

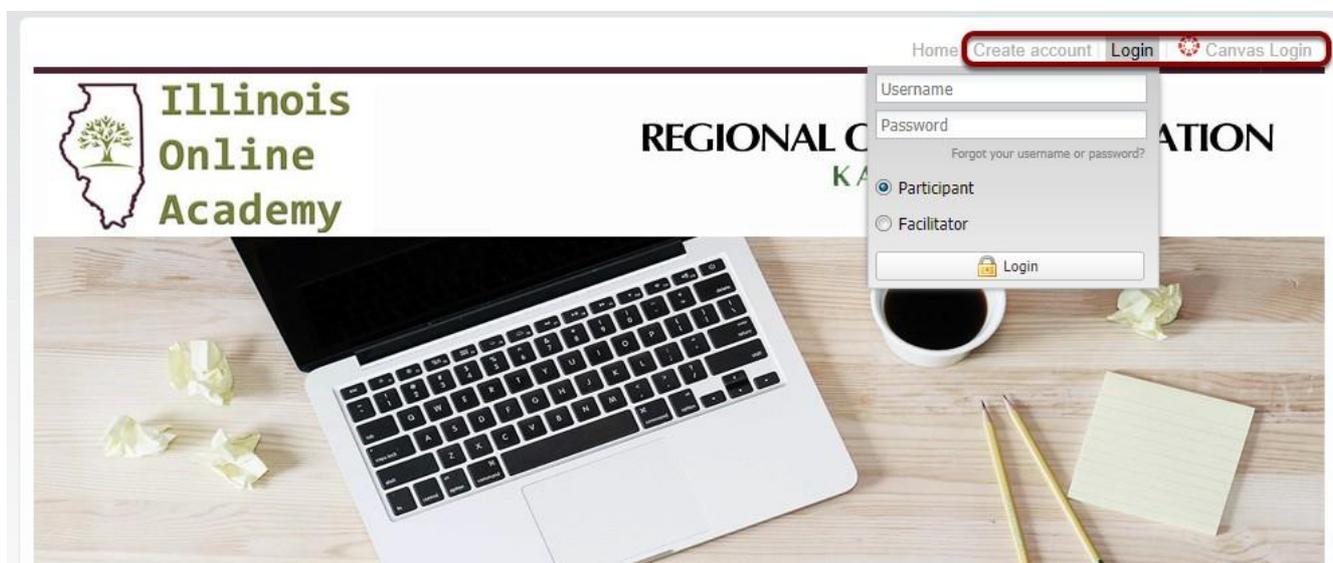
# How Do I Register for an online ROE35 course

Illinois Online Academy contains a collection of course materials for Illinois educators through a partnership between LMP Regional Office of Education #35 and the Kane County Regional Office of Education, Illinois Vision 20/20, Concordia University Chicago and Virtual Education Software.

1) Go to [www.roe35.org](http://www.roe35.org) > click the Professional Development icon > click Illinois Online Academy > Click View the Illinois Online Academy Course Catalogue



2) The first thing you will need to do is create an account OR log in using your Username and Password if you already have one. As we are partnering with Kane County you will need to create a new account if you are a first time user.



### 3) If you do not have an existing Canvas account with Kane County, complete the registration information and read the Registration Policy. Then click on "Agree and Create Account" to proceed.

Welcome Visitor User Registration

Please enter information required.

**Student Information**

First Name:

Last Name:

E-mail Address:

Confirm e-mail Address:

Username:

Password:

Confirm Password:

County:

School District:

ISEN Number:

Address:

Home City:

Home State:

Home Zip:

Home Phone:

Taking for Credit:  Select only from the list

Registration Policy

**ROE Registration Privacy Policy**

This privacy policy describes the privacy practices for Kane County ROC. This privacy policy applies solely to information collected by this web site. It will notify you of the following:

1. What personally identifiable information is collected from you through the web site, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

**Information Collection, Use, and Sharing**

We use the site owner's information collected on this site. We only have access to listed information that you voluntarily give us via email or other direct contact from you. We will not use or sell this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us.

We will not share your information with any third party outside of our organization, other than as necessary to fulfil your request, e.g. to register for workshop.

Unless you ask us not to, we may contact you via email in the future to tell you about updated news, new workshops or services, or changes to this privacy policy.

**Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

**Consent**

Whenever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser or looking for "https" in the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers servers on which we store personally identifiable information are kept in a secure environment.

**Updates**

Our Privacy Policy may change from time to time and all updates will be posted on this page. If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 800-522-5252.

**Registration**

In order to use this website, a user must first complete the registration form. During registration a user is required to give certain information (such as name and email address). This information is used to contact you about the products/services on our site in which you have expressed interest. At your option, you may also provide demographic information (such as gender or age) which is not required.

**Cancellation**

Requests for refunds must be submitted to the Kane County ROC office 2 working days before a program is scheduled. ROC refunds will be given after that date. All fees will be refunded if a program is canceled.

**Online**

We received information from you on our various forms. You must provide contact information (like name and shipping address) and financial information (like credit card number, expiration date). The ROC processes all payments using PayPal. During the process you will be redirected to their site and all information stays encrypted. The information is used for billing purposes and to fill your order. If we have trouble processing an order, we'll use this information to contact you.

**Cookies**

We use "cookies" on this site. A cookie is a piece of data saved on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, we may not have to sign a separate form that time. Instead, we'll just know who you are. Cookies do not allow us to track and target the interests of our users to enhance the experience on our site. Usage of a cookie is in no way related to any personally identifiable information on our site.

Do you agree to the terms and conditions of our [Registration Policy](#)?

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You must agree to our Registration Policy to continue.

## 4) On the home page, you can search for courses in different ways.

- 1) You can search for specific courses using the search bar.
- 2) You can search for courses by searching through the categories/locations on the left hand side.

5) Once you find the course you are looking for, you can add it straight to your cart by clicking on "Add to cart". Or See more information by clicking on the Course Name.

The screenshot shows a course catalog interface. At the top, there are search filters for 'From' and 'Until'. Below that, a 'Sort by' dropdown is set to 'Default'. The main content area displays three course cards, each with a blue graduation cap icon and a title. The first card is 'Why DI: An Introduction to Differentiated Instruction', the second is 'ADHD Info & Interventions', and the third is 'Violence in School'. Each card includes a brief description, a 'More' link, and details such as 'Dates: 60 Days to Complete', 'Pricing: \$195.00', and 'Location: Fully Online'. At the bottom of each card is a black 'Add to cart' button.

6) Here is the courses information page. You can see more information about the course here.

The screenshot shows the detailed information page for the course 'Why DI: An Introduction to Differentiated Instruction'. The page is organized into several sections, each with a red circle and number indicating a key element: 1. Course Title: 'Why DI: An Introduction to Differentiated Instruction'. 2. Description: A paragraph explaining the course content. 3. Contact: 'Katie Algrim, onlineeg@kaneroe.org'. 4. Dates and Times: '60 Days to Complete'. 5. Credits: 'Contact Hours : 45, Grad Credit : 3'. 6. Location: 'Fully Online'. 7. Media: A blue graduation cap icon with 'WDI' on it. In the top right corner, there is a green 'Add to cart' button and a pricing section showing '\$195.00'.

1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course Number and the name of the course.

2) This area shows a description of the course

3) This area shows the contact, credits, location and any visual icon for the course if any.

4) Dates and Times shows additional information including when the course starts and the sessions of the course or whether this is an online course.

5) Instructors shows the instructors that will be instructing the course, including a bio if they have one.

6) This area is where you can add the course to your cart by clicking "Add to Cart". You will also have to mark required information here including pre-requisites or materials.

## 7) You can continue adding courses to your cart, or click on the cart to see what is in there.

The screenshot displays a user interface for a course catalog. At the top, there is a search bar and a shopping cart icon with '1 item'. The user is logged in as 'Trevor Test'. Below the search bar, there are filters for 'From' and 'Until' dates, and a 'Sort by: Default' dropdown. The main content area shows three course cards, each with a graduation cap icon and a title. The first card is 'Why DI: An Introduction to Differentiated Instruction' with a 'Checkout' button. The second is 'ADHD Info & Interventions' with an 'Add to cart' button. The third is 'Violence in School' with an 'Add to cart' button. Each card includes a brief description, a 'More' link, and details on dates, pricing, and location.

Welcome Trevor Test

Search

1 item

Browse Courses

Show All

+ IL Online Academy

+ Vision 20/20

From [ ] Until [ ]

Sort by: Default | Course name | Course start | Location | Course time | Course date

**Why DI: An Introduction to Differentiated Instruction**

In this course you will learn what is meant by Differentiated Instruction (DI) and the common myths associated with... [More](#)

Dates: 60 Days to Complete  
Pricing: \$195.00  
Location: Fully Online

Checkout

**ADHD Info & Interventions**

This online course will help the learner achieve a better understanding of ADD and intervention strategies to facilitate... [More](#)

Dates: 60 Days to complete  
Pricing: \$195.00  
Location: Fully Online

Add to cart

**Violence in School**

Taught by Dr. Michael Sedler, the course provides an overview of violence and the motivational purposes behind aggression.... [More](#)

Dates: 60 Days to complete  
Pricing: \$195.00  
Location: Fully Online

Add to cart

8) After clicking on your cart you can see what is inside of it and the total price. You can also delete the items by clicking the "X" or "Empty Cart". To continue click on "Checkout".

The screenshot displays a web interface for an online course catalog. At the top, there is a search bar and a notification for 1 item in the cart. A cart overlay is visible, showing the item 'Why DI: An Introducti...' with a price of \$195.00, a sub-total of \$195.00, and buttons for 'Empty cart' and 'Checkout'. Below the cart, there are three course cards:

- Why DI: An Introduction to Differentiated Instruction**: In this course you will learn what is meant by Differentiated Instruction (DI) and the common myths associated with... [More](#). Dates: 60 Days to Complete. Pricing: \$195.00. Location: Fully Online. Button: Checkout.
- ADHD Info & Interventions**: This online course will help the learner achieve a better understanding of ADD and intervention strategies to facilitate... [More](#). Dates: 60 Days to complete. Pricing: \$195.00. Location: Fully Online. Button: Add to cart.
- Violence in School**: Taught by Dr. Michael Sedler, the course provides an overview of violence and the motivational purposes behind aggression... [More](#). Dates: 60 Days to complete. Pricing: \$195.00. Location: Fully Online. Button: Add to cart.

9) When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Be sure to select ROE35 in the "I heard this through..." section on the bottom left. Make sure it is all correct and click on "Proceed to Payment".

Log in/ Create Account    **2** Review    3 Payments    4 Receipt & Confirmation    [Add more Courses](#)

Review your current order

Course Name	Date(s)	Time(s)	Price	
Why DI: An Introduction to Differentiated Instruction - 2522	60 Days to Complete		\$195.00	x

Selected Credit(s)  
PD Credit 45

Sub-total: \$195.00

Discount: \$0.00  
Sales Tax: \$0.00  
**Total: \$195.00**

I heard about this through....

- KANE COUNTY ROE
- ROE 17
- South Cook ISC
- Will County ROE / Professional Development Alliance
- North Cook ISC
- ROE 35 (LaSalle, Marshall & Putnam Counties)**
- Other

[Proceed to Payment](#)

\*Note if there is no payment required, this will enroll you in the course.

## 10) Enter in your credit card billing information and press 'Continue'.

**Payment Amount: \$195.00**

Credit Card Billing Information

First Name  Last Name

Email Address

Card Holder Address Line 1

Card Holder Address Line 2 (Optional)

Card Holder City

State  Card Holder Zip No.  United States

You must press the button below to complete registration.

**Continue**

## 11) Enter in your credit card information and click 'Pay Now'

Log in/ Create Account  Review  Payments  **4** Receipt & Confirmation

> Pay with credit or debit card

Card number

Expiration date mm  / yy

CSC   
[What is this ?](#)

**Pay Now**

# 12) You are now registered! You will be taken to the order confirmation page where you can print this for your records.

Thank you for enrolling!

## Order Receipt

### Enrollment Details:

Date: 8/22/2017  
Registration number: CMM68AZ28861905  
Username: trevor@gosignmeup.com

### Participant Information:

Trevor Test  
Address  
City , State , Zip  
[trevor@gosignmeup.com](mailto:trevor@gosignmeup.com)  
555-555-5555

### Payment Details:

Purchase Order test

### Order Details

Course name	Dates	Status	Price
Why DI: An Introduction to Differentiated Instruction <i>Selected Credit(s)</i> <i>Grad Credit 3</i> <i>Contact Hours 45</i>	60 Days to Complete	Enrolled	\$195.00
			Total: \$195.00
			Discount: \$0.00
			Total Amount Paid: \$195.00

[Print Receipt](#)

[Continue Shopping for Courses](#)

[Back To User Home](#)

You will also get a confirmation email sent to you.