

NorthStar Academy



NSA Registration Instructions - Genius SIS

1. Log into your Genius account - <http://nsa.geniussis.com/PublicWelcome.aspx>

2. Click on Request Courses

3. Select your Payment Plan
4. Select your Shipping Method
5. Click on Request New Course

NOTE: All payments to be made in U.S. dollars.
Please indicate your preference below:

Full Payment Plan
I, or my agency, will pay for the costs in one payment.

Installment Plan 1
I will pay for the costs with 2 installment payments. The first payment, being 60% of the tuition cost plus fees, due upon registration. The second payment, being the balance owed due no later than the 9th week of school.

Installment Plan 2
I will pay 30% of the tuition cost plus fees with this registration. The remaining balance will be divided into 4 equal payments. Each payment will be due the first (1st) business day the next 4 months.

Installment Plan 3
I will pay 30% of the tuition cost plus fees with this registration. The remaining balance will be divided into 9 equal payments. Each payment will be due the first (1st) business day the next 4 months.

Payment Plan:

Material Shipping Method:
(FedEx shipping method charged at the actual cost)

[Request new course](#)

There are no requested courses for this student.

6. Select Term - If you are taking a Teacher-Led year long course (1 credit), you will select the Teacher-Led Year Long Term. If you are taking a Teacher-Led AP year long course, you will select the Teacher-Led AP Year Long Term. If you are taking a Teacher-Led semester course (0.5 credit), you will select Teacher-Led Semester Term. If you are taking a Teacher-Led AP semester course, then select the Teacher-Led AP Semester. If you want to select a HomeSchool course, you would use one of the HomeSchool Terms.
7. After selecting the appropriate term, the courses associated with that term appear in the drop down field - select a course. You will then be able to select a start date. NSA now offers Open Enrollment, which offers you the opportunity to select your own start date.
8. Click Save

Course Request

School:

Term:

Course:

Start Date:

I am including here some additional information about NSA course offerings.
Course Designations/Formats Key:

Courses Designated with an 'A' (first-half of a year long course) = 18 weeks/0.5 credits – Example: HIST310A (US History Survey – Weeks 1-18)

Courses Designated with a 'B' (second-half of a year long course) = 18 weeks/0.5 credits – Example: HIST310 B (US History Survey – Weeks 19-36)

Year long Course (A & B) = 36 weeks long/1 credit – Example: HIST310 (US History Survey – Weeks 1-36) – if you select the Year Long Course it will show up in your dashboard as A & B since credits are granted in 0.5 increments – meaning you can earn ½ a credit for ½ of the course.

Semester Only Course = 18 weeks long/0.5 credits – Example: GOVT300 (US Government)

If you have registered for A, B, or a Semester Only Course, you have 26 weeks from the start date selected to complete all course assignments and material at your own pace. If you have registered for a Year long Course (A & B), you have 52 weeks from the start date selected to complete all course assignments and material at your own pace. If you have selected a Year long Course and you finish A sooner than the allowed 26 weeks, you do not have to wait to begin B but may begin it as soon as you like. Even though there is a date associated with the B section, it will automatically roll over to the B section once you finish the A section.

9. Click Submit Request

REQUEST COURSES

Here you can see and edit the list of courses the student would like to take in the future.

You do have the option of paying for the costs in one payment or in installment payments. If you choose the 4 installment payment option (Plan 2) or the 9 installment payments option (Plan 3), you will need to pay an additional one-time processing fee of \$40.00 for the 4-payment plan or \$65 for the 9-payment plan.
NOTE: All payments to be made in U.S. dollars.

Please indicate your preference below:

Full Payment Plan
I, or my agency, will pay for the costs in one payment.

Installment Plan 1
I will pay for the costs with 2 installment payments. The first payment, being 60% of the tuition cost plus fees, due upon registration. The second payment, being the balance owed, due no later than the 9th week of school.

Installment Plan 2
I will pay 30% of the tuition cost plus fees with this registration. The remaining balance will be divided into 4 equal payments. Each payment will be due the first (1st) business day of the next 4 months.

Installment Plan 3
I will pay 30% of the tuition cost plus fees with this registration. The remaining balance will be divided into 9 equal payments. Each payment will be due the first (1st) business day of the next 4 months.

Payment Plan:

Material Shipping Method:
(FedEx shipping method charged at the actual cost)

[Request new course](#)

There are 3 requested courses for this student:

Edit	Course	Term	Approved	Start Date	Requested By	Requested On	Cost
	Algebra 1	2010-2011 Year Long Term	No	08/09/2010	Student, Test	04/27/2010	378.75
	Ancient History	2010-2011 Year Long Term	No	08/09/2010	Student, Test	04/27/2010	378.75
	Biology - HIS	2010-2011 HIS Year Long Term	No	04/27/2010	Student, Test	04/27/2010	175

10. You will then see your Student's Ledger - Check the 4 boxes

11. Click Pay Now

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Total balance (including future charges): (\$1,052.50)
Current balance (including charges due by today): (\$1,052.50)

If you selected an Installment Plan for your method of payment, you will be able to view your payment due dates below in the Student Ledger. It is your responsibility to make each payment to NorthStar Academy on or before the due date. If payments are not received by the due date, a late fee will be added to your remaining balance.

These are the latest transactions for this student:

Date	Type	Amount	Description	Balance
04/27/2010	CHARGE	\$378.75	Tuition for Algebra 1	(\$1,052.50)
04/27/2010	CHARGE	\$378.75	Tuition for Ancient History	(\$673.75)
04/27/2010	CHARGE	\$175.00	Tuition for Biology - HIS	(\$295.00)
04/26/2010	CHARGE	\$40.00	PAYMENT_PLAN_PROCESSING_FEE	(\$120.00)
04/24/2010	CHARGE	\$75.00	REGISTRATION_FEE	(\$80.00)
04/22/2010	CHARGE	\$5.00	SHIPPING_FEE	(\$5.00)

Step 1: Select item

Select the item you would like to pay for: **CURRENT BALANCE - \$1052.50**

Acceptance Conditions

A. I have read and understand the NorthStar Academy's refund policy as explained on the NSA website. [View the refund policy.](#)
 I agree

B. I have read and understand the information regarding costs and fees as explained on this NSA website.
 I agree

C. I agree to not hold NorthStar Academy and/or all or any of its staff and teachers liable in the event that my son(s), daughter(s), or student(s) is/are injured in any way, shape, or form while participating in any academic or non-academic activity associated with NorthStar Academy, whether that activity is formal, non-formal, academic, non-academic, online, or offline.
 I agree

D. I agree to pay all debts incurred by enrolling my son, daughter, or student in NorthStar Academy, and I acknowledge the right of NorthStar Academy to seek and procure payment of all unpaid debt owed on my or my school's NorthStar Academy account as a result of enrolling my son, daughter, or student into NorthStar Academy classes. Such procurement may include charging the owed amount to my or my school's credit card or by employing the services of a collection agency.
 I agree

Step 2: Make Payment

Click on the button below to go to the Checkout page.

Pay now

12. You will then be directed to PayPal (or you may be directed to make a payment right on the Genius SIS page which is through PayPal's secure payment option) where you may make your payment by either entering into your PayPal account or if you do not have a PayPal account, you may either create an account or fill in the information on the left with the credit card of your choice without having a PayPal account. Creating a PayPal account allows you to use your credit card or your checking account to make payments. PayPal is a fast and secure way to make payments not only to NorthStar but also for any purchases via the Internet.

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CURRENT BALANCE Total: **\$1,062.80 USD**

Pay with Credit Card or Log In PayPal Secure Payments

[Learn more](#) about PayPal - the safer, easier way to pay.
 Enter your billing information

Country:

Credit Card Number:

Payment Type: VISA MasterCard American Express Discover

Expiration Date: /

CSC: [What's this?](#)

First Name:

Last Name:

Billing Address Line 1:

Billing Address Line 2 (optional):

City:

State:

ZIP Code:

Home Telephone:

Email:

Review Order and Continue

Cancel and return to [NorthStar Academy](#).

Already have a PayPal account?

Please log in

Email:

Password:

Log In

[Forgot email or password?](#)

13. Click Review order and Continue

NorthStar Academy

CURRENT BALANCE **Total: \$1,052.50 USD**

[Pay with Credit Card or Log In](#)

[Learn more](#) about PayPal - the safer, easier way to pay.
Enter your billing information

Country:

Credit Card Number:

Payment Type:

Expiration Date: /

CSC: [What's this?](#)

First Name:

Last Name:

Billing Address Line 1:

Billing Address Line 2:
(optional)

City:

State:

ZIP Code:

Home Telephone:

Email:

[Review Order and Continue](#)

Already have a PayPal account?

Please log in

Email:

Password:

[Log In](#)

Forgot [email](#) or [password](#)?

[Cancel and return to NorthStar Academy.](#)

14. Review information and click Pay Now

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[Review your payment](#)

If the information below is correct, click **Pay Now** to complete your payment.

Description	Unit Price	Quantity	Amount
CURRENT BALANCE	\$1,052.50	1	\$1,052.50
Add special instructions to merchant		Item total:	\$1,052.50
		Total:	\$1,052.50 USD

Payment Method: Credit/Debit Card : Visa XXXX-XXXX-XXXX-XXXX \$1,052.50 USD

This credit card transaction will appear on your bill as "NORTHSTAR".

[Change](#)

Ship to: 3790 Goodman Road E
Southaven, MS 38672
United States
[Change](#)

Contact Information: info@northstar-academy.org

[Pay Now](#)

3790 Goodman RD. E., Southaven, MS 38672-6441 info@northstar-academy.org
Toll-Free 1-888-464-6280 Voice 1-662-892-4380 Fax 1-662-892-4310

15. After viewing and printing your receipt - Click Return to NorthStar Academy

NorthStar Academy

thank you for your payment



Receipt ID:
An email with your order summary has been sent to info@northstar-academy.org

YOUR ORDER IS BEING SHIPPED TO
3790 Goodman Road E
Southaven, MS 38672
United States

MERCHANT CONTACT INFORMATION
NorthStar Academy
662-892-4383

[Return to NorthStar Academy](#)

[View Printable Receipt](#)

If you have forgotten your password, please [reset it](#).

[Site Feedback](#) H

PayPal. The safer, easier way to pay.

For more information, read our [User Agreement](#) and [Privacy Policy](#).

16. You will be directed back to Genius where you may click on the link to the bookstore

- Dashboard
- Messages
- Contact School
- Request Courses
- Academic Snapshot
- Course Information
- Suggested Pacing
- Gradebook
- Student Activity
- Drop a Course
- Make a payment
- Edit Account



PAYMENT RECEIVED

THANK YOU FOR YOUR PAYMENT!

You can find our school bookstore by following this link:
<http://bookstore.mbsdirect.net/northstar-academy.htm>



17. Click on Order My Books

Due to air transportation interruptions in Europe, international shipments to these areas may experience delays.

The screenshot shows the NorthStar Academy Bookstore website. At the top left is the NorthStar Academy logo. To its right is the text 'NORTHSTAR ACADEMY'. Below this is a navigation bar with links: 'Track My Order', 'My eContent', 'My Account', 'Mail-In Order Form', 'Resources', 'Help', and 'Contact Us'. Below the navigation bar are two buttons: 'Order my books.' (highlighted with a red arrow) and 'Sell my books.'. To the right of these buttons is the text 'Your School's Official Bookstore'. Below this is a welcome message: 'Welcome to NorthStar Academy Bookstore' followed by a paragraph: 'With the nation's largest mix of new and used textbooks, supplementary course materials, and eContent, we've made it easy for you to find all the materials you need for class at affordable prices.' To the right of the text is an image of several books. Below the welcome message are two promotional banners. The first is yellow and black with the text 'The nation's largest inventory of USED BOOKS saves you money!'. The second is green and black with the text 'Guaranteed Buyback Your true cost of ownership.'

You will be able to select the books for your courses and pay for them directly from this website.