Dear Precollege & Adult Students and Parents,

Blair is pleased to offer you an online registration and payment portal. You will be able to select all of your classes and lessons, and pay tuition with a credit card through this portal.

There are three steps for your initial account setup. First, create an account id and password. Second, complete your application profile. Once your application has been approved by the Blair registrar, move to the third and final step: complete your registrations. In future terms, you will only need to log in and complete registration.

We hope that the new system improves and streamlines your registration experience. If you have any questions or concerns, please do not hesitate to contact Tom Langmesser or Pam Schneller.

Warm regards,

The Blair School of Music

11-29-2016
PCA – Registration and Payment Guide

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Create a Student Profile/Account

There are two main ways to create a student account.

- If you choose to start an application/registration form without having created a student account, you will be taken through the steps to create an account before the application completion.

- You can also create a student account by clicking ‘Login’ then ‘Student Login’ from any page of the public view.

NOTE: If you already used your email address to create an account for another student, you will receive the Warning message shown below. Follow the instructions in the last sentence of this warning. If you are a parent or guardian and wish to create a youth participant profile using this email address, click Continue or Start Application under "I am a new user."
1. Upon clicking “Apply Now” or “Student Login”, you are taken to the “Log In or Create an Account” page. Under “I am a new user,” enter your (parent/guardian) email address, select “the appropriate student age,” enter student’s birthdate and click Continue or Start Application.

2. **Complete the Student Profile.** Create a user name and password for your student’s account and put the student’s information in the section labeled “Personal Information.” Parent/Guardian data should go in the section labeled Parent/Guardian Information. This user name and password will be used to log in to the student profile. Items with a red asterisk are required. When complete, click “Continue Checkout.”
PCA – Registration and Payment Guide

Checkout
My Profile / Receipt

My Profile

Please complete the following information to proceed with your request.

Note to parents/guardians completing profiles for youth participants: There are two sections below, one for your child's user name/password and personal information, and one for parent/guardian information. Please note the section headings as you complete the form.

Youth Participant Information

User Name and Password

<table>
<thead>
<tr>
<th>User Name:*</th>
<th>New Password:*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Retype New Password:*

Your password must be a minimum of six (6) characters and contain both alpha and numeric characters.

Personal Information

Salutation:

First Name:* Middle Name:
Complete a Registration Form

- If you have already set up a student account, log in and you can access the PCA Registration Form/Application under the “Admissions” page in the Public View. Click “More Information” next to the application you wish to complete. Click “Apply Now” to begin.

- If you are setting up an account and applying at the same time, the application you chose will appear in “My Applications” in your Student Portal. Click “Start” to begin.

1. Upon clicking “Apply Now” or “Start,” you are taken to the start page of the application. Here you will see what tasks remain and the overall status of your application. Click “Start.”
2. Complete all pages of the application and click “Submit Application” on the last page.

3. Upon submission, you will see the application status is “Status: Submitted.” In order to register for a PCA course, your application must be approved. Once it is approved by the department, you will see “Status: Approved.”
Browse for a Course

1. From any page in the public view, click “Courses” in the main navigation menu.

2. On the Course Search page, enter instrument, class or use the Advanced Search Options then click “Search.”
3. On the Course Search Results page, click on a course name to view the Course Profile and available sections.

![Course Search Results](image1)

4. From the Course Profile page you can view available sections and register for a course.

![Course Profile](image2)
Register for a Course and Checkout

If your registration form has been approved or you are a returning student who has submitted a form, you are able to register for PCA courses.

1. Search for the course you want to register for and navigate to the Course Profile page. Click the “plus sign” to expand the section information. Click “Add to Cart” to begin the registration and checkout process.

2. Upon clicking “Add to Cart,” a notification will tell you the course was added to your cart. Click “Checkout” to continue.
3. The Cart page displays important information about your selection. For courses that are offered to both Adult and Precollege learners, click “Select” next to the Enrollment Option that matches your student category: Adult or Precollege. A precollege student is a child (infant – 19 years) who has not graduated from high school or the home-school equivalent. Click “Checkout” to continue.

4. If you are not already logged in, you will be asked to log in to the system at this time.

5. After log 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.
6. On the Payment page, select “Pay online by Credit Card” or “I would like to pay by another method.” You must pay the full amount up front if choosing credit card. If you choose “pay by another method,” please select a payment method and your request will be sent to the department for processing. If you wish to pay by credit card in multiple installments, choose pay by another method and contact the PC&A Registrar at blair.pca.academicservices@vanderbilt.edu or 615-322-7651. Click “Continue Checkout” to complete the transaction.

7. The Payment page will display. Agree to the transaction policies by clicking the checkbox and click “Continue Checkout.”
8. If you selected “Pay by Credit Card,” the Vanderbilt payment portal (Converge) will display. Complete the form and click “Process.”

9. Receipt page. Your transaction is complete if you chose “Credit Card Payment.” If you chose “pay by another method,” the department will process the request and invoice you for the payment.
Receipt

You will also receive a receipt by email.

Destiny One Merchant
1000 VU One
Nashville, TN 37216
USA
amanda.merchant@vanderbilt.edu

Basket No.: 1991
Date: Nov 17, 2016

Student Number: X000866
The transaction was successfully completed. Please print this page for your records.

Cart

Enrollment Information

PCA0082 - 001 - Banjo - Alison Brown - 30 Minutes

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PreCollege</td>
<td>$1,070.00</td>
</tr>
<tr>
<td>PCA In Person</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Subtotal: $1,070.00

CART TOTAL: $1,070.00

My Invoices in the Student Portal

You can view and pay your outstanding invoices by credit card from the Student Portal. If you choose to pay your invoice by another method, please send payment to:

Blair School of Music
Attn: PCA Registrar
2400 Blakemore Avenue
Nashville, TN 37212

1. Login to VUPACE (http://vupace.vanderbilt.edu).

2. Once in the Student Portal, click “My Invoices.”
3. Select the checkbox next to the invoice you wish to pay. Click “Pay Selected Invoices” to continue.

4. Select the checkbox to agree to the transaction policies. Click “Continue Checkout.”
5. The Vanderbilt Payment portal (Virtual Merchant) will display. **Complete the form** and click “Process.”

6. The Invoice Payment Receipt page will display. Your transaction is complete.