



Quick Start Guide: How Parents Order & Pay For Courses

ORDER COURSES TO START ANY MONDAY

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.)**

Dashboard
Course Catalog
My Students
Transcript & Grade Reports
Billing
My Instructors
Messages

Get Help
Submit a Ticket
Order Courses

My Students

All of your students are listed on this screen. To add a new student, select the Add New Application button at the top-right.

To view or complete a student's application select the View icon in the Action column for the student. This will take you to the student's profile, where you will find a button to Complete Application and will be able to view your student's account information.

Grade Reports
A grade report is a summary of all completed courses and grades. Dropped courses are not included. To pull a grade report, select the View Profile button for your student, then select the Print Grade Report button at the top of the "Past Enrollments" table.

Transcripts
To pull a grade report, select the View Profile button for your student, then select the Request Transcript button at the top of the "Past Enrollments" table.

Active Students

Student Name	Email	Phone	Status	Application Status	Action
Search Student Name	Search Email	Search Phone	Search Status		

No data available in table

Dashboard
Course Catalog
My Students
Transcript & Grade Reports
Billing
My Instructors
Messages

Get Help
Submit a Ticket
Order Courses
Contact School

Course Catalog

This catalog lists all courses available for enrollment. The Course Title header or in the search box. To

Search Course Title

ACT Prep
Algebra 1
Algebra 2
American Sign Language 1
American Sign Language 2
Anatomy and Physiology
AP Art History
AP Biology
AP Calculus AB
AP Computer Science A

Purchase Course Back

establishes the foundation of skills required to with the ability to think and reason in abstract algebra to solve problems that arise as we explore, sizes the importance of applying algebraic skills are designed to ensure that your understanding better, students will have a strong foundation in

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.*

My student needs to complete this course in fewer weeks than the minimum time requirement and is requesting an exemption to track seat time by hours instead of weeks

Purchase Course

Student Name
Select the student to be enrolled in this course.
--select--

Course Title
Algebra 1

Semester
--select--

Course Type
--select--

Comments

Download and review the [Sevenstar Academic and Enrollment Policies](#).

I have read and agree to the **refund policy** for this course. (Please scroll to the last page to view the refund policy.)

I have read and agree to the **enrollment policy** for minimum attendance requirements for this course.

My student needs to complete this course in fewer weeks than the minimum time requirement and is requesting an exemption to track seat time by hours instead of weeks

Add Course and Keep Browsing Add Course and Complete Purchase

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.

sevenstar You are logged in as an Academy Guardian

Request Transcript Create Grade Report

To pull a grade report, select the Create Grade Report button, then choose your student from the dropdown menu. The grade report is a summary of all completed courses and grades. Dropped courses are not included.

Reports Name	Report Date	Action

Progress Reports

Create Progress Report

To view a progress report for a student, select the Create Progress Report button, then choose your student from the dropdown menu.

Dashboard

Course Catalog

My Students

Transcript & Grade Reports

Billing

My Instructors

Messages

Get Help

Submit a Ticket

Order Courses

Contact School

**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.