Course Portal Directions

CodeVA has implemented a new registration system that allows educators more access and control over their course registrations, past courses, and certificates.

If you encounter any error messages that prevents you from registering and that are not addressed below, please email educators@codevirginia.org

Table of Contents

Click a link below to view the directions for completing that task

Updated: June 28, 2023

Creating a NEW account

STEP 1

Visit the platform at https://codeva.arlo.co/w/ and choose "Upcoming Courses" from the menu at the top of the page.

(If you are registering for a course using a private link, continue to Step 2.)

STEP 2

Hover over the course you want to register for. The card for the course will flip and reveal a "Register" button (skip to Step 2b) and a "More Information" button (skip to Step 2a).

STEP 2a

More Information Button

This page displays additional information about the course, including any required prerequisites, course objectives and intended audience. When you are ready to register, click the "register" button and go to Step 3.
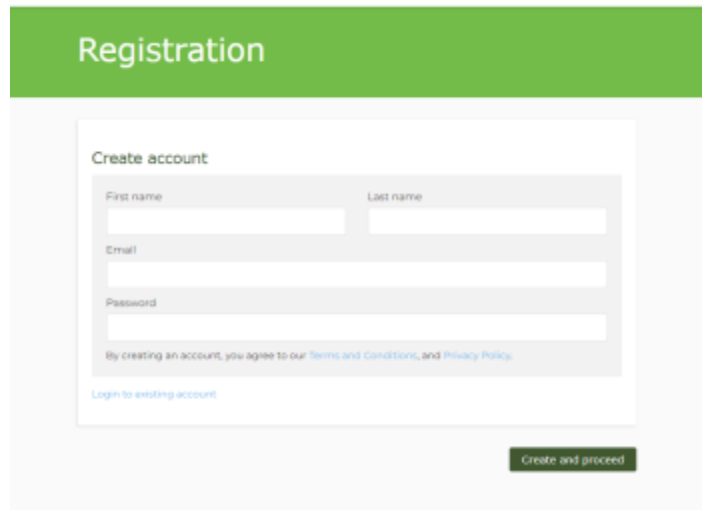
STEP 2b

Create Account

Clicking the register button from either the course card or the "More Information" page will prompt you to create an account. After you create your account, you will be returned to the page to register for the course.

Please note that you will receive an error message for registering until you have completed your customer profile in Step 3.
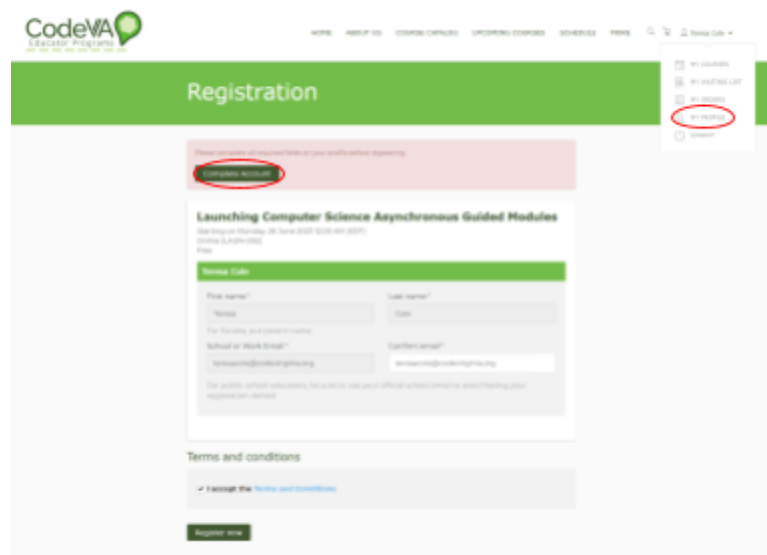

STEP 3

Complete your Profile

You **must complete your account profile** in order to register for a course with CodeVA. You will get an error message if you do not. You can either select "Complete Account" (jump to Step 3a) which will open in a new tab, or access your profile through the drop down under your name in the top right hand corner of the page (step 3b).
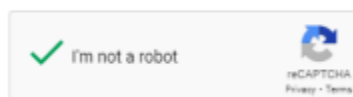
STEP 3a

Complete Account

After you have completed all required fields, you will complete the CAPTCHA and click "Update Profile". Then the tab will close, returning you to the registration page. If the red box is still at the top of the registration page and the button says "retry" select that to reload the registration page. Proceed to the next section, "Registering for a Course"

STEP 3b

Update Profile

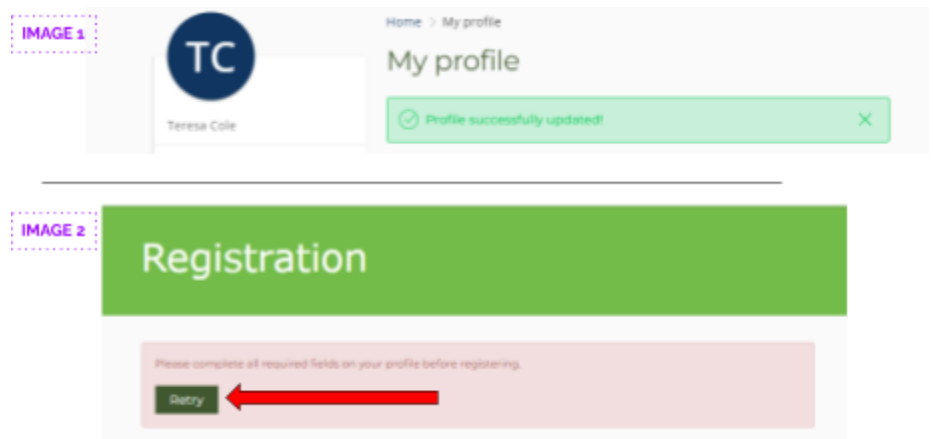**Image 1:** If you choose to access your profile through the drop down, you will navigate away from the course and need to return to it to register when you are done. You will get a green box at the top letting you know it was successfully updated when you are done.
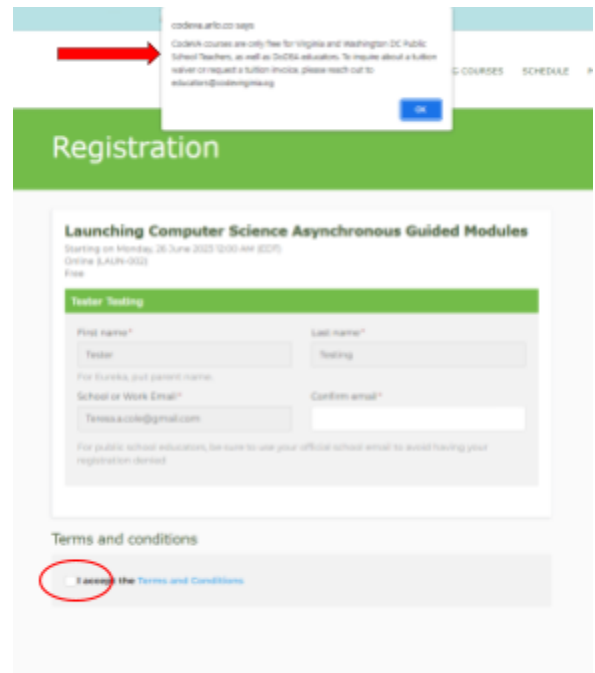
Image 2: When you return to the registration page, if you see the red box still, click retry to clear it and complete registration.

IMAGE 1

Home > My profile

My profile

TC

Teresa Cole

✓ Profile successfully updated! ✕

IMAGE 2

Registration

Please complete all required fields on your profile before registering.

Retry ←

Note:

You must use an approved Virginia or DC Public School email domain to create an account and register, otherwise you will get the following message when you try to register, and there will not be a visible "register now" button. If you are using a VA public school email account and are still getting this message, CodeVA may be missing your school district's email domain. Please email educators@codevirginia.org

Registration

Launching Computer Science Asynchronous Guided Modules

Starting on Monday, 26 June 2023 12:00 AM (EDT)
Online (LAUN-002)
Free

Tester Testing

First name*   Last name*
Tester   Testing

For Eureka, put parent name.

School or Work Email*   Confirm email*
Teresa.a.cole@gmail.com

For public school educators, be sure to use your official school email to avoid having your registration denied.

Terms and conditions

☐ I accept the Terms and Conditions

Updated: June 28, 2023

Registering for a Free Course

STEP 1

Visit the platform at https://codeva.arlo.co/w/ and choose "Upcoming Courses" from the menu at the top of the page.

(If you are registering for a course using a private link, continue to Step 3.)

STEP 2

Hover over the course you want to register for. The card for the course will flip and reveal a "Register" button (skip to Step 3) and a "More Information" button (skip to Step 2a).

STEP 2a

More Information Button

This page displays additional information about the course, including any required prerequisites, course

Updated: June 28, 2023

objectives and intended audience. When you are ready to register, click the "register" button and go to Step 2b.

Step 3	**Registration**	
	Re-enter your email and accept the Terms and Conditions. Then click "Register now"	## Registration **Launching Computer Science Asynchronous Guided Modules** Starting on Monday, 26 June 2023 12:00 AM (EDT) Online (LAUN-002) Free **Teresa Cole** First name* Teresa Last name* Cole For Eureka, put parent name. School or Work Email* teresacole@codevirginia.org Confirm email* For public school educators, be sure to use your official school email to avoid having your registration denied Terms and conditions ☐ I accept the Terms and Conditions Register now

Step 4	**Confirmation**	
	If your registration is accepted, you will see a confirmation on your screen and will immediately receive a registration confirmation email.	## Registration **Thank you!** Your registration has been successfully submitted. **Teresa Cole** is registered to attend Launching Computer Science Asynchronous Guided Modules on Monday, 26 June 2023 12:00 AM (EDT) An email confirming these details will be sent to the address you provided during the registration. For information or support regarding this registration, email educators@codevirginia.org. Register another person

Registering for a Paid Course

STEP 1

Visit the platform at https://codeva.arlo.co/w/ and choose "Upcoming Courses" from the menu at the top of the page.

(If you are registering for a course using a private link, continue to Step 3.)

STEP 2

Hover over the course you want to register for. The card for the course will flip and reveal a "Register" button (skip to Step 3) and a "More Information" button (skip to Step 2a).

STEP 2a

More Information Button

This page displays additional information about the course, including any required prerequisites, course

objectives and intended audience. When you are ready to register, click the "register" button and go to Step 2b.

Step 3

Registration

Re-enter your email and click Proceed to Checkout.

Registration

Region 1 CS for VA: Activating Computer Science
Starting on Saturday, 24 June 2023 9:00 AM (EDT)
Region 1 (CONF-002)

Remove item

Teresa Cole

First name*
Teresa

Last name*
Cole

For Eureka, put parent name.

School or Work Email*
teresacole@codevirginia.org

Confirm email*

For public school educators, be sure to use your official school email to avoid having your registration denied.

Special diet

Do you have any special dietary requirements, e.g. vegetarian

○ No   ○ Yes

Add another course

Cancel   Proceed to checkout >

Step 4

Check Out

The checkout page requires you to re enter your email and your billing address.

Under payment details, you can enter any promo codes provided by CodeVA. We do not accept purchase orders. The only payment method we

Payment details

Promo Code

Subtotal   50.00
Excludes Tax   0.00

Purchase order

Amount due (USD)   50.00

Payment method
Credit card (online)

Payment by credit card allows you to secure your registration(s) immediately.

Terms and conditions

□ I accept the Terms and Conditions

< Back

Cancel   Review & confirm >

Updated: June 28, 2023

currently accept are credit cards. You will pay on the next page.

Click Review and confirm.

Step 5

Pay for Your Order

This pay asks you to review your billing information and the course you are paying for. Your total amount due is shown.

PLease enter your credit card information and Click "Confirm" to process your payment.

Review and confirm your order

Bill To

Teresa Cole

Order Contact

Teresa Cole
teresacole@codevirginia.org

Order Items

CS for VA: Activating Computer Science (CONF-002), 24-Jun-2023 9:00 AM,   50.00
Region 1
Teresa Cole (teresacole@codevirginia.org)

Subtotal   50.00

Tax   0.00

Total (USD)   50.00

Amount due (USD)   50.00

Payment by credit card allows you to secure your registration(s) immediately.

Credit or debit card

Card number   MM / YY CVC

Show terms and conditions

< Back   Cancel   Confirm

Step 5b

Complete Your Profile

If your profile has not been completed, you will receive an error message after trying to pay for your order. Please return to your customer profile, found in the drop down below your

HOME   ABOUT US   COURSE CATALOG   UPCOMING COURSES   SCHEDULE   MORE   Teresa Cole

MY COURSES
MY WAITING LIST
MY ORDERS
MY PROFILE
LOGOUT

Registration

Login   Shopping cart   Checkout   Review and confirm   Finish

Your submission has been declined because of the following problems:
Teresa Cole on CS for VA: Activating Computer Science: Please complete all required fields on your profile
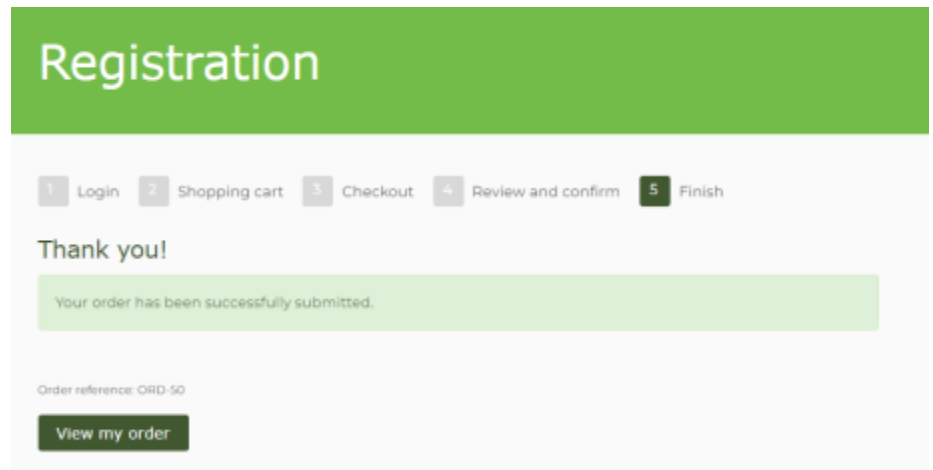before registering.

name, and complete all required fields in "My Profile"

Step 6

Confirmation

You will see a green confirmation if your order was submitted successfully.

Registration

1 Login	2 Shopping cart	3 Checkout	4 Review and confirm	5 Finish

Thank you!

Your order has been successfully submitted.

Order reference: ORD-50

View my order

Viewing Your Courses, Orders and Certificates

Courses

You can view your courses by clicking on your name in the top right corner to view your account. You may either select "My Courses" from the drop down or by simply clicking on your name and clicking "My Courses" in the menu on the left. (You can also access any orders associated with paid courses from here as well.
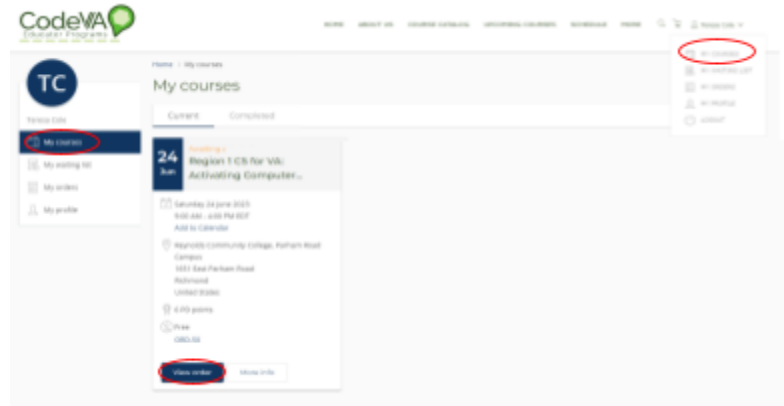
Orders

You can view your orders by clicking on your name in the top right corner to view your account. You may either select "My Orders" from the drop down or by simply clicking on your name and clicking "My Orders" in the menu on the left. Clicking on an order will open it and provide additional information.


Updated: June 28, 2023
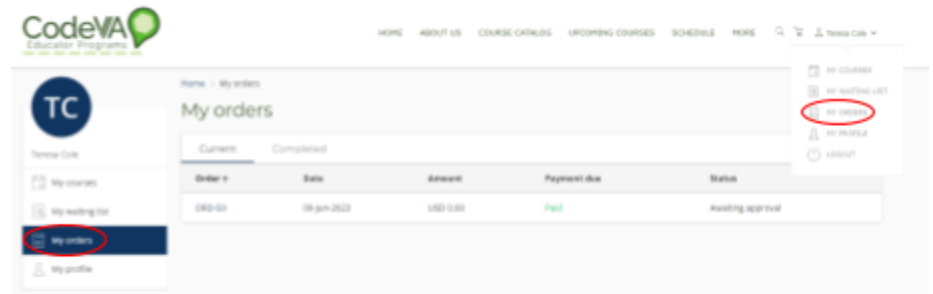
Certificates

Certificates are available under "My Courses" and then by clicking "Completed"

Image 1: This will show all courses that you have registered for, provide your status (Attended or Did Not Attend) and if you attended and completed the survey, a "Get Certificate" button will be visible.

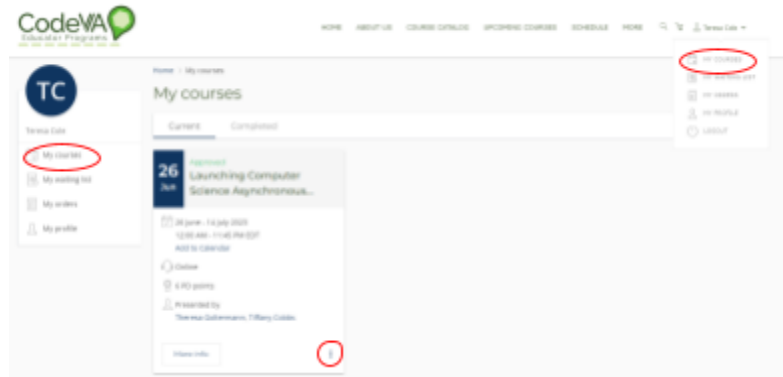**Image 2:** Clicking that button will open a pop up giving you the option to Download Certificate.

IMAGE 1

IMAGE 2
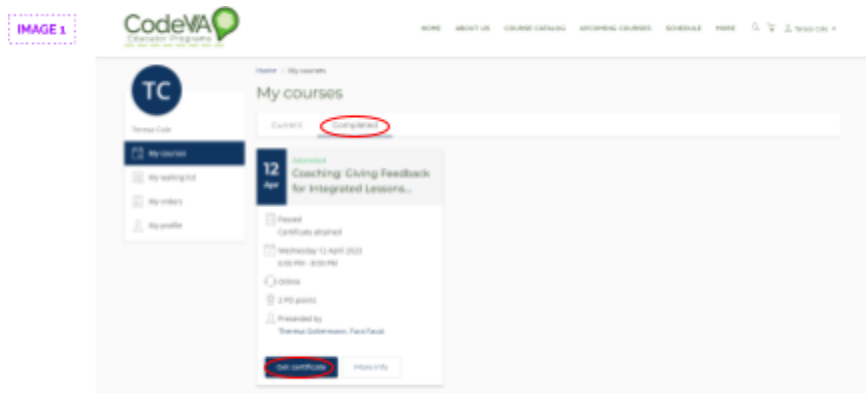
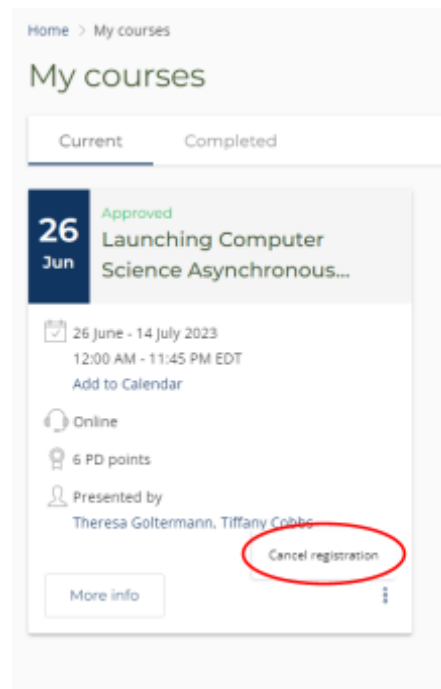# Canceling a Course Registration from Your Portal

Step 1
Navigate to "My Courses" using the directions above.

Click the three dots on the bottom right hand corner of the course you wish to cancel.

Step 2
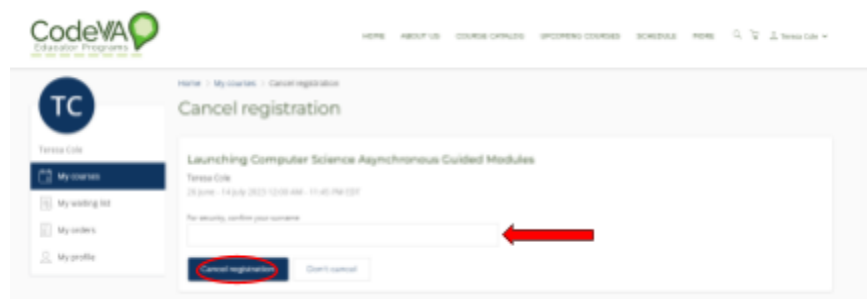Cancel Registration will appear after clicking the three dots. Click on it.

Step 3
You will be prompted to confirm your surname (last name).

Then click "Cancel registration"

Your course will no longer be visible under "My Courses"
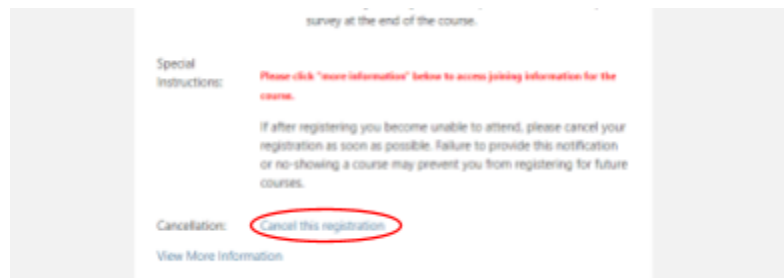
You will also receive a

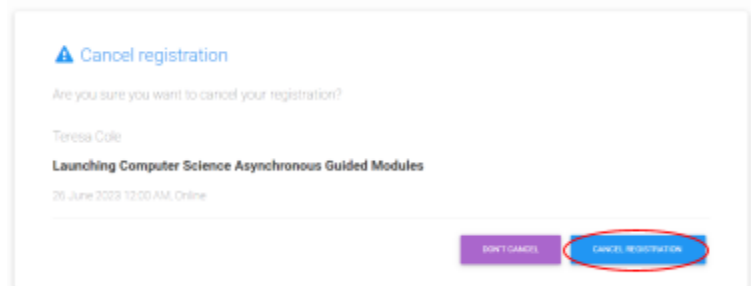# Canceling a Course Registration from Your Confirmation Email

Step 1

From your confirmation email, find the Cancellation link near the bottom of the email.

Step 2

A window will open asking if you are sure you want to cancel. Click the blue "Cancel Registration" Button

Step 3

After selecting the Cancel button, a confirmation will appear. You will also receive a Registration Cancellation email.