

Virtual Prince William  
Summer Semester Registration Instructions

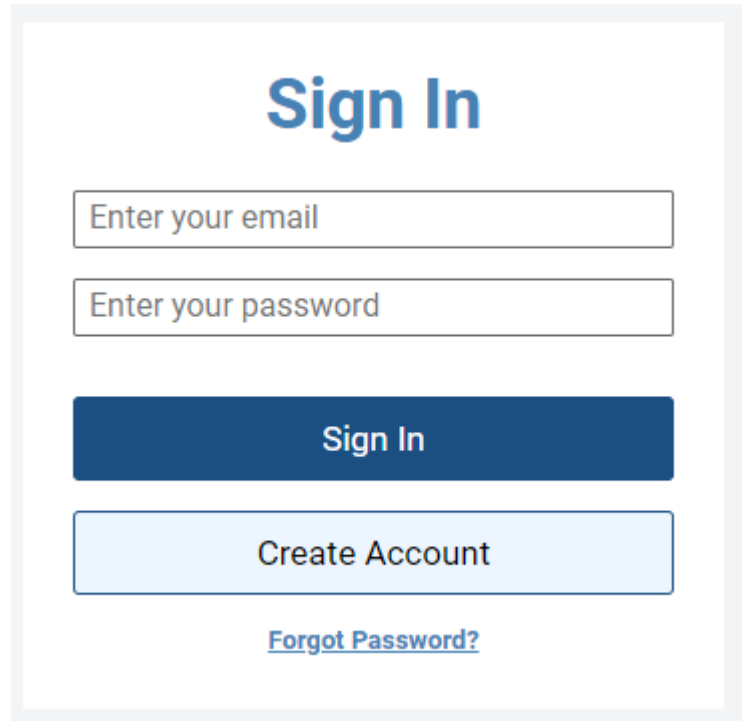
**Step 1:**

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

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**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 page, 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.

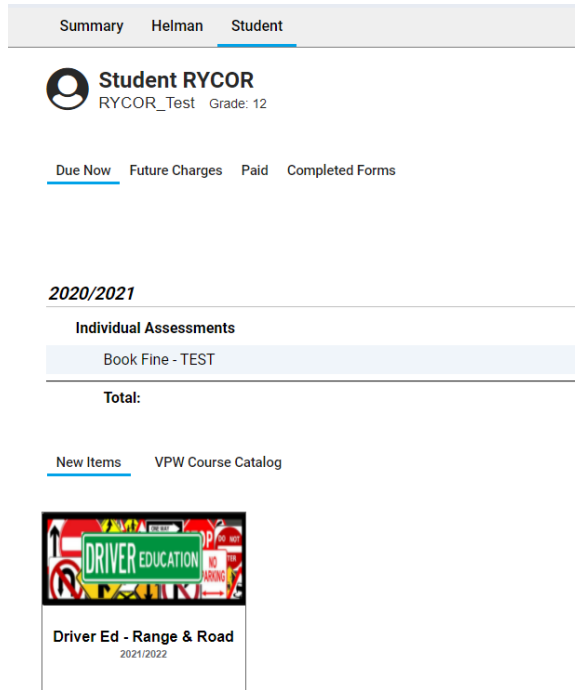


The screenshot shows the home screen of the online payment system. At the top, there is a logo for Prince William County Public Schools, which includes a globe icon and the text 'Prince William County PUBLIC SCHOOLS Providing A World-Class Education'. Below the logo, there is a navigation bar with five 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:

Along the bottom, select the  
VPW COURSE CATALOG tab.



Summary Helman **Student**

**Student RYCOR**  
RYCOR\_Test Grade: 12

Due Now Future Charges Paid Completed Forms

**2020/2021**

Individual Assessments

Book Fine - TEST

Total:

New Items VPW Course Catalog

**Driver Ed - Range & Road**  
2021/2022

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

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**Step 7 (OPTIONAL):**

If your student receives any of the following services, you will check the box that applies.

If your student receives no services, you will leave this area blank.

Select any student services that you receive. Choose all that apply. If you do not receive any of the following, you will leave the boxes unchecked.

IEP  504  ELL Services

**Step 8:**

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

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

Initial Credit  Credit Recovery

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

**Registration Information**

By checking this box, I understand that registration does not guarantee enrollment into the course and all my information is current and accurate.

**Step 9:**

Select ADD TO CART when all information has been completed.

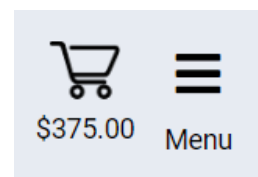
Add to Cart

**Step 10:**

If you are looking to register for an additional course, you will need to select the VPW COURSE CATALOG tab, click on the VPW course tile, complete the registration form once again, and select ADD TO CART.

**Step 11:**

Once your course selection(s) have been added to your cart, select the shopping cart icon in the top right to checkout.



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## **Step 12:**

Complete the payment form and select  
SUBMIT PAYMENT when finished.  
NOTE: Partial Payment for VPW Summer  
courses is not an option. Courses must be  
paid in full for your registration to be complete.

If your card gets declined, please first call the number on the back of your card before attempting payment again. Your card may have a daily limit or your bank may have flagged the transaction as suspicious.

Total Amount  
**\$375.00**

**Payment Options**  
If you are unable to make a full payment at this time, you can make a partial payment.  
**Partial Payment**

**Payment Method**  
Credit Card  
VISA VISA MASTERCARD  
**Pay by Credit Card**  
Cardholder Name  
Credit Card Number  
Expiration Date  
01 (Jan) / 202  
CVD (# on back of card)  
Payment Amount: **\$375.00 USD**  
**Cancel** **Submit Payment**

**Student RYCOR**  
**The Virtual High School @ PWCS**  
**Additional Items In Cart**  
VPW Summer - Econ & Personal Finance Summer Course Tuition \$375.00 \$375.00  
Total: \$375.00 \$375.00

## **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**

If you receive this message below, this course is currently full. We ask that you contact VPW admin at [helmanbw@pwcs.edu](mailto: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](mailto:helmanbw@pwcs.edu).

**Cancel** **Add to Cart**