

Welcome to PVCC Workforce Services. Below are detailed steps to complete your registration process.

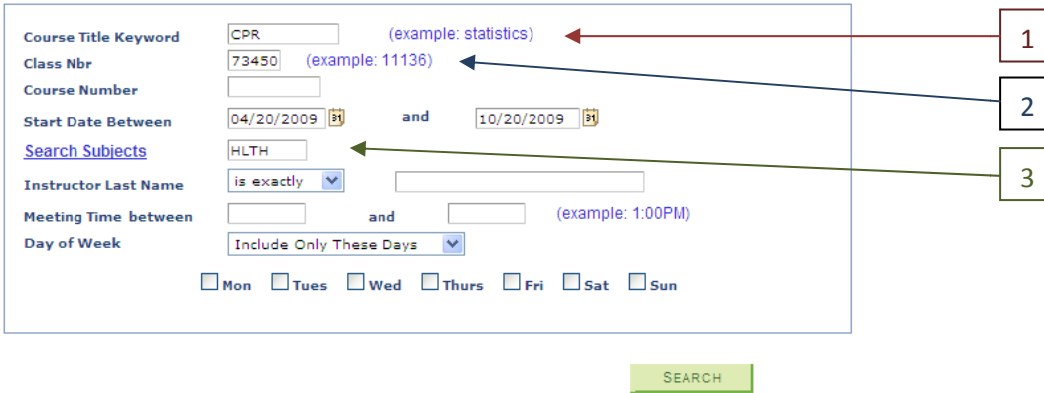
**TIPS:**

- To navigate, use the screen back button, not your browser back button. “  ”
- You can search for classes within a six-month period.
- You **MUST** pay in full with one credit card (VISA or MC).
- If you want to drop a class, please e-mail [workforce@pvcc.edu](mailto:workforce@pvcc.edu).

Enter Shopping Cart : [www.pvcc.edu/WFSRegistration](http://www.pvcc.edu/WFSRegistration) Select  then “Click Here” to continue.

Start and End Dates are required. Please enter at least 1 additional value, then click Search to view your results.

Piedmont VA Community College



Course Title Keyword:  (example: statistics) ← 1

Class Nbr:  (example: 11136) ← 2

Course Number:

Start Date Between:  and

Search Subjects:  ← 3

Instructor Last Name:  is exactly

Meeting Time between:  and  (example: 1:00PM)

Day of Week:

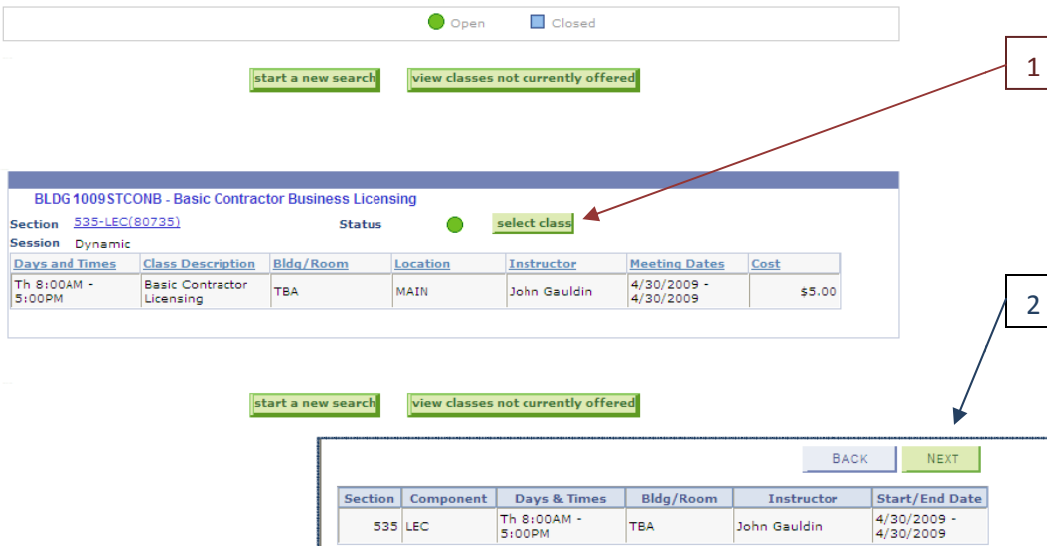
Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Search for your class by:

1. Title Keyword
2. 5 digit course number from our class schedule
3. Subject

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The following classes match your search criteria Course Career: CEU, Show Open Classes Only: Y, Class Nbr: '80735'



Open  Closed

**BLDG 1009STCONB - Basic Contractor Business Licensing**

Section [335-LEC\(80735\)](#) Status    ← 1

Session Dynamic

Days and Times	Class Description	Bldg/Room	Location	Instructor	Meeting Dates	Cost
Th 8:00AM - 5:00PM	Basic Contractor Licensing	TBA	MAIN	John Gauldin	4/30/2009 - 4/30/2009	\$5.00

← 2

Section	Component	Days & Times	Bldg/Room	Instructor	Start/End Date
535	LEC	Th 8:00AM - 5:00PM	TBA	John Gauldin	4/30/2009 - 4/30/2009

This shows all the classes that are available.

1. Click “Select Class” and you will see the class you have chosen.

This shows you the class you have chosen.

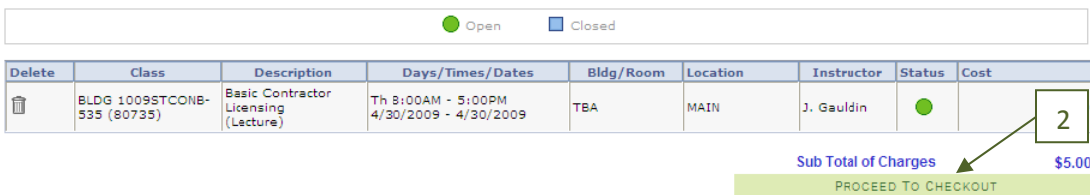
2. Click “Next”

BLDG 1009STCONB has been added to your enrollment shopping cart.

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To Continue Your Class Search

[Click Here](#) ← 1



Open  Closed

Delete	Class	Description	Days/Times/Dates	Bldg/Room	Location	Instructor	Status	Cost
<input type="button" value="Delete"/>	BLDG 1009STCONB-535 (80735)	Basic Contractor Licensing (Lecture)	Th 8:00AM - 5:00PM 4/30/2009 - 4/30/2009	TBA	MAIN	J. Gauldin	<input checked="" type="radio"/>	

Sub Total of Charges  \$5.00

← 2

This confirms enrollment

1. To add another class chose “Click Here”
2. If finished with enrollments Click “Proceed to Checkout”

Next page you will click on “Finish Enrolling”

**New Users**

[Click Here](#)  
to Register for a User ID and Password

**Registered Users**

Sign in here if you have previously attended, applied for admission to, or been employed by any Virginia Community College

User ID

Password

Forgot your User ID and/or Password?  
[Click Here](#) for My VCCS

**To complete registration:**

- 1. New User** – if you are not already a CEU student at PVCC for the current semester.
- 2. Registered Users** – If you have already taken a CEU class at PVCC (since 2008) and know your user name and password

**TIP** – If you have forgotten your login information, choose “Click Here” or call the Help Desk at 434.961.5261.

**\*\*\* Once you have a User ID and Password you can go directly in as a registered user next time \*\*\***

**!!! WARNING !!!**

Please do not Press the Back Button of your Browser.  
If you do not complete payment within 20 minutes  
your class enrollments will be canceled.

**Continue to  
Payment Page**

Business Unit PV282 ID **Your Student Id # will appear here**

Account Term	Description	Item Amount
1 2092	Workforce Development Charge	5.00
2 2092	Workforce Development Charge	5.00

Credit Card Type

Card Number

Expiration Date  /

**Name and Address on Credit Card**

First Name  Telephone

Last Name

Email

Address

Zip

**Payment Page:**

- Payment has to be made in full and you can only use one credit card.
- Make sure information matches what is on the credit card account.
- Click “submit”.

Charges Preparing to Post. By clicking the YES button, I hereby authorize VCCS to initiate an electronic payment to my credit card in the amount shown. Once you click YES you will not be able to make any changes or cancel this transaction.

Cancel transaction and return to <http://my.vccs.edu/>

This finalizes your registration and payment.  
This is your last opportunity to cancel enrollment request.

Your Credit Card Payment for Courses Selected has been processed.

Please Print this Page for Your Records.

Your information will appear here

**Confirmation Details**

Reference Number 450000816804 Payment Date 04/20/2009

Card Number XXXXXXXXXXXXXXX8026

Payment Amount 10.00 Status Successfully Posted

Class	Description	Days/Times	Bldg/Room	Location Code	Instructor	Cost
1 80735	Basic Contractor Licensing (Lecture)	Th 8:00AM - 5:00PM 4/30/2009 - 4/30/2009	TBA	MAIN	J. Gauldin	\$5.00
2 73450	CPR HS Adult-Child (Lecture)	We 9:00AM - 10:00AM 5/13/2009 - 5/13/2009	TBA	MAIN	D. Staff	\$5.00

**Please print this  
confirmation  
for your records.**

*Welcome to  
Workforce Services  
and  
enjoy your class!*

Thank You for Enrolling at Piedmont VA Community College  
We Hope You'll Enjoy Your Learning Experience.