



Staff View Registration - Course Section: Group

v2.0 updated 10/29/2025

Introduction

You can assist group members by enrolling them in a section through the Staff View of Destiny One. To enroll group members in a section through the Staff View, you must navigate to the Group's Profile in Destiny One.

A group pay enrollment occurs when members of a group enroll in sections and the group (e.g., third party payor or organization) is responsible for payment.

The group member's information is still in the Learner Profile - independent of the group, but transactions (enrollment, transfer, drop) occur via the Group Profile. Subsequently, if the learner needs to transfer or drop from a section that was a group pay enrollment, it must occur through the Group Profile. All transaction information is available in the Account History of the group profile.

This job aid will walk you through registering members of a group in a section in the Destiny One Registration System Staff View.

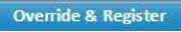
Overview

- I. Register group members in a Section
- II. Credit/Debit Card Payment
- III. Direct Billing Payment
- IV. Check Payment
- V. Cash Payment
- VI. Bank Wire/Journal Entry Payment
- VII. Price Adjustments

I. Register Group Members in a Section

1. In the Destiny One Staff View, navigate to **Enrollment Manager** → **Group Search**
2. In the **Group Name:** box, enter the company, organization or family name
3. Click the  button
4. Review the Search Results for a match.



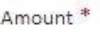
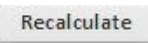
- **Note:** If you do not find a match, you will need to create the group profile. Refer to the [Creating a Student \(Learner\) Profile in Lifelong Learning Extended Education](#) job aid.
5. Select the group by clicking the name in the search results table
6. Place cursor over **Courses** in the gray navigation bar
7. Select **Search** from the list
8. Enter search criteria (e.g. Course No., Title, Keyword)
9. Click the  button
10. Click the  button associated with the Section in which the group member(s) requests attendance.
 - Note: Adding a group member(s) to a waitlist for a section that is full is not supported for groups.
 - Click the  button to continue registration in a section that is full. This option should only be used if you have the required authority within your business unit.
11. Click the  button
12. From the list of available members, select the checkbox in the *Enroll in this Section* column for the applicable members
13. Click the  button
14. Click the  button to proceed with group enrollment
15. Click the  button.
 - Note: To adjust tuition or fees, refer to Section VII Price Adjustments.
16. Review the information in shopping cart
17. Use the  button to expand Transaction Billing Contact
18. Select the billing contact from the pull-down list
19. If there is a Questionnaire, enter the learner's response(s)
20. Click the  button.
21. Enter information for the selected Payment Method.
 - **Credit/Debit Card** Payment: Refer to Section II
 - **Direct Billing** (Departmental ChartString) Payment: Refer to Section III
 - **Check** Payment: Refer to Section IV
 - **Cash** Payment: Refer to Section V
 - **Bank Wire/Journal Entry** Payment: Refer to Section VI
 - **Note:** If you do not see your payment method, click the  button. A dialog box will open listing all payment methods. Click the radio button next to the desired payment method. Click the  button.
 - **Note:** Invoice payment method must **NOT** be used
22. Select Receipt and/or Enrollment Confirmation



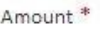
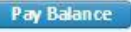
- **Note:** For Bank Wire/Journal Entry transactions, do not send the receipt, as it states the billing contract has paid. The invoice from the Controller's Office will serve as the Receipt.

23. Click the  button to send selected information to the learner

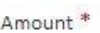
II. Credit/Debit Card Payment

1. Process the payment on your Destiny One Registration System swipe terminal.
 - a. Do not proceed with the registration if the card is declined.
2. Click    to autofill the payment amount.
3. For **Authorization**, select Manually Processed.
4. For **Credit Card Type**, use the pull-down menu to select the card type.
5. In the **Credit Card No.** box, fill in the last 4 digits of the card.
6. In the **Date of Expiry** box, use the pull-down menus to select month and year (Optional)
7. In the **Name on Card** box, fill in the name that appears on the card
8. In the **Authorization No.** box, fill in the Auth ID found on the merchant copy of the receipt generated by the swipe terminal.
9. Click the  button at the bottom of the page
10. Click the  button at the bottom of the page
11. Return to Step 22 in Section I

III. Direct Billing Payment

1. Click    to autofill the payment amount.
2. Enter departmental chart string information into required **Fund**, **DeptID** and **Account** fields
3. For non-sponsored activity, enter information into **Program** field (required on all non-sponsored activity)
4. Optionally, enter information into remaining fields
5. Click the  button at the bottom of the page
6. Return to Step 22 in Section I

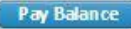
IV. Check Payment

1. Click    to autofill the payment amount.
2. In the **Check Type** box, use the pull-down menu to select the type (e.g. personal, company, money order)
3. In the **Check No.** box, enter the check number

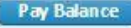


4. Optionally, add Payor Information and Comments
5. Click the  button at the bottom of the page
6. Return to Step 22 in Section I

V. Cash Payment

1. Click    to autofill the payment amount.
2. Optionally, add information in the **Comments** box
3. Click the  button at the bottom of the page
4. Return to Step 22 in Section I

VI. Bank Wire/Journal Entry Payment

1. Click  at the bottom of the screen.
2. Select **Bank Wire/Journal Entry** as the payment option to be added.
3. Click the  button.
4. Click    to autofill the payment amount.
5. In the **Type** box, use the pull-down menu to select **Journal Transfer**
6. In the **Wire Transfer/Journal Number** box, enter the Purchase Order (PO) Number.
 - a. If you do not have a PO Number indicate this in the Wire Transfer/Journal Number box by stating “No PO Number” or “Not Applicable”. Indicate in the comments field the reason for no Purchase Order.
7. Optionally, add Payor Information and Comments.
8. If client prefers EFS Invoice to be postal mailed add in the Comment field “Mail invoice via USPS”
9. Click the  button at the bottom of the page
10. Return to Step 22 in Section I

VII. Price Adjustments

Any applicable edits and/or selection of fees are done on the Selected Items page

1. Review the Selected Items page
2. Expand the section requiring an adjustment



- a. Use the expand  and collapse  controls to open and close sections on the page
3. Click the  button next to the applicable Tuition option to open the edit window
 - a. If applicable, a drop-down list of other available Tuition Options appears.
4. Enter the adjusted amount in the **override** box and use the pull-down menu to select a **reason**
5. Click the  button
6. If applicable, click  to open the selection window
7. Select applicable discounts/adjustments and click 
8. Select any applicable Section Special Requests to add to the transaction
9. Optionally, add Transaction Notes
 - a. For auditing purposes, if adjustments are made it is recommended to add transaction notes.
10. To remove an item from the shopping cart, click the  next to the item's dollar amount
11. For detailed help with the Selected Items page click  in the upper right corner of the browser window.



Version History

Version Number	Implementation Date	Change Summary	Updated By
1.0	10/19/15	Original Document	Sandy Nelson
1.1	10/17/18	Added yield info to Section I Step 22.	Sandy Nelson
1.2	7/29/19	Section I Step 10 changed text related to wait list functionality. Added Yield info if no PO # in Section VI step 6.	Sandy Nelson
1.3	01/16/2020	Formatting updates	Theresa Anderson
1.4	08/30/2021	Minor formatting options, added alt text	Darcy Fastner
1.5	11/01/2021	Updated step II-8 to reflect Auth ID on Clover terminals	Theresa Anderson
2.0	10/29/2025	Updated for accessibility	Darcy Fastner