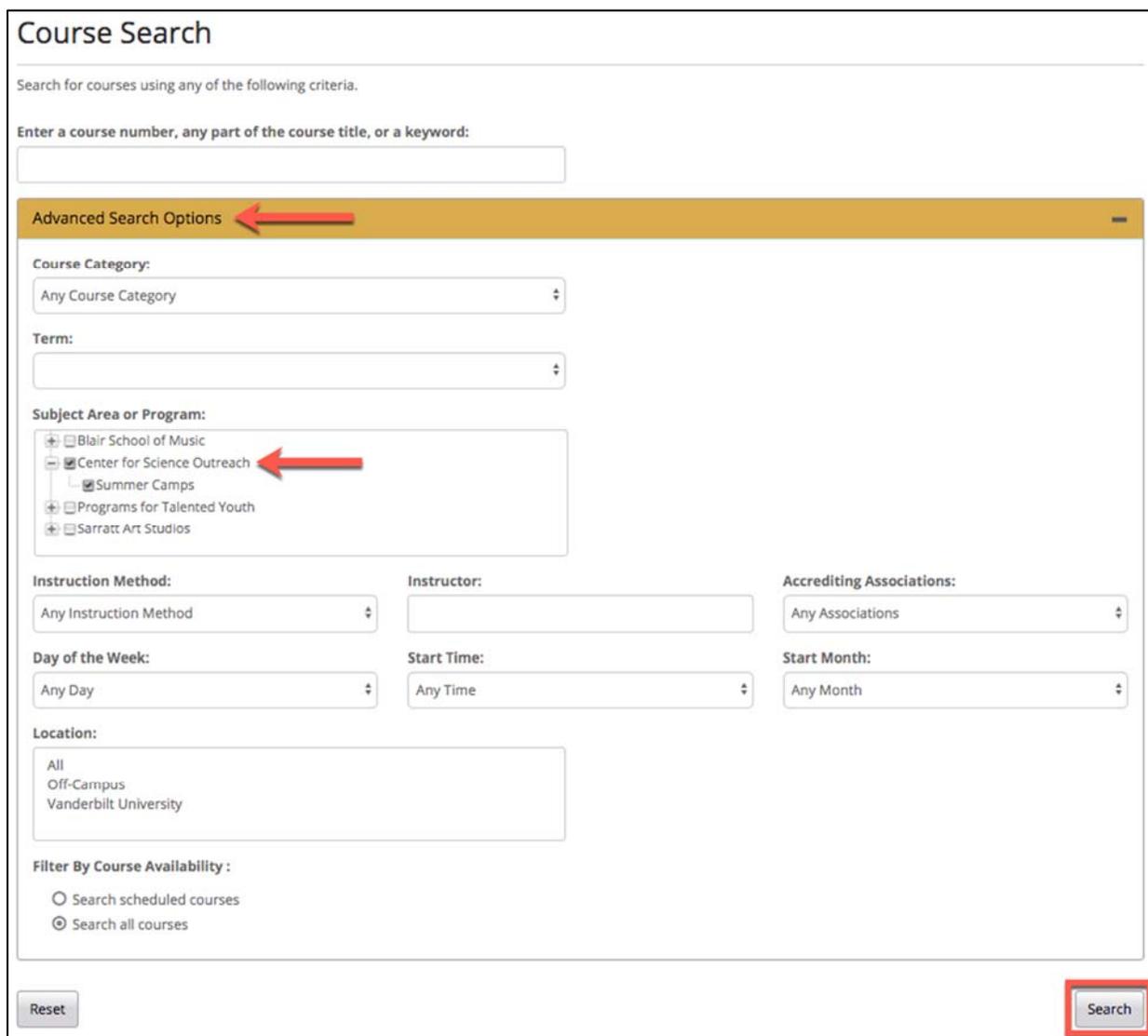
The screenshot shows the "User Name and Password" form. It features a "User Name:" field with the value "jentest1" and a "New Password:" field with a red asterisk and a masked password ".....". Below the User Name field is a green message box that says "User Name is available." To the right of the New Password field is a "Retype New Password:" field with a red asterisk and a masked password ".....". Below these fields is a note: "Your password must be a minimum of six (6) characters and contain both alpha and numeric characters." A "Submit" button is located in the bottom right corner of the form.

Browse for a Course

1. If you have already created a student account, log in using your credentials. From any page in the public view, click **'Courses'** in the main navigation menu.



2. On the Course Search page, enter criteria or use the Advanced Search Options then click **'Search'**.



The screenshot shows the 'Course Search' page. The search criteria are as follows:

- Search for courses using any of the following criteria.
- Enter a course number, any part of the course title, or a keyword: [Empty text box]
- Advanced Search Options (Expanded):
 - Course Category: Any Course Category
 - Term: [Empty dropdown]
 - Subject Area or Program:
 - Blair School of Music
 - Center for Science Outreach (Selected)
 - Summer Camps
 - Programs for Talented Youth
 - Sarratt Art Studios
 - Instruction Method: Any Instruction Method
 - Instructor: [Empty text box]
 - Accrediting Associations: Any Associations
 - Day of the Week: Any Day
 - Start Time: Any Time
 - Start Month: Any Month
 - Location: All, Off-Campus, Vanderbilt University
 - Filter By Course Availability:
 - Search scheduled courses
 - Search all courses (Selected)

The 'Search' button is highlighted with a red box.

- On the Course Search Results page, click on a course name to view the Course Profile and available sections.

Course	Location	Instruction Method	Prereqs	Availability
Budding Biologists (June 25-29) CSO0004			N	Not Currently Available
Cool Chemistry (June 4-8) CSO0001			N	Not Currently Available
Forensic Fun (June 11-15) CSO0002			N	Not Currently Available
Rockin' Robotics (June 18-22) CSO0003			N	Not Currently Available

- From the Course Profile page you can view available sections. Pay close attention to the section title to make sure you are enrolling in the correct camp or purchasing before/after care for each of the days of the camp.

CSO0007 - Cool Chemistry (June 4-8)

Center for Science Outreach






Course Description

What's cooler than making plastic out of milk, growing some sweet crystals, and exploding Diet Coke? Not much! This week is all about experimenting with chemical reactions! We won't just be showing campers what happens when you mix two substances, they'll get to do it themselves!

Important Information:

Instructions on how to create an account and enroll in our camps can be found [here](#). Please note, if you wish to enroll multiple children in our camps, you will need to create a separate account for each child. Instructions on creating accounts for multiple children can be found [here](#).

Please pay close attention to the section title to make sure you are enrolling your child in the correct camp and/or purchasing before/after care for the correct day. The first three sections on the list will correspond to the various camps. The last five sections will allow you to purchase before/after care for each of the days of the camp. Please note that before/after care fees are non-refundable.

CSO0007 - 009
Summer 2018
—

Available

Section Title: 1st-2nd Grade Camp

Section Schedule: Jun 04, 2018 to Jun 08, 2018

Schedule and Location: [View Details](#)

Location: Vanderbilt University

Course Fee(s): [Tuition non-credit](#) \$315.00

Section Fees: [Registration Fee](#) \$35.00 Mandatory

CSO0007 - 010
Summer 2018
+

Available

Before/After Care Example:

CSO0007 - 012
Summer 2018
—

Available

Section Title: Before/After Care - Monday

Section Schedule: Jun 04, 2018

Schedule and Location: [View Details](#)

Location: Vanderbilt University

Course Fee(s): [Before/After Care non-credit](#) \$10.00

Register for a Course and Checkout

1. Once you have found the camp you would like to register for, click **'Add to Cart'** to begin the registration and checkout process. You can add many items to your cart before checking out.

CSO0007 - Cool Chemistry (June 4-8)

Center for Science Outreach

Course Description

What's cooler than making plastic out of milk, growing some sweet crystals, and exploding Diet Coke? Not much! This week is all about experimenting with chemical reactions! We won't just be showing campers what happens when you mix two substances, they'll get to do it themselves!

Important Information:

Instructions on how to create an account and enroll in our camps can be found [here](#). Please note, if you wish to enroll multiple children in our camps, you will need to create a separate account for each child. Instructions on creating accounts for multiple children can be found [here](#).

Please pay close attention to the section title to make sure you are enrolling your child in the correct camp and/or purchasing before/after care for the correct day. The first three sections on the list will correspond to the various camps. The last five sections will allow you to purchase before/after care for each of the days of the camp. Please note that before/after care fees are non-refundable.

CSO0007 - 009 Available	Summer 2018	-
Add to Cart		
Section Title:	1st-2nd Grade Camp	
Section Schedule:	Jun 04, 2018 to Jun 08, 2018	
Schedule and Location:	View Details	
Location:	Vanderbilt University	
Course Fee(s):	Tuition non-credit	\$315.00
Section Fees:	Registration Fee	\$35.00 Mandatory
CSO0007 - 010 Available	Summer 2018	+

2. Upon clicking add to cart, a popup will notify you the item was added to your cart. Click **'Checkout'** to continue.

Course CSO0007 - 009 was added to your cart.
Click checkout to complete the transaction.

Close **Checkout**

3. The Cart page displays important information about your selection. You may browse more courses by clicking **'Keep Shopping'**. Once you have made your final selections, click **'Checkout'** to continue.

Cart

Keep Shopping
Checkout

Courses

CSO0007 - 009 - 1st-2nd Grade Camp
Center for Science Outreach Remove

Tuition	\$315.00
Other Fees:	
<input checked="" type="checkbox"/> Registration Fee ?	\$35.00
Subtotal	\$350.00

CART TOTAL **\$350.00**

Keep Shopping
Update
Checkout

[Registration Policies](#)

4. If you are not already logged in, you will be asked to login to the system at this time.
5. After logging in, or if you were already logged in, the My Profile page will display. If any profile information has changed you can update it at this point. Click '**Continue Checkout**' to proceed.

My Profile

User Name and Password

Personal Information

Youth's Email Address

Parent/Guardian Information

Parent/Guardian Email Address

Parent/Guardian Telephone / Fax

Parent/Guardian Address

Confirmation

You have 30 minutes to complete the transaction. Your reservations will expire in **29:48**.

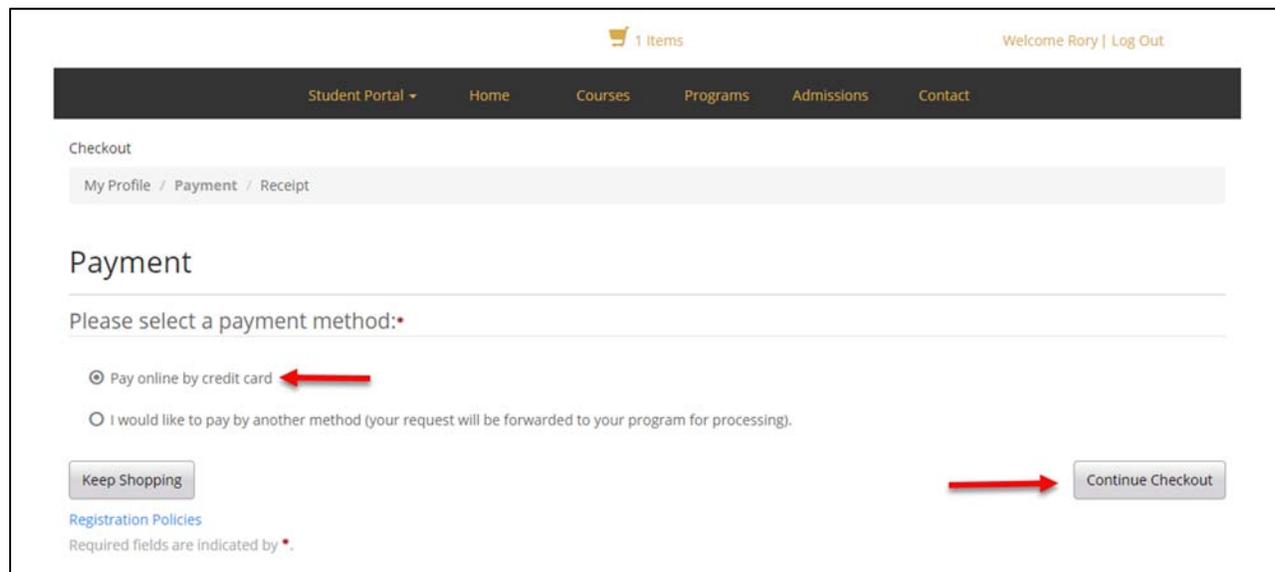
Has any of your profile information changed recently? If so, please update it below.

Continue Checkout

Youth Participant Information

User Name and Password

6. On the Payment page, select '**Pay online by Credit Card**' to pay your balance in full. If you choose '**I would like to pay by another method**' your enrollment is not complete until it has been processed by the program. Click '**Continue Checkout**' to complete the transaction.



1 Items Welcome Rory | Log Out

Student Portal Home Courses Programs Admissions Contact

Checkout

My Profile / Payment / Receipt

Payment

Please select a payment method:*

Pay online by credit card

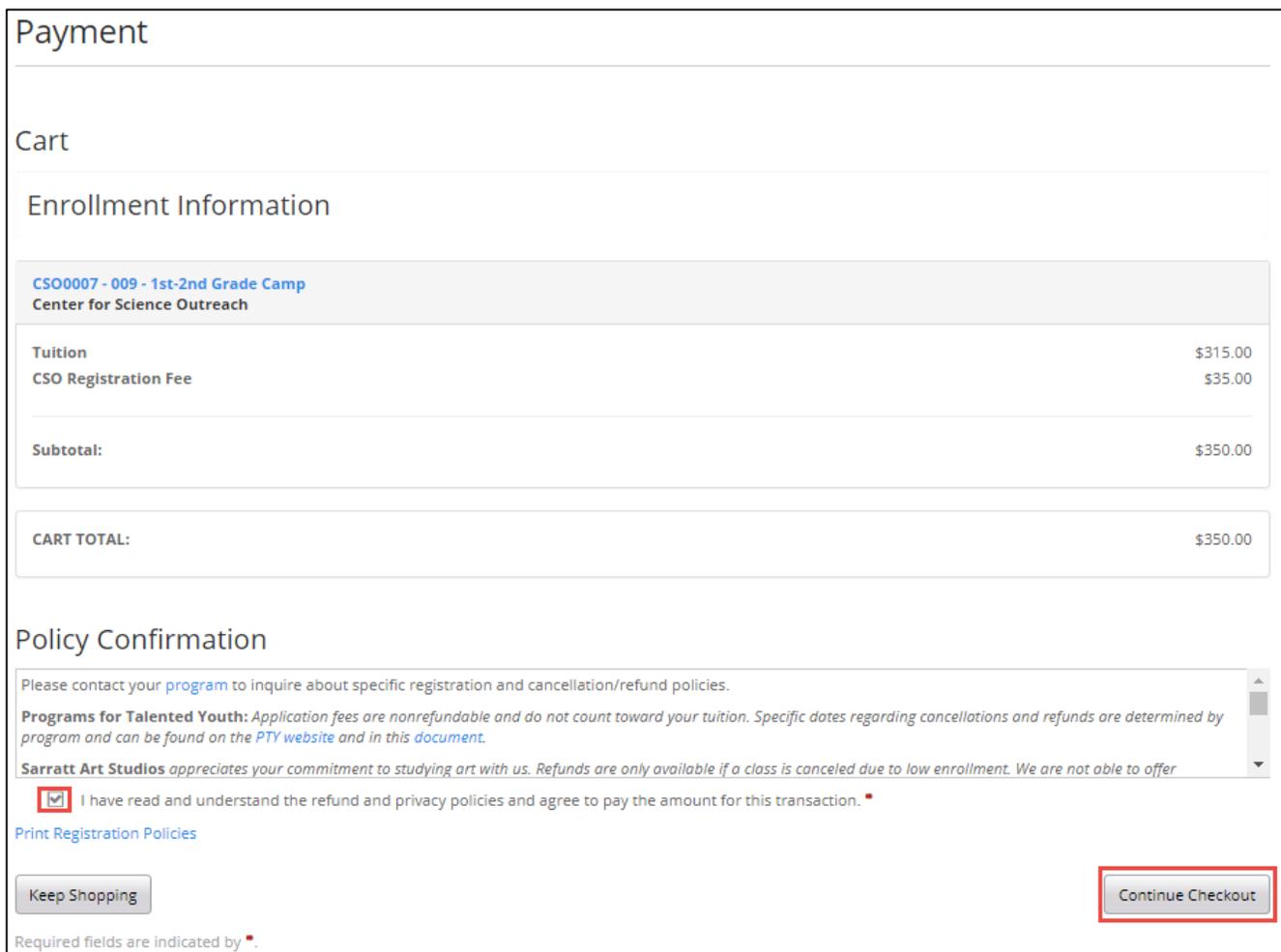
I would like to pay by another method (your request will be forwarded to your program for processing).

Keep Shopping Continue Checkout

[Registration Policies](#)

Required fields are indicated by *

7. The Payment page will display. Agree to the transaction policies by clicking the checkbox and click 'Continue Checkout'.



Payment

Cart

Enrollment Information

CSO0007 - 009 - 1st-2nd Grade Camp Center for Science Outreach	
Tuition	\$315.00
CSO Registration Fee	\$35.00
Subtotal:	\$350.00
CART TOTAL:	\$350.00

Policy Confirmation

Please contact your [program](#) to inquire about specific registration and cancellation/refund policies.

Programs for Talented Youth: Application fees are nonrefundable and do not count toward your tuition. Specific dates regarding cancellations and refunds are determined by program and can be found on the [PTY website](#) and in this [document](#).

Sarratt Art Studios appreciates your commitment to studying art with us. Refunds are only available if a class is canceled due to low enrollment. We are not able to offer

I have read and understand the refund and privacy policies and agree to pay the amount for this transaction. *

[Print Registration Policies](#)

Keep Shopping Continue Checkout

Required fields are indicated by *

- If you selected pay by credit card, the Vanderbilt payment portal will display. Complete the form and click 'Pay Now'.

Vanderbilt University PACE

Order Information * Required Fields

Total: \$350.00 (USD)

Payment Information



Card Number: * (enter number without spaces or dashes)

Expiration Date: * (mmyy)

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

Billing Information

Customer ID: X004422

First Name: * Last Name: *

Pay Now

- You will then be redirected to your **Receipt**, and also receive a receipt by email.

Receipt

You will also receive a receipt by email.

██████████
3123 Main Street
Nashville, TN 37209
USA

████████████████████
Student Number: X004422

Basket No.: 14176
Date: Feb 14, 2018

The transaction was successfully completed. Please print this page for your records.

Cart

Enrollment Information

CSO0007 - 009 - 1st-2nd Grade Camp
Center for Science Outreach

Tuition	\$315.00
CSO Registration Fee	\$35.00
Subtotal:	\$350.00

CART TOTAL:	\$350.00
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Paid by Visa. Auth No: 403RRF.