

## How Do I Enroll in a WriteAtHome Course?

Follow the steps below to enroll a student or students in WriteAtHome courses. You may want to open another window to the enrollment site ([writeathome.gosignmeup.com](http://writeathome.gosignmeup.com)), so you can complete the steps as you read them.

**Step 1:** If you have a Parent Enrollment Account (not a Canvas Observer Account), enter your username and password and click *Parent Login*. You can skip to Step 3.

The screenshot shows a web page titled "Create a new Parent Enrollment Account". At the top, there is a link "For step-by-step enrollment instructions, [CLICK HERE](#)". Below the title, there are fields for "Username" (containing "MyUsername") and "Password" (containing a series of dots). A red arrow points to the "Username" field. Below the password field is a link "Forgot your username or password?". Underneath the fields is a radio button labeled "Parent" and a blue "Parent Login" button. A red arrow points to the "Parent Login" button.

**Step 2:** If you don't have a Parent Enrollment Account, click *Create a new Parent Enrollment Account*. Once it's created, log in to your Parent Enrollment Account using the username and password you have chosen.

The screenshot shows the same "Create a new Parent Enrollment Account" page as the previous one. It features the same header, fields for "Username" and "Password", the "Forgot your username or password?" link, the "Parent" radio button, and the "Parent Login" button. A large red arrow points from the left side of the screen towards the "Create a new Parent Enrollment Account" link.

Fill out the form and click *Submit*.

Please enter information required.

**Identity**

First Name *	:	
Last Name *	:	
User Name *	:	
Password *	:	*****
Confirm Password *	:	*****
E-Mail Address *	:	
Street Address *	:	
City *	:	
State *	:	
Zip *	:	
Home Phone *	:	

E-mail me when my students:

Enrolls     Cancels     Both     Neither

Students enrollment/edit enabled:

**Submit** 

**Step 3:** On your Parent Dashboard, you will find a Student List. Students must be listed here to be enrolled in a WriteAtHome course. To add one, click *Add New Student*.

The screenshot shows the WriteAtHome Parent Dashboard. On the left, there's a sidebar with 'Identity' (profile picture, edit icon), 'Username: MelWaskoWAHParent', 'Password: \*\*\*\*\*', and 'Information' section containing fields for First name, Last name, E-mail, Address, City, State, Zip, Phone, Fax, Supervisor number, and Additional e-mail(s). In the center, the 'Student List' table shows two students: Stephanie Wasko and Taylor Wasko. Below it is the 'Received Email' section, which says 'No data to display'. On the right, there's a 'Reports' sidebar with links: 'Add New Student' (circled in red with an arrow pointing from the 'Information' section), 'Supervisor Report', 'Transcript Report', 'Enrollment Report', and 'course Report'.

Enter the requested information and click at the bottom of the page to Agree to WriteAtHome Terms of Agreement.

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**Agree and Create account**

**Step 4:** To enroll a student from your Student List in a course, expand the drop-down list in the Action column next to the student you want to enroll. Click the *Enroll* option to browse and select courses.

The screenshot shows the 'Student List' interface. At the top, there's a search bar and an 'Export to Excel' button. Below is a grid of student information with columns: First Name, Last Name, Email, UserName, Enrolled, Complete, Inactive, Waiting, and Actions. Two students are listed: 'Stephanie' and 'Taylor'. For 'Taylor', the 'Actions' column contains a dropdown menu with options: 'select...', 'Enroll' (which is highlighted with a red circle and a mouse cursor), 'Edit', 'Email this Student', and 'Transcript'. Below the grid is a section titled 'Received Email' with a message stating 'No data to display'.

**Step 5:** This will take you to the Enrollment page where you can browse for courses. We suggest using menu on the left to sort and browse by category.

The screenshot shows the 'Browse Course' page. At the top, there's a search bar and a shopping cart icon labeled 'Empty'. On the left, a sidebar lists categories: 'Show All', '+ Combo', '+ Wasko Lit', and '+ WriteAtHome Course' (which is highlighted with a red arrow pointing to it). The main area displays four course categories under 'High School': 'Composition 1, Annual' (HS1A-2018-19), 'Composition 2, Annual' (HS2A-2018-19), 'Composition 3, Annual' (HS3A-2018-19), and 'Composition 4, Annual' (HS4A-2018-19). Each course card includes a thumbnail image of a person writing, the course name, its number, a brief description, start date, price, and an 'Add to cart' button.

You can add a course directly to your cart or click on the title for more information.

Welcome [Melanie Wasko](#)

Search

Empty

Browse Course

Show All

+ Combo

+ Wasko Lit

+ WriteAtHome Course

From  Until

Sort by: Default | Course number | Course name | Course start | Location | Course time | Course date

<b>High School Composition 1, Annual</b> HS1A-2018-19 This thirty-two week class lays essential foundations for solid high school writing. Lessons provide an overview of basic... <a href="#">More</a>  Starts: 8/30/2018 12:00 AM Pricing: \$499.00  <a href="#">Add to cart</a>	<b>High School Composition 2, Annual</b> HS2A-2018-19 This thirty-two week class includes a timed essay, a research paper and the content of WriteAtHome's Essay 1 Workshop. The... <a href="#">More</a>  Starts: 8/30/2018 12:00 AM Pricing: \$499.00  <a href="#">Add to cart</a>	<b>High School Composition 3, Annual</b> HS3A-2018-19 This thirty-two week class includes a timed essay, a research paper and the content of WriteAtHome's Essay 2 Workshop. The... <a href="#">More</a>  Starts: 8/30/2018 12:00 AM Pricing: \$499.00  <a href="#">Add to cart</a>

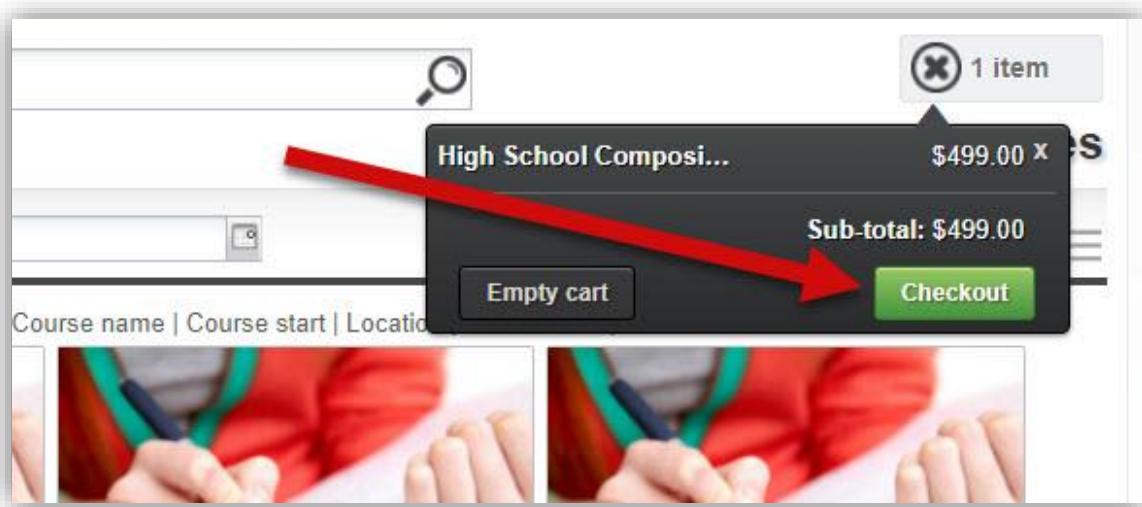
**Step 6:** Once you have added the desired course(s) to the student, click My Account at the top of the page to return to your Parent Dashboard.

Home | **My Account** | Calendar | Log out

Hootlet

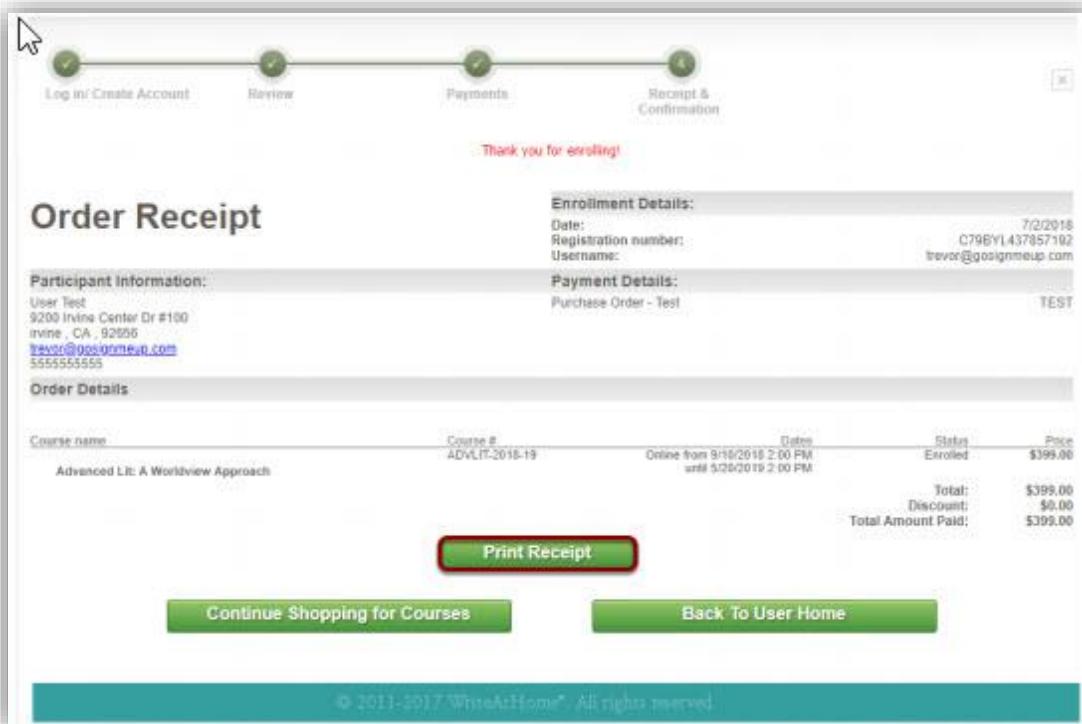
**Step 7:** Repeat steps 4-6 for each student you wish to enroll.

**Step 8:** After adding all desired courses to your shopping cart, click the cart icon and then *Checkout*.



**Step 9:** You'll have a chance to review your order before proceeding to payment.

**Step 10:** You can pay by credit or debit card. Remember that your enrollment is not complete until payment is successful. Once that's done, you'll have the option to print your receipt.



A confirmation email will be sent to you after the enrollment process is complete.