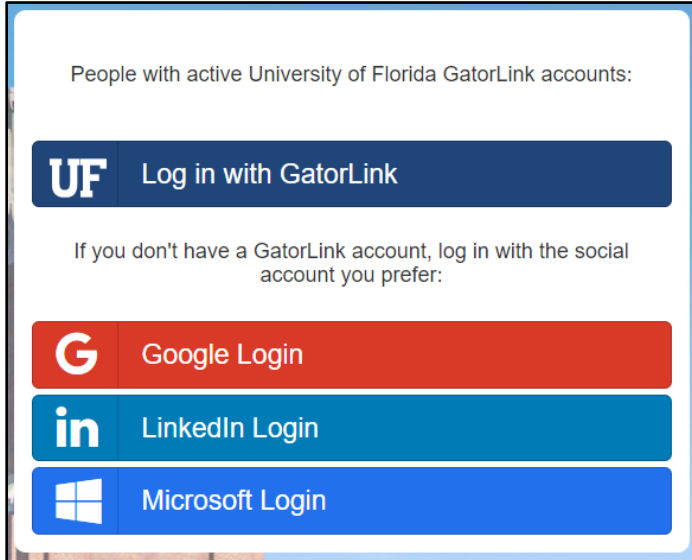


1. Log into Destiny One: [uflsv.destinyone.moderncampus.net](https://uflsv.destinyone.moderncampus.net)



2. At the top left of your screen, use the dropdown menu to switch to the "Enrollment Manager".



3. Enter the student’s information into the search boxes and select the “Search” button.

Destiny One | Enrollment Manager

Profile | Courses | Merge Records

New Session 0 Items Selected Account: \$0.00

**Student or Prospect Search**

Student Number: Last Name: First Name: Telephone Area: Number: Credential:

Email: Zip / Postal Code: School ID: User Name: Employer:

Transaction No.: Transaction Type: Date of Birth.: International Student: Registered Conference Participants:

Group Name: Roles: Conference Group Registrant:

Search Type: Contain

Search Create New Student

4. The search results will appear at the bottom of the screen. Scroll down and select the hyperlinked name.

Search Type: Contain Group Type: Status: Active

Search Create New Group

**Search Results**

One item found.

Student Name	Student Number	Groups	Telephone	Date of Birth	Zip / Postal Code	Email

Export options: CSV | Excel | XML

Now you are viewing the “Personal Information” page. From here you can update info as needed or register the student for a course.

**Note:** Double check the formatting of the student’s phone number. The phone number cannot contain dashes. If it does contain dashes, remove them and click the “Save” button at the bottom. Dashes within the phone number stops the student from being uploaded into Canvas.

**Acceptable:** 3523928660

**Not Acceptable:** 352-392-8660

Updated: 04/26/2022

- Select the "Courses" tab at the top of the screen.

The screenshot shows the 'Destiny One | Enrollment Manager' header. Below it, a navigation bar includes 'Profile', 'Courses' (highlighted with a red box), 'Applications', 'Bundles', 'Conference', and 'Special Request'. A 'Back to Search Results' link is visible. A 'New Session' button and a 'Student:' field with a redacted name are present. The 'Personal Information' section contains input fields for 'Last Name:\*', 'First Name:\*', 'Date of Birth:', and 'School ID:', with some fields containing redacted text.

- Enter the course information into the search boxes and select the "Search" button.

The screenshot shows the search interface. The 'Destiny One | Enrollment Manager' header is at the top. A navigation bar includes 'Profile', 'Courses' (highlighted with a red box), 'Applications', 'Bundles', 'Conference', 'Special Requests', 'Accounts', 'Communications', and 'File Upload'. A 'New Session' button, 'Student:' field, and '0 Items Selected' are shown. The 'Search for Course' section has a red box around the search criteria: 'Course No.', 'Section No.', 'Custom Section No.:Filter:', 'Keyword:', 'Title:', and 'Search Type:'. A 'Search' button is to the right. Below the search criteria, there is a 'Show advanced search options' link and another 'Search' button.

- The search results will appear below the search boxes. Select the "Register" button for the desired course.

The screenshot shows the search results for a course. The header is 'Search Results'. The course title is '0015 - 001 (Custom Section# As-Designed) COBie As-Designed', with a 'Register' button highlighted in a red box. Below the title, it says 'CY 2022 - Ongoing' and 'Available 999998 of 999999'. There is a breadcrumb trail 'Professional Development > COBie Training' and a link 'Hide all programs'. The enrollment dates are '21 Feb 2022 to 31 Dec 2022'. The date and time is 'TBA'. The cost is 'As-Designed non-credit \$995.00'. The section fees are listed as 'SC: COBie Drop Fee'.

Now you are viewing the “Selected Items” page. From here, you can add additional courses (repeat steps 6 – 7) or proceed to checkout. **Note:** If you keep the same student profile selected but go to a different page within Enrollment Manager, the course(s) you have chosen will be moved under the “Selected” drop down option found under the “Courses” tab. The course(s) you have chosen will be removed from the “Selected Items” page if you look up a different student profile or go to a different module within Destiny One.

8. Select the “Checkout” button.

### Selected Items

▶ expand all

**Enrolling in**

▶ <u>0018 - 001 (Custom Section# As-Built) COBie As-Built</u>	\$995.00 ✖
<b>Total</b>	<b>\$995.00</b>

▶ Notes

**Checkout**

9. If there are any required fields (Ex: questionnaires), complete as needed and select the continue button.

### Verification

**Payor**  
[Redacted] ▼ collapse all

**Enrolling in**

▶ <u>0018 - 001 (Custom Section# As-Built) COBie As-Built</u>	\$995.00
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▶ Notes

▼ Questionnaire ↖

Respond to the following questions:

**Enrollment in Professional Development**

How did you hear about us? \*

▼

**Continue**

Back

Now you are viewing the “Transaction Settlement” page. From here you can add payments or generate an invoice.

**Transaction Settlement** ▼ collapse all

**Enrolling in**

▼ 0019 - 001 (Custom Section# Quality Control) COBie Quality Control **\$995.00**

	<b>fee</b>	<b>subtotal</b>	
Registration Fee	\$995.00	\$995.00	
	\$995.00	\$995.00	
Payment Information    student pay			
<b>Total</b>			<b>\$995.00</b>

▶ Notes

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**New Payments**

▼ Bank Wire/Journal Entry 1 **\$0.00** ✖

Amount \*  Pay Balance or enter amount

Type \*

Bank Name

Payor

Wire Transfer / Journal Number \*

Comments

**Below are instructions on How to Make Various Payments:**

**Invoice:** Step 10

**Check:** Step 11

**Credit Card:** Step 12

**10. To Generate an Invoice:**

- a. Scroll down and click green “Create Invoices” button. **Note:** If the “Create Invoices” does not work, you can use the “Add Payment” button and select the “Invoice” option.

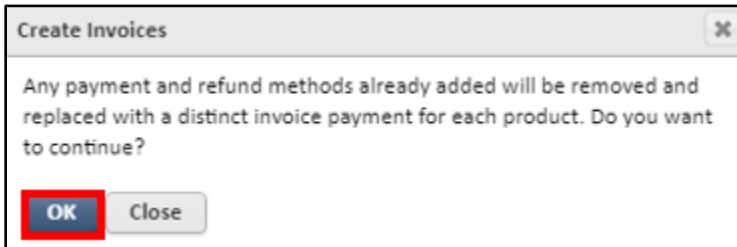
**Total Paid or Reallocated**    **\$0.00**

**Total Remaining**    **\$530.00** ⓘ

Highlight Unsettled Fees

Add Payment
Create Invoices
Add Refund
Recalculate
Cancel
Reset
Show Allocation
Set Transaction Date

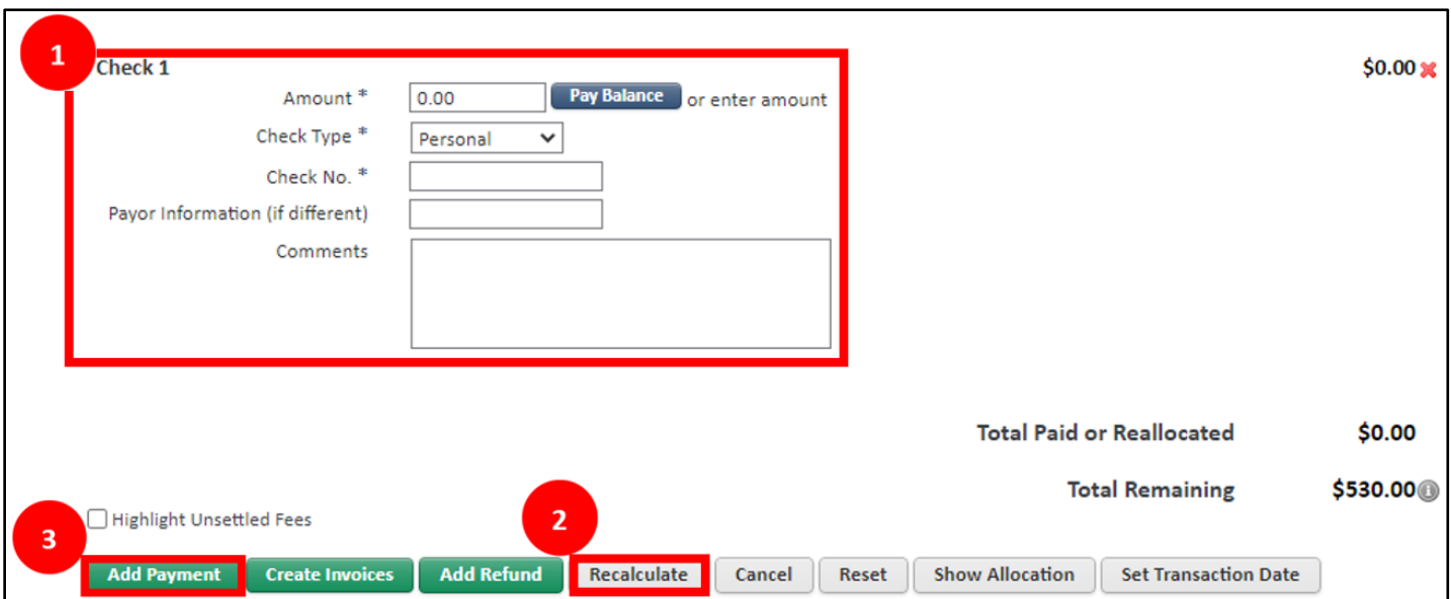
- b. Click the navy “OK” button.



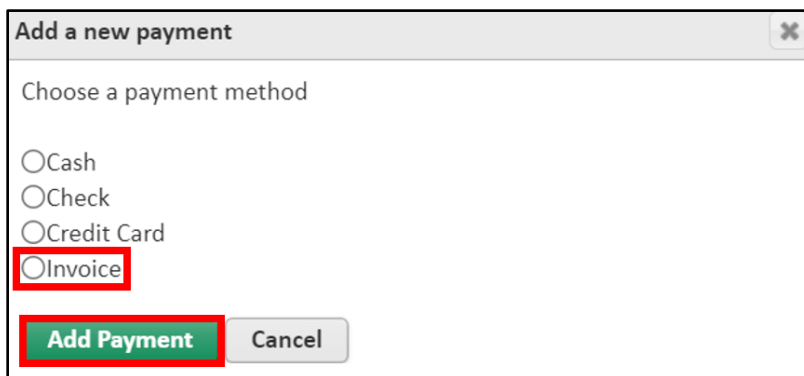
- c. The invoice(s) will be generated and reflected on the screen. Adjust the reminder setting and add a Purchase Order Number and comments as needed. Select the navy “Process” button at the bottom of the screen.

**11. For a Check Payment:**

- a. For a Partial Payment:
  - i. Enter the check information and amount.
  - ii. Click the “Recalculate” button.
  - iii. Click the “Add Payment” button.



- iv. Select the “Invoice” option.
- v. Click “Add Payment” button.



- vi. Enter the remaining balance into the “Invoice 1” amount box. Adjust due date and reminder as needed.
- vii. Click the “Recalculate” button.

Invoice 1
\$0.00 ✕

Amount \*  Pay Balance or enter amount

Due Date

Reminder?  Send a reminder  days before invoice is due  
 Do not send a reminder

Purchase Order No.

Comments

Total Paid or Reallocated \$600.00

Total Remaining \$75.00 ⓘ

Highlight Unsettled Fees

Add Payment
Create Invoices
Add Refund
Recalculate
Cancel
Reset
Show Allocation
Set Transaction Date

- viii. Click the “Process” button. **Note:** The “Process” button only appears when the “Total Remaining” is \$0.00.

Highlight Unsettled Fees
 

➔ Total Remaining \$0.00 ⓘ

Process
Add Payment
Create Invoices
Add Refund
Recalculate
Cancel
Reset
Show Allocation
Set Transaction Date

b. For a Full Payment:

- i. Enter the check information and amount.
- ii. Click the “Pay Balance” button.
- iii. Click the “Process” button.

Check 1
\$0.00 ✕

Amount \*  Pay Balance or enter amount

Check Type \*  ▼

Check No. \*

Payor Information (if different)

Comments

Total Paid or Reallocated \$0.00

Total Remaining \$530.00 ⓘ

Highlight Unsettled Fees


Add Payment
Create Invoices
Add Refund
Recalculate
Cancel
Reset
Show Allocation
Set Transaction Date

12. **For a Credit Card Payment:** **Note:** For partial payments follow steps 11-a-ii through 11-a-viii.

- a. Ensure the “System Processed” option is selected.
- b. Click the “Pay Balance” button.

▼ **Credit Card 1**

Amount \*  **Pay Balance** or enter amount

Authorization  System Processed   Manually Processed

Comments

- c. Click the “Process Credit Card” button.

▼ **Credit Card 1**

Amount \*  **Pay Balance** or enter amount

Authorization  System Processed  Manually Processed

**Process Credit Card**

Comments

13. Once the payment/invoice is processed and the registration is committed, the “Authorized” page will appear. Check or uncheck the desired email options.

14. Click the “Send Email” button to send a copy of the receipt/invoice and enrollment confirmation to the email address on file.

**Authorized**

Basket No.: [233](#)

**Enrolled In:**

0075 - 001 (Custom Section# 52220032) Asbestos Management Planner Test, OPWD (X000007)  
Discussion: Thu, Fri 8:00AM - 5:00PM  
27 Jan 2022 to 28 Jan 2022

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**Emails and Reports**

Receipt Show Details

Enrollment Confirmation Show Details

**Send Email**