

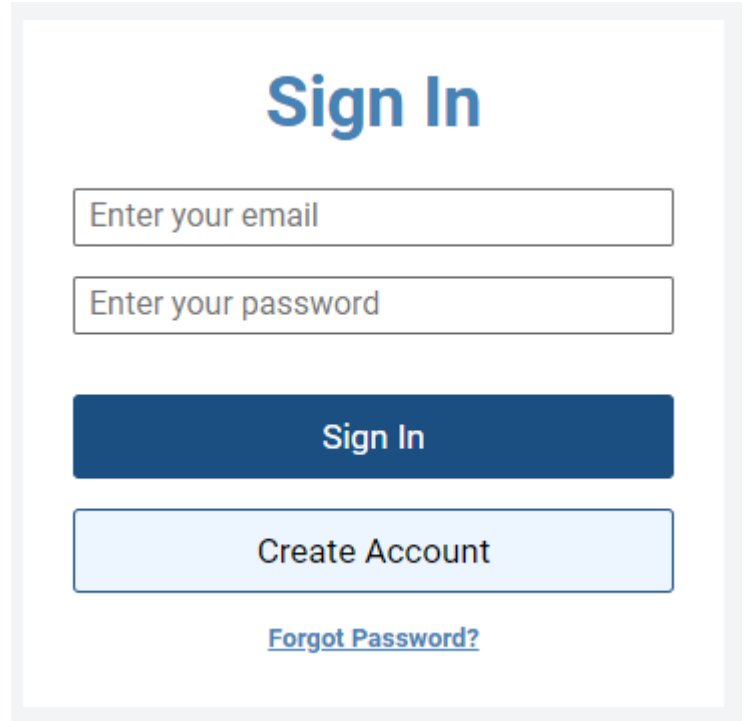
Virtual Prince William
Term Registration Instructions

Step 1:

Students and/or parents will register at
<https://www.studentquickpay.com/pwcs>.

Step 2:


At the login screen, the parent can log into or create their account. If an account needs to be created, visit our VPW website for instructions on how to create a StudentQuickPay account and link your student(s) to your account.



The screenshot shows a 'Sign In' page with a white background and a light blue border. At the top, the text 'Sign In' is displayed in a large, bold, blue font. Below this, there are two input fields: the first is labeled 'Enter your email' and the second is labeled 'Enter your password'. Underneath the input fields are two buttons: a dark blue button labeled 'Sign In' and a light blue button labeled 'Create Account'. At the bottom of the form, there is a link labeled 'Forgot Password?' in blue text.

Step 3:

Once you have logged into or created your account, you will arrive at the home screen. Across the top, you will see the name of your student(s). Select the student that you are registering for.



The screenshot shows the home screen of the online payment system. At the top, there is a logo for 'Prince William County PUBLIC SCHOOLS' with the tagline 'Providing A World-Class Education'. Below the logo, there is a navigation bar with five tabs: 'Summary', 'Anthony', 'Olivia', 'Dominic', and 'Student'. The 'Summary' tab is currently selected and highlighted with a blue underline. Below the navigation bar, there is a welcome message: 'Welcome to Prince William County School's new Online Payment fees and complete online forms. When ready, click on the shopp'.

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Step 4:

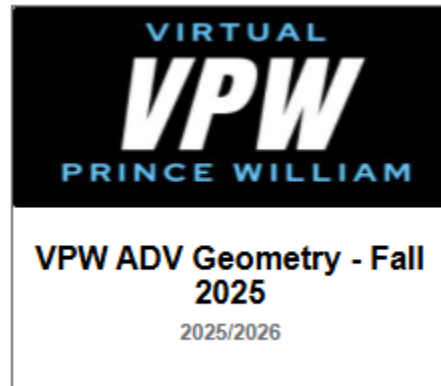
Make sure DUE NOW is selected.

Along the bottom, select the
VPW COURSE CATALOG tab.

The screenshot shows a web interface with a top navigation bar containing 'Summary', 'Helman', and 'Student' tabs. Below this is a profile section for 'Student RYCOR' with 'RYCOR_Test' and 'Grade: 12'. A secondary navigation bar includes 'Due Now', 'Future Charges', 'Paid', and 'Completed Forms'. The main content area is titled '2020/2021' and contains an 'Individual Assessments' section with a 'Book Fine - TEST' item. Below this is a 'Total:' label. At the bottom, there are 'New Items' and 'VPW Course Catalog' tabs. A course tile for 'Driver Ed - Range & Road' (2021/2022) is visible, featuring a colorful graphic with 'DRIVER EDUCATION' and 'NO PARKING' signs.

Step 5:

Select the course you would like to
register for by clicking on the course tile.



Step 6:

Complete the registration form by
filling out the required fields.

Student Information		
Student First Name <input type="text" value="Student"/>	Student Last Name <input type="text" value="RYCOR"/>	Student ID Number <input type="text" value="RYCOR_Test"/>
Student PWCS Email <input type="text"/>	Valid Parent Email <input type="text"/>	Student Grade Level <input type="text" value="--Select Grade Level Be"/>
High School of Attendance <input type="text" value="--Please select base high school--"/>	School Counselor's Name <input type="text"/>	
		Course Selection <input type="text" value="Algebra 1"/>

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Step 8:

Select whether this course is for initial credit (first time), credit recovery, or grade replacement.

Select whether this course is for initial credit (first time), credit recovery, or grade replacement (improving a previously passed grade).

Initial Credit Credit Recovery Grade Replacement

Step 9:

This statement must be read, and this box must be checked in order to proceed.

Registration Information

By checking this box, if enrolled in a VPW course, I agree to all VPW and PWCS policies, regulations, and term pacing. I understand that my registration does guarantee enrollment into the course as my request has to go through the approval process of my counselor and VPW administration. In addition, I understand a course may be canceled due to low enrollment.

Step 10:

Once you have completed all required items and verified that your information is accurate, you will select the SUBMIT button. Since there is no fee during our fall and spring terms, your registration form will automatically be submitted. You do not have to proceed to your cart.

Submit

Possible Error Messages You May Receive:

If you receive the message below, you have already added this course to your cart.

VPW Summer - Algebra 1
2021/2022



This message is serving as a notification that you have already selected this course.

Cancel

Add to Cart

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Term Registration Instructions

If you receive this message below, this course is currently full. We ask that you contact VPW admin at helmanbw@pwcs.edu who can provide you with the waitlist form for your interested course. You will be contacted should I spot become available.

VPW Summer - Algebra 1

2022/2023



This message is serving as a notification that this course is currently full. In order to be placed on the waitlist, you will contact VPW Admin at helmanbw@pwcs.edu.

Cancel

Add to Cart