PVD EDUCATION ACCOUNT/CLASS REGISTRATION

PVD class registration, cancellations and viewing your student transcript are now done online with a PVD Education Account through the Kansas Customer Service Center (KCSC) at www.ksrevenue.org.

ONLINE PVD EDUCATION ACCOUNT SET UP

Go to www.ksrevenue.org to the Kansas Customer Service Center (KCSC) and click on the Customer Service Center “Register Now” link in the upper right-hand corner. You will need to supply a name, a valid email address, a password and set up a security question and answer for this login. You will be sent a verification code to the email address that you provide.

After you create your login for the KCSC, go to www.ksrevenue.org and click on the Customer Service Center “Log In” link in the upper right-hand corner. You will log in with the email address you provided and the password that you created. There is a password reset link if you have forgotten you password.

Once you are logged in, you can click on the “Accounts” link in the gold menu bar near the top of the screen. Below Account Listing, click on the button that says “Add an Existing or Register a new Account to this login”

For students that HAVE NOT previously taken PVD classes: you will NOT need an identification number or access code. On this page there is a listing of different type of accounts. Find PVD Education Account. At the end of the sentence, click on the link in blue that says “click here for more information”. The screen Educational Account Profile will appear. Press edit. Complete the Student information and the employer information. Press Submit.
PVD EDUCATION ACCOUNT FEATURES

Under **Account Management**, you will see the following

- View Student Information
- View Course Listings
- Manage Access to this account

**VIEW STUDENT INFORMATION**

Under this section, you can View personal information including your address and transcripts. There is a Student Information Tab, Employer Information Tab and Schedule and Transcript tab.

Student Information Tab: View and update any info by clicking the edit button on the right.

Employer Information Tab: View and update any info by clicking the edit button on the right.

Schedule and Transcript Tab:

Schedule: Shows a list of all classes you are registered in and on a wait list for. If you need to cancel a class, see “click here to cancel this registration” button on the right. You may also remove yourself from the wait list here.

Printable Transcript: Shows all the classes you have taken with PVD and others that have been added to your transcript. This is also where you will view your score.

**VIEW COURSE LISTINGS**

This is where you will go to register. The upcoming PVD classes are listed here. If you click on the class, it will open an area showing the dates and location of the class. Click on details and class information is provided such as: starting and ending times, location, seats available, class costs and when to register to avoid late fees. At the bottom there is a “register now” button. Once registered, a registration confirmation page will appear. This confirmation will also be automatically sent to your email address, so you do not need to print this screen. The confirmation lists the confirmation number, the student name, course number and name, date and time, location, payment options and notes. When a class has no more seats available, a “wait list” button appears. Click this to be placed on the wait list. If a spot becomes available the first person on the wait list will be placed in the class, and a registration confirmation will be emailed to you.

**MANAGE ACCESS TO MY ACCOUNT**

If you wish to have someone register you for classes, you may enter their email address and your access code. This will grant them restricted access to your account. That person must have an account with the Kansas Customer Service Center also. You may delete them at any time. This person will not be able to update your personal information or view your transcript. If you set up a new student account without an access code contact PVD to provide one.
CANCELLATION POLICY

Cancellations for all PVD classes must be made at least 3 WORKING DAYS PRIOR TO THE FIRST DAY OF CLASS. Failure to give the required notification will result in the county or person who is responsible for giving the notification being billed for the total (100%) cost of the class.

TO CANCEL A CLASS: Log in to your PVD education account. Under Account Management, click on View Student Information. Click on Schedule & Transcript. The class/classes you are registered in will appear. Click the cancellation button to cancel. A cancellation confirmation will be sent to your e-mail address.

REGISTRATION FEES

All early enrollments received at least 30 days prior to the class will be charged the early enrollment fee in the education catalog. All enrollments received within 30 days of the class will be charged an additional fee of $15.00. As an example, for a class scheduled for May 1 with a registration fee of $50.00, the registration needs to be in to PVD by April 1 to take advantage of the $50.00 early enrollment fee. For registrations received after April 1, the cost for the class would increase to $65.00.