

# ONLINE REGISTRATION INSTRUCTIONS FOR THE ESTABLISHED STUDENT TO REGISTER THEMSELVES

Information Technology		
	Saint Paul Helpdesk (913) 253-5030 <a href="mailto:helpdesk@spst.edu">helpdesk@spst.edu</a>	

Student Name:

Welcome to the Saint Paul Network Community. Three accounts have been setup for your use while at Saint Paul School of Theology.

- The first is your **Saint Paul email account**. This is your only official and secure means of communication with the school.
- The second is **Moodle** which is an online course management system. Moodle allows you to access course materials and interact online within a course.
- The third is your **Populi** account which gives you access to information such as course schedules, course offerings, online registration, unofficial transcripts, grades and billing information.

### **Saint Paul Email, Moodle Account and Populi Information**

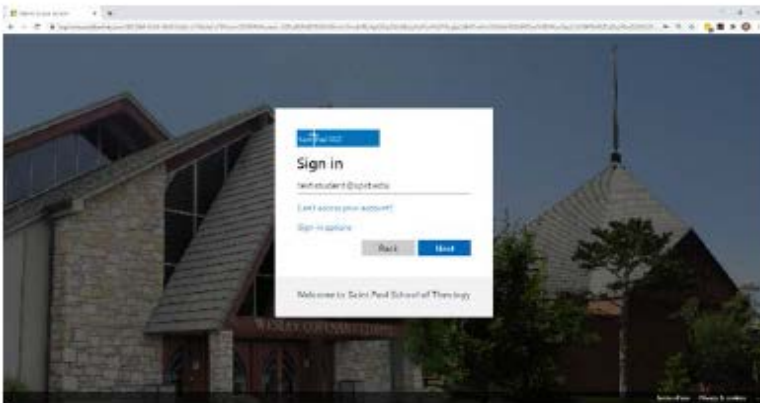
Saint Paul Email, Moodle, and Populi Username:

Saint Paul Email, Moodle, and Populi Password:

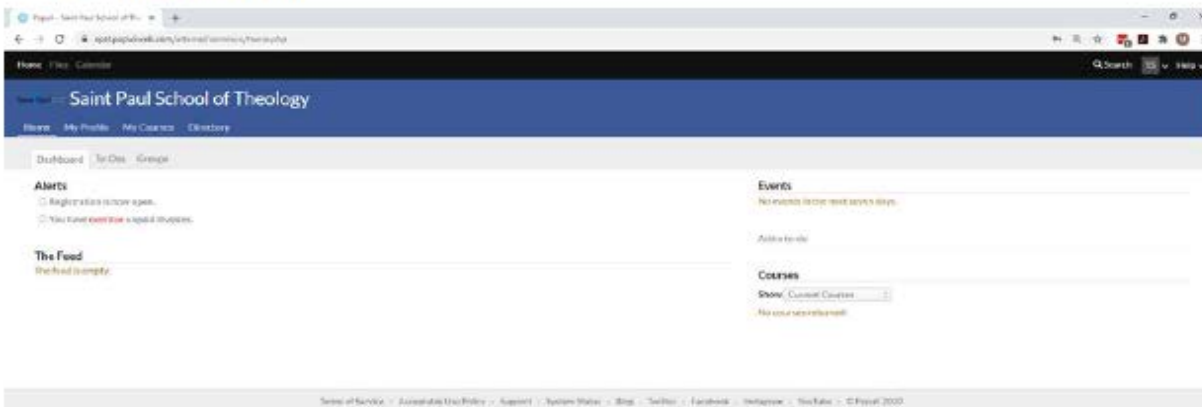
To access any of these accounts go to the Saint Paul website at [www.spst.edu](http://www.spst.edu). At the top, right hand side of the page click on **MySPST** and you will see links to Moodle, Populi, and Email. Simply click on the account you want to use and login using the above username and password. Logging in to one will log you in to all three accounts.

## Populi Online Registration

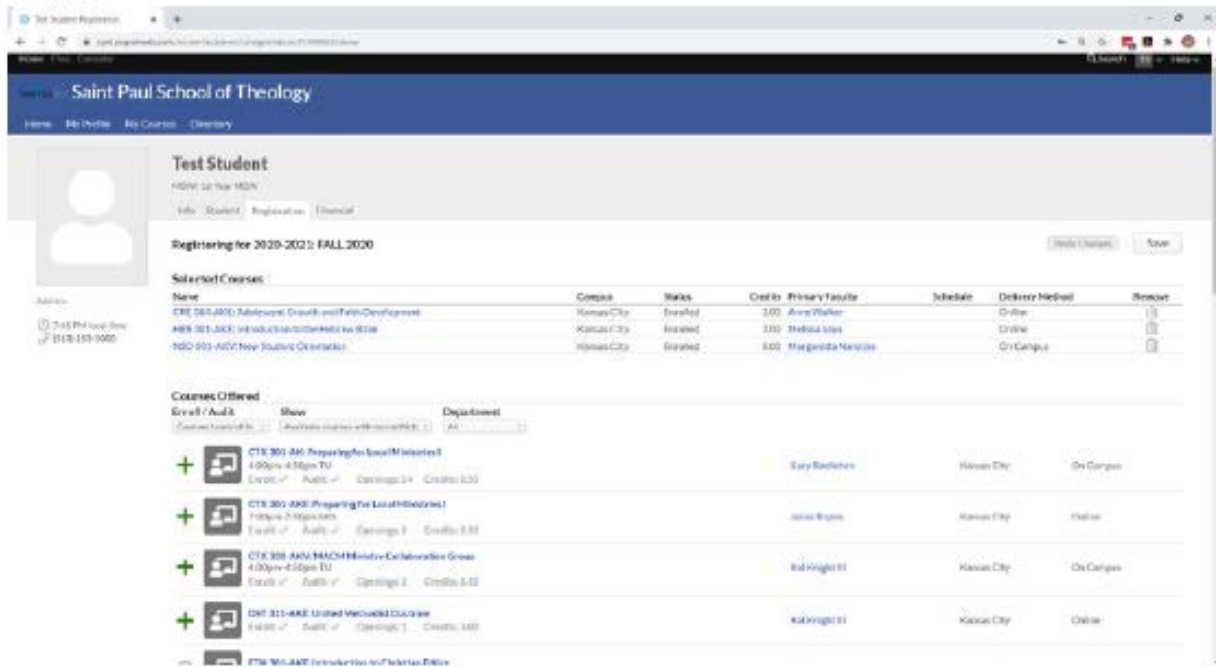
- 1) Go to <https://spst.populiweb.com>
- 2) You will be directed to office365.com
- 3) Login with your full Saint Paul email address and password (i.e. firstname.lastname@spst.edu)



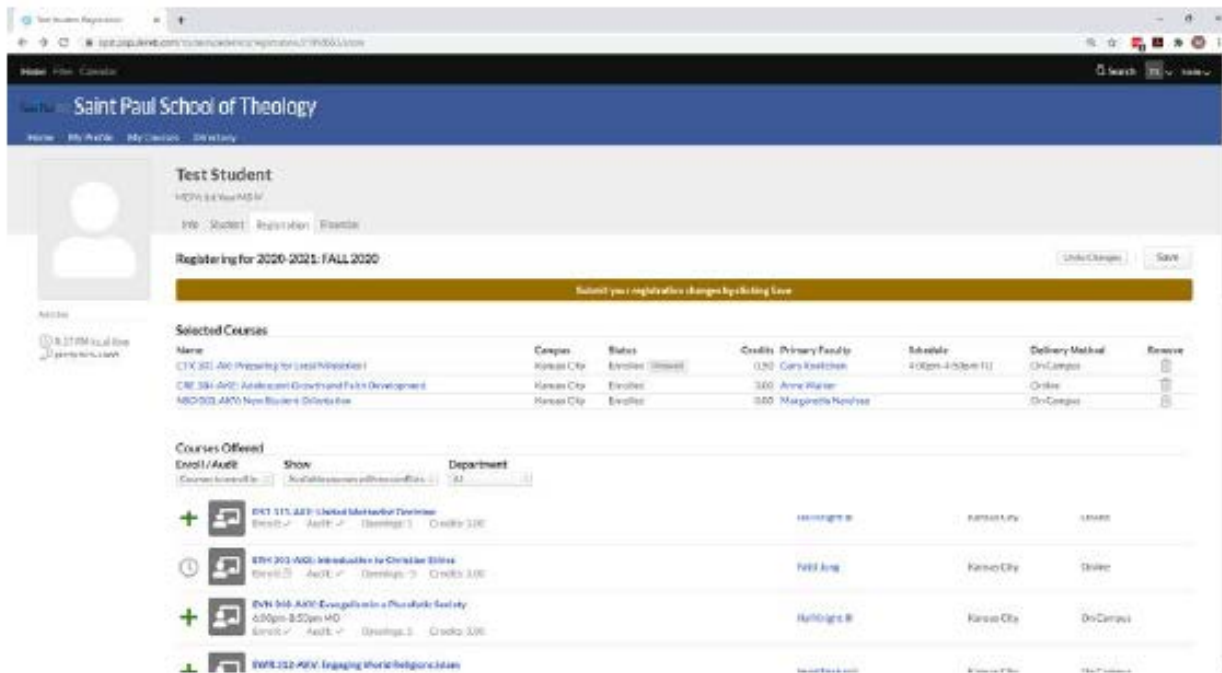
- 4) Click on My Profile



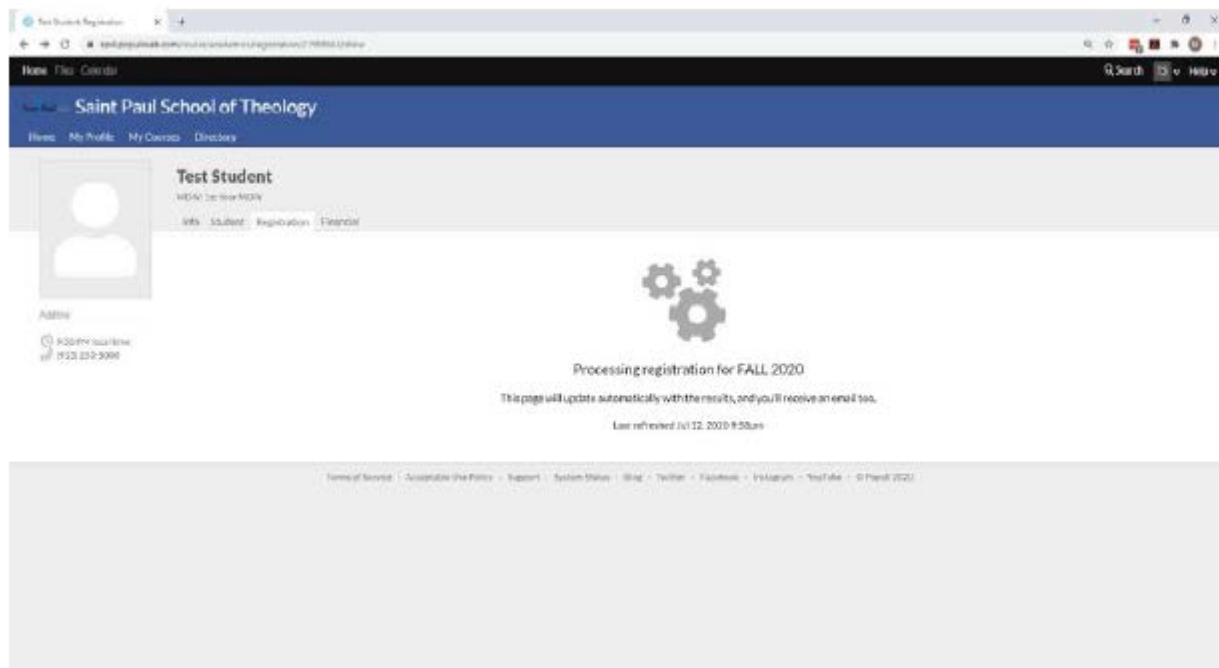
- 1) Click on the Registration Tab
- 2) To Remove a course click the Remove button (trash can) to the right of the course, then click OK to remove the course



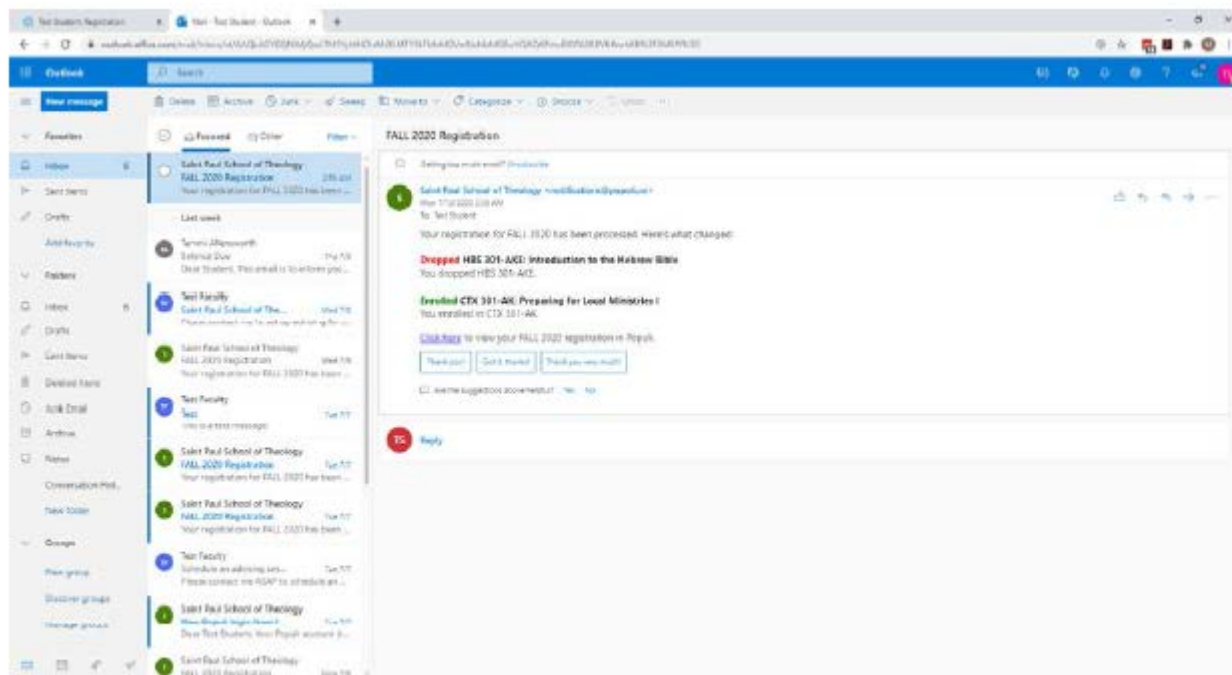
- 3) To Add a course click the green plus sign next to available courses, then click Add
  - a. A Clock symbol indicates a course with a waiting list
  - b. A lock symbol means the course is unavailable for you to register, either due to a schedule conflict or not meeting the prerequisite for the course



4) Click the Save button to save your changes



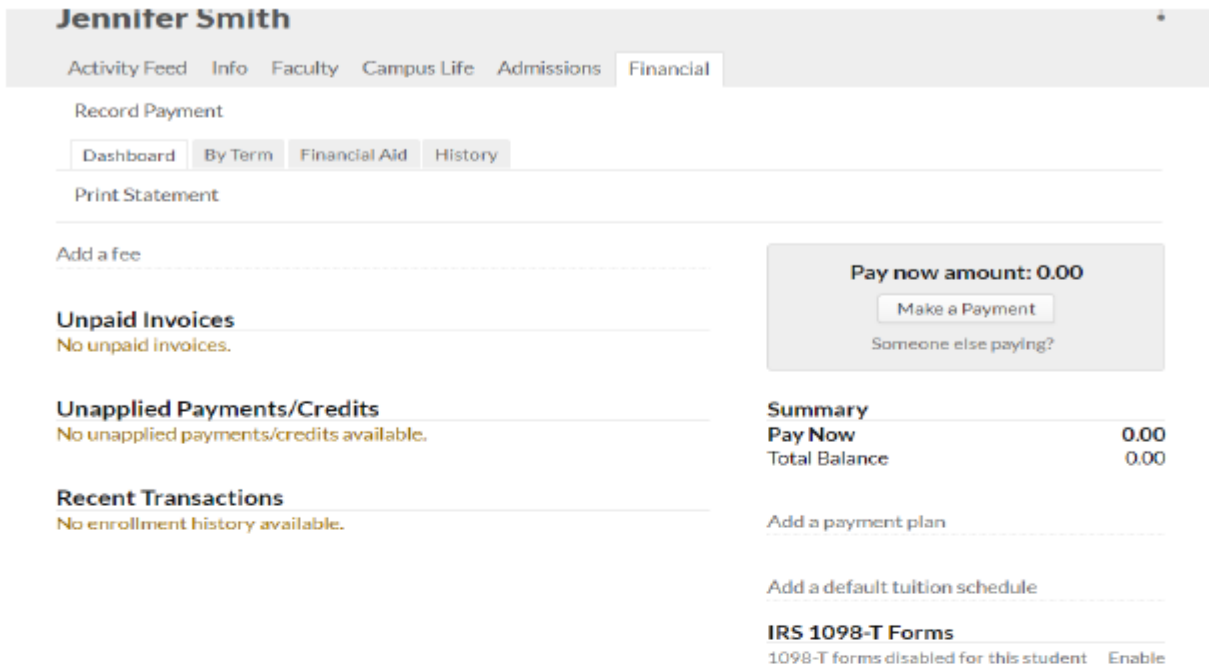
5) You will receive an email with your schedule changes listed and a direct link to view those changes in Populi.



6) Click on the Financial tab to view or pay your bill.

5) Click on the **FINANCIAL Tab**

6) It defaults to the "Dashboard" tab. This shows unpaid invoices, unapplied, transactions. Notice box to the right that says "PAY NOW AMOUNT: \$0.00", and click on the "MAKE A PAYMENT BUTTON"



**Jennifer Smith**

Activity Feed Info Faculty Campus Life Admissions **Financial**

Record Payment

Dashboard By Term Financial Aid History

Print Statement

Add a fee

**Unpaid Invoices**  
No unpaid invoices.

**Unapplied Payments/Credits**  
No unapplied payments/credits available.

**Recent Transactions**  
No enrollment history available.

**Pay now amount: 0.00**

Make a Payment

Someone else paying?

**Summary**

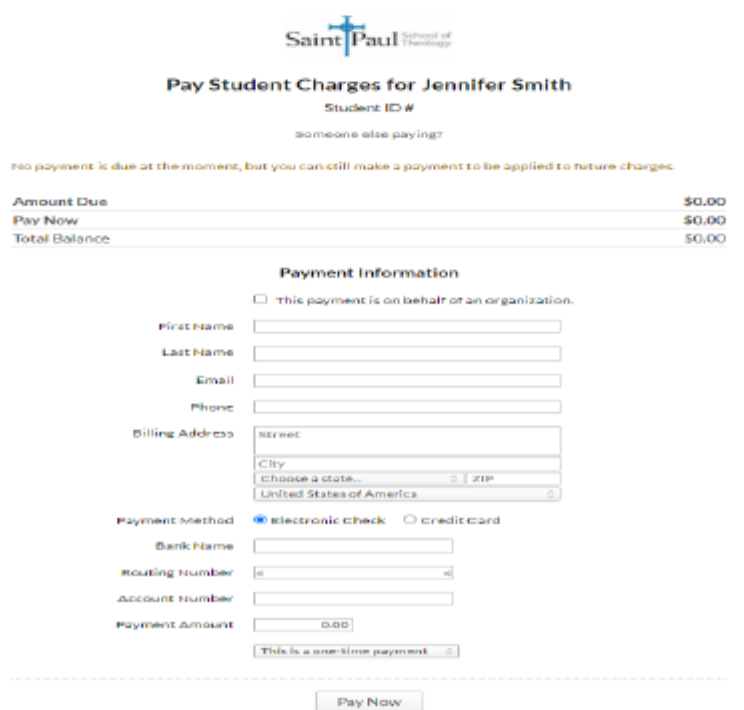
<b>Pay Now</b>	<b>0.00</b>
Total Balance	0.00

Add a payment plan

Add a default tuition schedule

**IRS 1098-T Forms**  
1098-T forms disabled for this student Enable

You will see this window pop up, fill in all info, using either a credit card, debit card, or checking account. Notice at the bottom you can enter the amount you want to pay. Make sure you hit the button "**PAY NOW**" at the very bottom center or the payment will NOT go through. We use a payment portal named Stripe, as I may refer to that from time to time.



**Saint Paul** School of Theology

**Pay Student Charges for Jennifer Smith**

Student ID #

someone else paying?

No payment is due at the moment, but you can still make a payment to be applied to future charges.

Amount Due	\$0.00
Pay Now	\$0.00
Total Balance	\$0.00

**Payment Information**

This payment is on behalf of an organization.

First Name

Last Name

Email

Phone

Billing Address

Street

City

Choose a state...  ZIP

United States of America

Payment Method  Electronic check  Credit card

Bank Name

Routing Number

Account Number

Payment Amount

This is a one-time payment

Pay Now