

QUICK START GUIDE

How to Pay and Order Courses

If you already have an account, skip to Step 3.

Step 1: Go to the Sevenstar website [Sevenstar.org](https://sevenstar.org). Click on the Enrollments Tab and complete the enrollment form. Be sure to indicate your school's name so that your account is associated with your school. *(If you already have a Sevenstar account, skip to Step 3 below.)

Here are your portal credentials:

URL: <https://mycourseportal.net/>

Username:

Password: Please click the link below to set your password

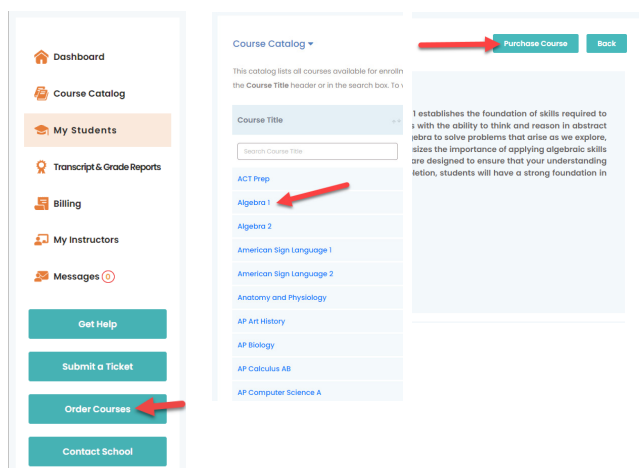
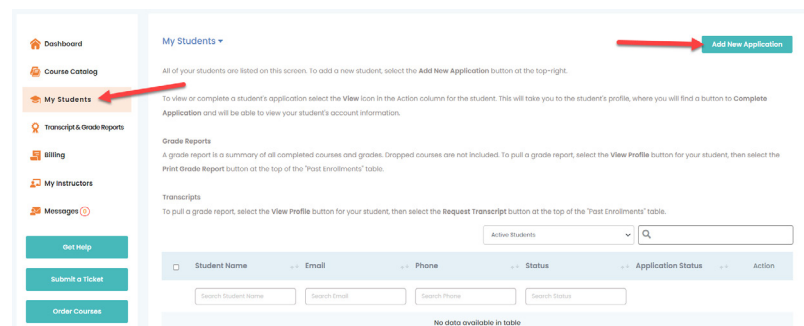
Please use this link below to log into the portal and be sure to bookmark it for future reference!

[Set Password](#)

Step 2: Check your email. You will receive an account setup notification from Sevenstar. Follow the directions to create your password for your account.

Step 3: Go to the portal login at:
<https://mycourseportal.net/login>

Log in to "My Course Portal". Click on "My Students". You will need to add your student to the system if they are not already listed in this section. To add a new student, select "Add New Application" and fill in the requested information. *(If your student is already listed, skip to Step 4.)



Step 4: Now you can order and pay for the course for your student. Click on the "Order Courses" button in the bottom left hand corner. Find the course you want to order and click on the title of the course. Select "Purchase Course" in the top right corner of the page.

Next, fill in the requested information. When selecting the end date, remember to follow our minimum time requirements (a half-credit course must be completed in no less than 6 weeks, a full-credit course must be completed in no less than 12 weeks).

**If your student needs to complete their course in less time than is required by our minimum time requirement, select the option pictured below so that we may clock the number of hours spent working in the course. A minimum of 75 hours for half-credit courses and 120 hours for a full-credit course.*

Add Another Course

Select Add Course and Keep Browsing to order more courses.

Complete Purchase

Select Add Course and Complete Purchase to order the course. You will be taken to the cart section of the portal. Review the cart and select Pay by Card to complete payment. You will be prompted to enter your credit card information to pay.

Step 5: Your student will receive an enrollment email on the Friday before their Monday start date. This email will provide instructions for students on what to do to access their course and get started on their first day.

Step 6: When the course is completed, the school will receive a notification of the final grade. You can order an official transcript by going to My Course Portal and clicking Transcripts & Grade Reports and then selecting Request Transcript. Follow the link to Parchment and create an account to request a transcript. Parchment is a third party provider of academic records and will send transcripts to the schools you request for a fee. That fee goes directly to Parchment.

**If you are not able to order and pay for courses for any reason, please submit a support ticket by clicking on "Submit a Ticket" on the left menu.*

For additional help, please contact us at support@sevenstar.org.