

# Marion Technical College

## PROFESSIONAL DEVELOPMENT COURSES – How to enroll online.

1. Go to the Course Catalog page at <https://marion.focusschoolsoftware.com/catalog/>
2. On the Course Catalog page, choose the course you wish to take and click the **Enroll Now** link.

The screenshot shows the FOCUS Course Catalog interface. At the top, there is a search bar and a navigation menu. Below the search bar, there are filters for Keyword, Class Start Date (04/15/2021 to 08/15/2021), Courses (Excel, Microsoft O...), Schools (Marion Technical College), and Zipcode. Two course listings are visible: 'Excel' and 'Word'. Each listing includes details like instructor (T, J), meeting days, and price. A green 'Enroll Now' button is present at the bottom of each listing.

3. Select the Create a New Student Account link.

The screenshot shows the 'Enroll Now' page. It has three main sections: 'Already have an account?' with a 'Sign In to Purchase' button, 'Are you a new student looking to enroll?' with a 'Create a New Student Account' button (highlighted with a red box), and 'Are you a new parent looking to enroll a student?' with a 'Create a New Parent Account' button.

4. This will take you to the MTC Online Application page. Read the page and note the password instructions. Choose **Professional Development Courses** for Form Type.

The screenshot shows the MTC Online Application page. It includes a red box with password instructions: 'Create your temporary password below using your birthdate. Use the mmddyyyy format; example, type in 05041985 for May 4, 1985. You will use this password for your first login to FOCUS.' Below this is a note about a \$20.00 application fee. There are two tabs: 'Application for New Students' (selected) and 'Continue Application'. A note states 'All fields marked with an asterisk (\*) are required.' The form fields include: Student's First Name\*, Student's Last Name\*, Student's Birthdate\*, Language\* (English [EN]), Form Type\* (dropdown menu with 'Professional Development Courses' selected and highlighted with a red box), Desired School\* (dropdown menu with 'Career Certificate Programs - CCP' selected and highlighted with a red box), and Email Address\* (with a red box around the label 'Please enter a contact email address').

5. Complete the application. After signing the application you will go to a final page with specific instructions to pay for your course online. Read the page and follow instructions.

CONGRATULATIONS FOR APPLYING TO MARION TECHNICAL COLLEGE TO CONTINUE YOUR PROFESSIONAL DEVELOPMENT!

You will receive an e-mail from our **Student Services/Admissions** Department. This e-mail will contain further instructions concerning your professional development course.

After you click the next page button you will go to a Thank You page containing your name and **new student ID #**. Write this number down for safe keeping.

Click the "**RETURN TO FOCUS**" link and login to FOCUS using your **new student ID #** as the **username** and your temporary password (birthdate [mmddyyyy]).

Once logged into FOCUS, you will be directed to the Purchase and Pay module where you will pay for your course. Click the **ADD TO CART** button and complete your transaction.

**Please Note:** Methods of payment are e-check or debit/credit card (a convenience of 2% will be added.)

We look forward to having you at Marion Technical College.

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6. Login to FOCUS using your new **Student ID#** and temporary password (birthdate [mmddyyyy]). You will be taken directly to the **Purchase and Pay** page in FOCUS. Click the Add to Cart button at the top of the page.

The screenshot shows the FOCUS system interface. On the left is a navigation menu with options: Portal, My Information, Preferences, Calendar, Class Schedule, Class Waitlist, Grades, Test History, Absences, Attendance, Referrals, and Purchase & Pay. The main content area features a search bar and a course selection interface. A red box highlights a message: "Course is pending for purchase. Would you like to add this item to the cart?" with an "Add to Cart" button. Below this, there are search filters for Keyword, Class Start Date (04/14/2021 to 08/14/2021), and Courses (Excel, Microsoft O...). Two course cards are visible: "Excel" and "Word".

7. Next click the **Checkout** button in the top right corner of the screen.

The screenshot shows the checkout area of the FOCUS system. At the top, there is a blue header with "Marion Technical" and "Applicants 2020-2021". Below this, there is a red "Empty Cart" button and a green "Checkout" button. To the right of the "Checkout" button, it says "1 items | \$498.72".

8. Your course information and total to be collected will appear. Click **Continue** to pay by credit card or e-check. Remember there is a 2% Convenience Fee that will be added.

Enrolling in the following courses:

<b>Excel</b> Marion Technical College Sat, May 1 - Mon, May 31 08:00 AM - 12:00 PM Student: Marion Technica \$498.72	Sub-total: \$498.72 Total to be collected: \$498.72 <b>Cancel</b> <b>Continue</b>
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9. Once your checkout is complete you may view your receipt by clicking the **View Receipt Now** button. When finished clicked the Continue button to return to your portal.

**Checkout Complete**  
Your checkout was successful. Your receipt has been emailed to you.

[View Receipt Now](#) **Continue**

10. When finished with FOCUS, logout by clicking the Logout button in the bottom left of the screen.

<ul style="list-style-type: none"><li>Test History</li><li>Absences</li><li>Attendance</li><li>Referrals</li><li><b>Purchase &amp; Pay</b></li><li>Customer Ledger</li><li>Print 1098-Ts</li></ul>	<p><b>Excel</b> Excel Marion Technica Instructor: Thom Sat, May 1 - Mon Meeting Days: M \$498.72 No description a</p> <p><b>PowerPoint</b> PowerPoint Marion Technica Instructor: Thom Thu, Apr 15 - Tue Meeting Days: M \$68.53</p>
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**Print** **Logout**