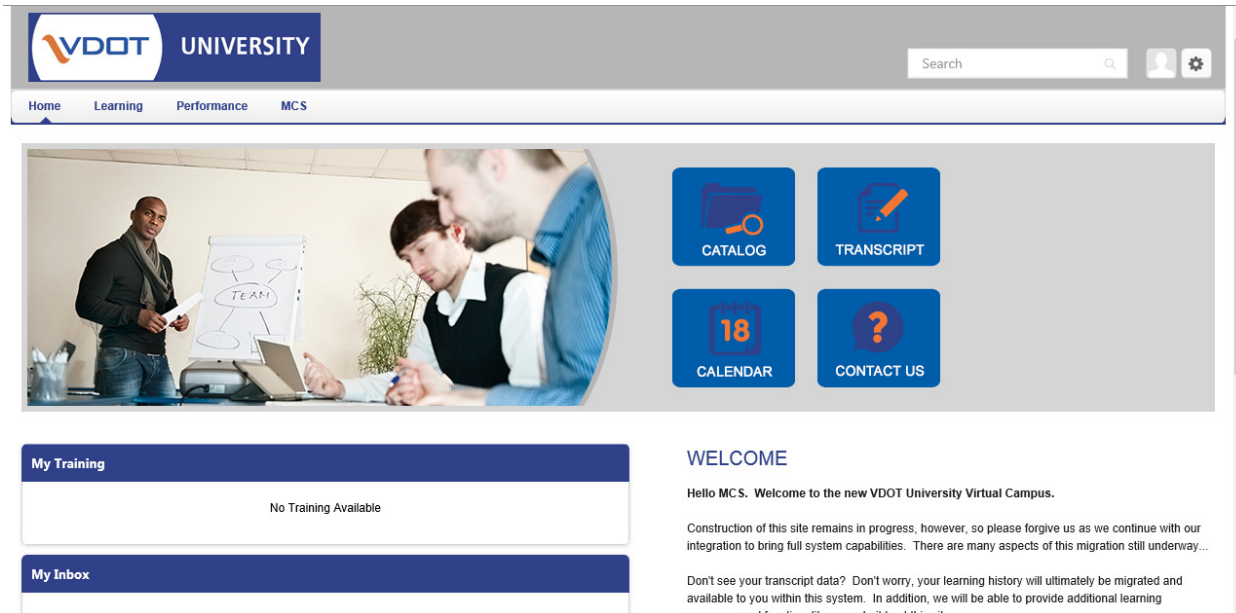




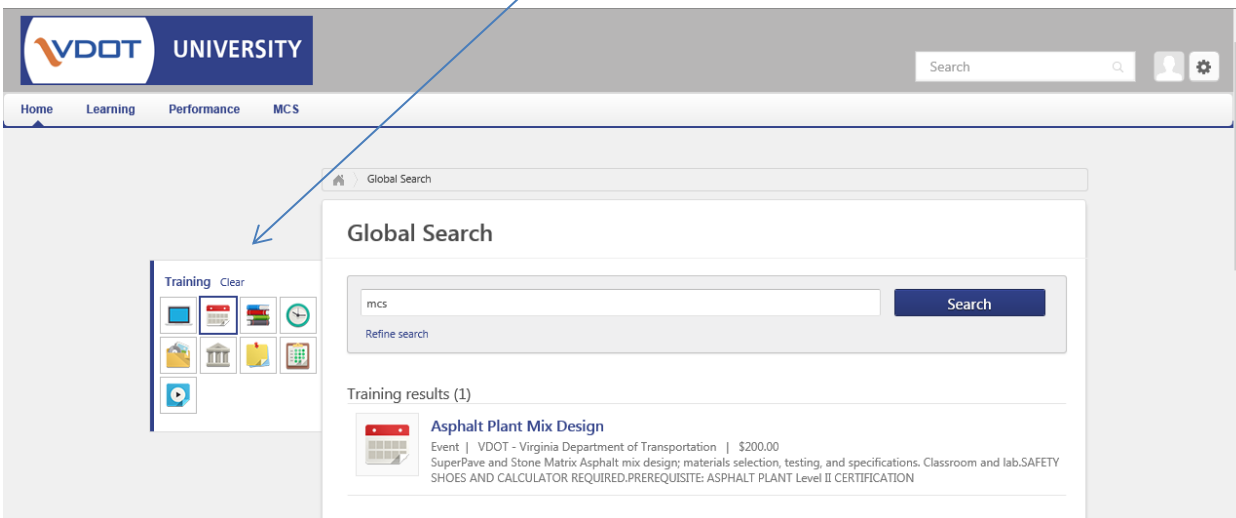
MCS Classroom Course Registration & Payment

This guide is designed to help external users pay for and enroll in available classroom course offerings related to the Materials Certification Schools (MCS) program.

Step 1: Login to the Virtual Campus and click on the “Catalog” icon



Step 2: Enter keyword **MCS** and click on the Event filter to only see classroom events



Step 3: Click on the desired course for the MCS Certification. The course details will be displayed. If you see the assign button, ignore this option.

VDOT UNIVERSITY

Home Learning Performance MCS

Search Training Details

Training Details

Asphalt Plant Mix Design
Event - VDOT - Virginia Department of Transportation - 24 hours - \$200.00

<p>SuperPave and Stone Matrix Asphalt mix design; materials selection, testing, and specifications. Classroom and lab.</p><p>SAFETY SHOES AND CALCULATOR REQUIRED.</p><p>PREREQUISITE: ASPHALT PLANT Level II CERTIFICATION</p>

Price
\$200.00

Step 4: Scroll to the bottom of the page to view the scheduled available sections. You should see an “Add to Cart” option for each session. Click on the appropriate item.

Available Sessions (2)	Available / Waitlist	Actions
149 - C00026_020916A Session - VDOT - Virginia Department of Transportation - 32 hours - \$200.00 Materials Division (ELKO), Richmond District and Central Office Region Starts 2/9/2016 - 8:00 AM Ends 2/12/2016 - 4:00 PM English (US)	20/0	Add to Cart
287 - Test Session - VDOT - Virginia Department of Transportation - 8 hours, 30 minutes - \$200.00 Salem District Region Starts 12/31/2016 - 8:30 AM Ends 12/31/2016 - 5:00 PM English (US)	15/0	Add to Cart

Step 5: Your cart will now reflect the course session you selected to purchase. If other courses or sessions are needed, select “Continue Shopping” and repeat steps 1-4 to fully complete your shopping cart. Once you are ready to purchase, click on “Proceed to Checkout”

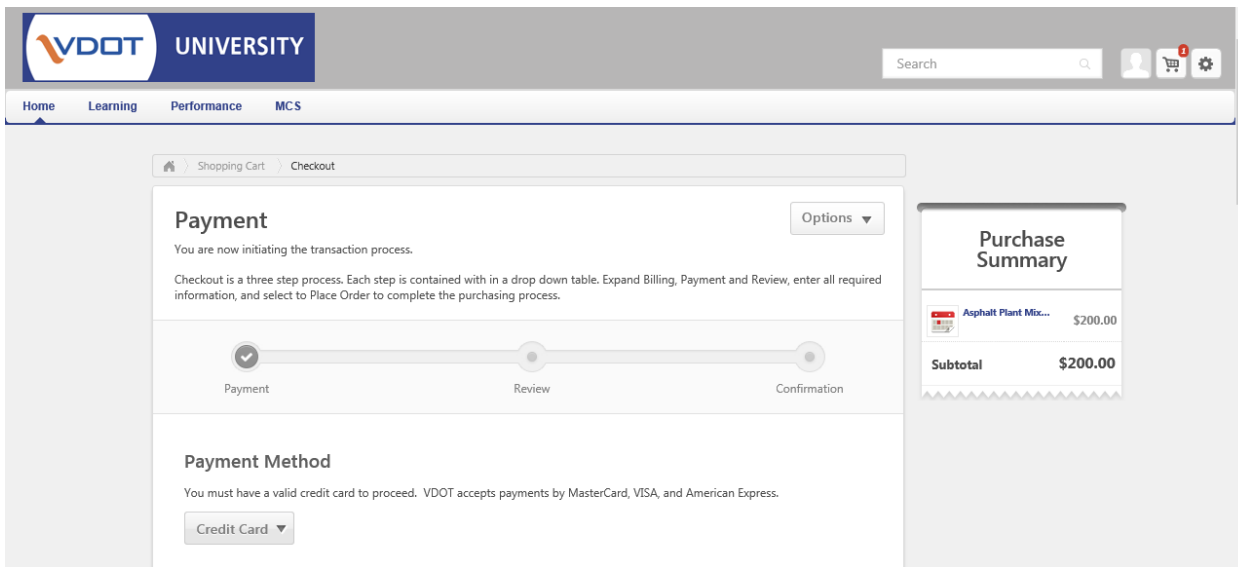
Shopping Cart

Please review the items in your shopping cart below. If ready to complete your transaction, click on the "Proceed to Checkout" and follow the on-screen prompts. The shopping cart page allows you to remove the learning object from the shopping cart, and sort columns.

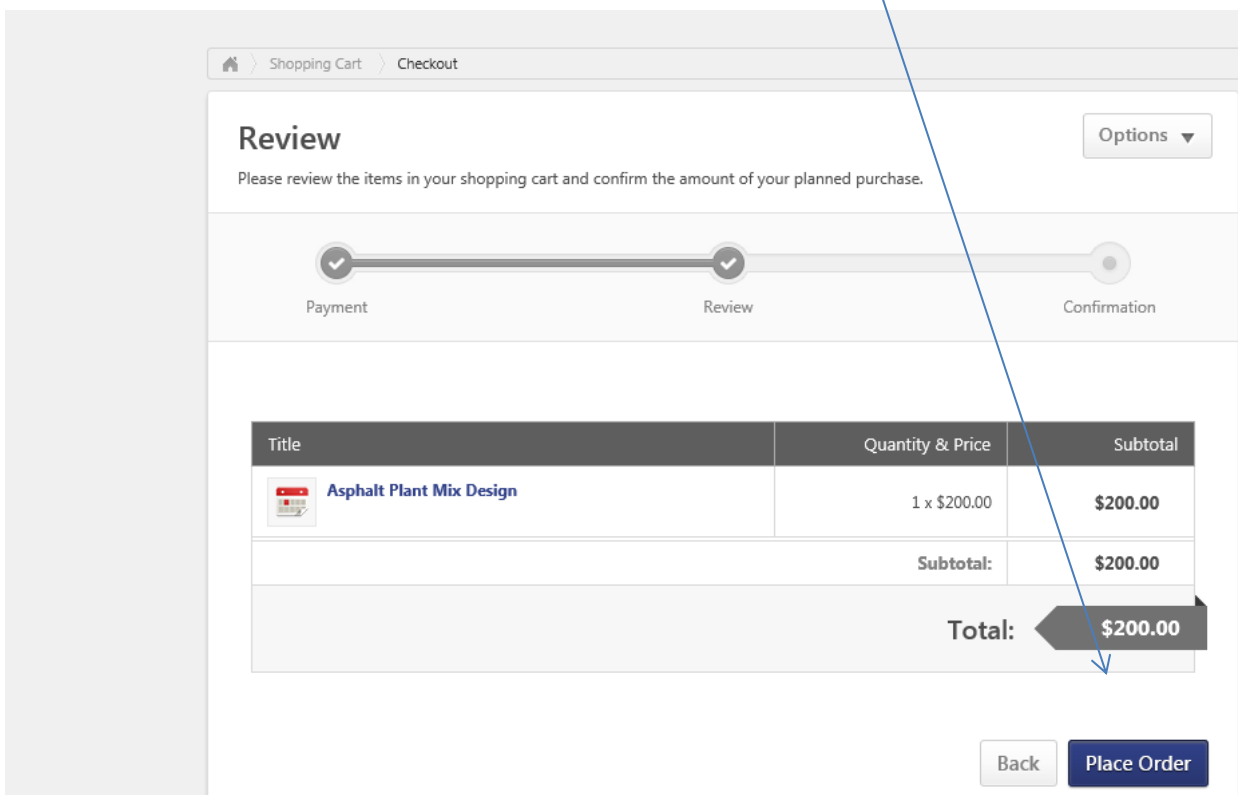
Title	Provider	Recipient	Quantity & Price	Subtotal
Asphalt Plant Mix Design	VDOT - Virginia Department of Transportation	Client User 8, MCS	1 x \$200.00	\$200.00
Subtotal:				\$200.00
Total:				\$200.00

[Continue Shopping](#) [Proceed To Checkout](#)

Step 6: On the payment page, select "Credit Card" and fill out the required fields for purchase.



Step 7: Confirm your purchase from the Review screen and click "Place Order" to complete the transaction.



Step 8: From the confirmation screen, you can leverage the Options menu to **print** a copy of your receipt.

Confirmation

Options Print

Payment Review Confirmation

Thank you for your purchase. Confirmation details of this transaction will be sent to the email address provided at checkout. You may also print your confirmation from this screen using the print selection within the Options menu.

Transaction ID: 449196432811500001344
Transaction Date: 12/3/2015
Total Cost: \$200.00

Order Completed By: mcsclientuser8
Card Type: MasterCard
Card Last Four: 6177

Order Status: **Completed**

Items Purchased:

Title	Provider	Type	Status	Quantity & Price	Subtotal	Total
Asphalt Plant Mix Design	VDOT - Virginia Department of Transportation	Self	Registered	1 X \$200.00	\$200.00	\$200.00

Subtotal: \$200.00
Total: \$200.00

Purchase Summary

Asphalt Plant Mix... \$200.00
Total \$200.00

Note: A receipt will also be sent to the email address associated with the purchasers account.

Step 9: To confirm your enrollment, navigate to your Virtual Campus training transcript.

VDOT UNIVERSITY

Home Learning Performance MCS

View Your Transcript

Events Calendar View Your Transcript

Browse for Training Confirmation

Options

Payment Review Confirmation

Purchase Summary

Asphalt Plant Mix... \$200.00

Step 10: To confirm your enrollment, navigate to your Virtual Campus training transcript.

MCS Client User 8 Transcript: MCS Client User 8

Transcript: MCS Client User 8 Options

Use the transcript to manage all active training.

Active By Date Added All Types Search for training

Search Results (1)

Asphalt Plant Mix Design(Starts 12/31/2016)
Due: No Due Date Status: Registered View Training D...

The item should now appear on your "Active" training transcript. Click on "View Training Details" for further information about the session for which you are enrolled.

IMPORTANT NOTES:

The system is currently configured to prevent end user withdrawals from processed registrations for our MCS offerings. If there is a need to withdraw and process a refund or make other adjustments to purchased enrollments, please contact our support team for MCS Program at MaterialsCertification@VDOT.Virginia.gov.