# Molloy College High School Scholars Program: Get Account, Select Courses and Pay!

(Revised as of 11.16.2017)

December 4, 2017 – Beginning date to Setup an Account, Register and Pay "Must Pay" courses. March 16, 2018 at 5pm – Deadline to Setup Accounts, Register and Pay.

NOTE: Courses are \$250 per course. "Must Pay" courses are forfeited if not paid at registration. Payments are non-refundable.

- Please see steps one, two, and three below. Students must sign up each year to participate.
- Students must use emails that are not blocked for spam or by firewalls. Students must check their email to get information needed to complete step two.
- Technical support is available during college business hours 9-5pm Monday-Friday. Please note that Molloy College is closed for business: December 22, 2017 through January 1, 2018, January 15, 2018, and February 19, 2018.

## STEP ONE - SET UP AN ACCOUNT (GET USERNAME/ID AND PASSWORD)

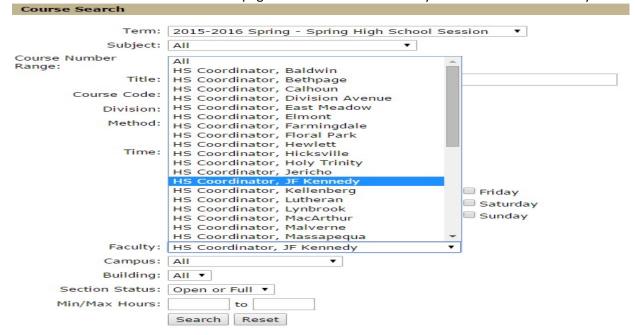
- Go to https://lionsden.molloy.edu/ICS/HS\_Program
- Note that the Safari browser may not work well for Lion's Den unless you are on the most recent version. Preferred web browsers are Google Chrome or Mozilla Firefox.
- Click on the Tab: HS Program.
- Identify your participating school by selecting it from the drop down.
- Submit your information, including a password that you choose.
- Use an email that works and you check don't use your high school email account if there is a firewall or spam blocking that rejects outside emails.
- A confirmation email for a successful submission of your request will be sent.
- After one complete business day passes, you will receive a second email with your Student Account
  Username/ID# so you can register for courses. (Please note that requests for Student Accounts are not processed
  during the dates that Molloy College is closed.)

## STEP TWO - REGISTER FOR YOUR COURSE(S) (LOGON AND SELECT COURSES)

- Once you have your Student Account/Username (above), go to <a href="https://lionsden.molloy.edu/ics">https://lionsden.molloy.edu/ics</a>
- Log in with the Username/ID you received from Molloy and the Password that you selected.
- Click on the Tab: Course Search. Click Course Search link.
- In Course Search:
  - <u>Select the term: 2017 2018 Spring Spring High School Session</u>, regardless of the course running half a year or the full year.

Select the faculty: HS Coordinator - Your School Name; Click Search.

- Available courses through your school have check boxes. Check the box for your selections.
- Click Add Button at the bottom of the page to submit. Your "Must Pay" course is "reserved" for you.



#### STEP THREE - PAYING FOR YOUR COURSE(S):

"Must Pay" courses need to be paid when you register. Payments are non-refundable. Courses are billed a flat charge of \$250 per course. Unpaid courses will be automatically dropped.

Molloy's secure CashNet system accepts Visa, MasterCard, Discover or payment with an ACH personal check.

Instructions for paying online:

- Once you have selected your courses, you will see the courses listed as "Reserved" under the following heading "Course(s) Requiring Payment"
- Click on the "Pay Must Pay Courses;" Your charges will be automatically generated and the total amount due will appear on your screen
- Click the "Pay" checkbox beside the course(s) for which you wish to pay and click "Pay Now"
- Click "Account Balance" this will show you your balance
- Click "Add Payment," then select "Checkout"
- Choose payment type and click "Continue Checkout"
- Enter all required payment information, then select "Continue Checkout"
- Enter email address to have receipt sent
- Review information, then click "Submit Payment"
- Once payment is completed, sign out of Cashnet; Your course status will change from "Reserved" to "Current".

#### **OTHER INFORMATION**

SUPPORT: Jennifer Ganley, High School & Pre-College Coordinator @516-323-4035.

All Other Issues/Questions: High School Coordinator/Teacher/Guidance Counselor.

Deadlines to sign up are enforced! Registration is closed after the deadline has passed. No exceptions.

Student Contact Information: Molloy will contact students via email and by phone for data issues.

Forgotten Logins: Use account retrieval on the Home Tab of Lion's Den.

Accurate SSN, Legal Names and Confidentiality: Incorrect SSN information may create a duplicate record and cause difficulty in transferring courses to another college. The correct SSN is used for 1098T Tax Forms. The student's <u>full legal name</u> is required!!! Biographical and Ethnicity information is kept confidential, and only used for college statistical reporting.

Students without SSN: Students without SSN's should contact support @516-323-4035.

**Sequence Courses:** Some courses need to be taken in sequence, as one course is a prerequisite for the latter. The High School coordinator or teachers will monitor courses in languages, mathematics and sciences that are taken in sequence.

*High School Coordinators:* All registrations are approved by the coordinators.