

Enrollment Procedures for Workshops through Student Self-Service

1. Go to the Friends Teacher Education Workshops web page, www.friends.edu/edworkshops and click on **STUDENT SELF-SERVICE** in the Quick Links Menu.
2. Click on **STUDENT SELF-SERVICE** and log in with your Network Username (firstname_lastname) and password.
Forgotten your credentials? Call Help Desk at 316-295-5767 during business hours.
3. Click **REGISTRATION**. Select the semester and year for which you are registering and **SUBMIT**.
4. You will see a Financial Responsibility Agreement that you will want to read and then click the box next to Electronic Signature to electronically agree.
5. Enter the CRN(s) for the class(es) you want to register. You may enter as many CRN numbers as you would like at this screen. **SUBMIT CHANGES**.
6. Enter only the start date for each workshop for which you are registered- date(s) found in the Workshop Schedule Book. Do not enter end dates! **SUBMIT CHANGES**.
Featured workshops allow 10 days enrollment from start date as mentioned in course descriptions. If you are registering once the start date has passed, please enter the current date within this window when registering.
7. **Congratulations!** You are now registered in the workshop(s). Your view should show "web registered." Now continue for payment.

Friends University Spring/Fall Business Hours

Monday-Friday 8:00 am-5:00 pm

Friends University Summer Business Hours

Monday-Thursday 8:00 am-5:00 pm

Friday 8:00 am-12:00 pm

Cashier Spring/Fall Business Hours

Monday-Friday 9:00 am-5:00 pm

Cashier Summer Business Hours

Monday-Thursday 9:00 am-5:00 pm

Friday 9:00 am-12:00 pm

Payment Procedures for Workshops through Student Self-Service

1. Click on **STUDENT** located below the red banner at the top left side of the screen.
2. Click on **STUDENT ACCOUNTS**, then select **VIEW AND PAY STATEMENT**.
3. Select **MAKE A PAYMENT** listed in the black column on the left side of your screen; select the option **PAYMENT ON ACCOUNT**.
4. Enter the amount you wish to pay (note that the full payment is due prior to opening workshop date. Please see the provided Payment Policy located in the brochure).
5. Enter a description of your payment (i.e. Graduate Workshop Payment).
6. Click on **ADD TO PAYMENT**; click **CONTINUE**.
7. Enter your information and **CONTINUE**. This will let you review your final order before submitting. This is where you will enter an email address for a receipt to be emailed to you for your records. Review your payment information; Click **PAY \$**.
8. **Congratulations!** You have now paid for your Graduate Workshop(s).

If enrolled but are choosing to pay at a later date (prior to workshop start), please enter in through **STUDENT SELF-SERVICE** and select **ACCOUNT SUMMARY AND PAY YOUR BILL**. Click on the red **PAY NOW** button in the upper right corner, then follow steps 3-8 listed above.

For any questions about registration or your Student Self Service, please contact the Graduate Workshops at 316-295-5516 or email us at educationworkshop@friends.edu. If you have any payment questions please contact Amanda Biering at 316-295-5912 or email amanda_biering@friends.edu. Students can also call the cashier at 316-295-5865 to make a payment. You will need your Name, the CRN(s), and the amount you will be paying.

Graduate Workshops information and policies are listed in the brochure.