



UWF TeacherReady Payment Portal Instructions

TeacherReady students must make their tuition payments through the [Payment Portal](#).

To access the Payment Portal, follow the instructions below:

- Go to <https://registration.xendirect.com/uwf>
- Click 'Create Account'

The screenshot shows the UWF Continuing Education website. At the top, there is a blue header with the UWF logo and the text "Continuing Education UNIVERSITY of WEST FLORIDA". Below the header, there is a navigation bar with "Welcome" on the left, "Create Account" and "My Account" in the center, and "Login" on the right. A search icon is also present. On the left side, there is a vertical sidebar menu with the following items: Course Search, Category Search, Leisure Learning Classes, Calendar View, TeacherReady Program, Center for Cybersecurity, Program Search, Ed2Go Online Career Training Programs, Ed2Go Online Skill Development Courses, Leisure Learning Website, Request a Leisure Learning Catalog, Continuing Ed Website, and Canvas Login. The main content area is titled "SEARCH" and features a background image of a building with a spiral design. Below the image, there is a paragraph of text: "Use one or more of the Course Search options below to search for upcoming courses. The Keyword field searches course codes, titles, descriptions, and instructor names. Or you can select a group of related courses using the Category Search list." Below this text is a bold warning: "You must login or create a new account to add items to your cart. Leisure Learning Members - you must be logged in, otherwise courses will not appear." Underneath the warning is another paragraph: "UWF Leisure Learning classes are open to individuals 55+ with a current annual Leisure Learning membership. For registration assistance, contact Student Support at continuinged@uwf.edu". At the bottom of the search area, there are three tabs: "Advanced Search", "Category Search", and "Program Search". Below the tabs are four search fields: "Keyword" (a text input field), "Category" (a dropdown menu with "- Category -"), "Day Of Week" (a dropdown menu with "- Day -"), and "Start Date" (two text input fields for "- From Date -" and "- To Date -"). Below these fields are two buttons: "Search" and "Clear Search". At the bottom left of the page, there is a footer: "Powered by XenDirect © 2005-2024 Xenegrade ©". At the bottom right, there are three links: "Contact Info", "Privacy Policy", and "Refund Policy".

TeacherReady

Online Certification Program

- Fill in all required fields. See image below.

The screenshot shows the 'REGISTRANT PROFILE' form on the University of West Florida's Continuing Education website. The form is divided into several sections: 'Name Information', 'Mailing Address', 'Contact Information', and 'Account Creation'. The 'Name Information' section includes fields for Name Prefix, First Name, Middle Name/Initial, Last Name, Name Suffix, and Affiliated Company/Employer. The 'Mailing Address' section includes fields for Address 1, Address 2, City/Town, State/Province, Postal Code, and Country. The 'Contact Information' section includes fields for Home Phone, Mobile Phone, Email Address, and Confirm Email, along with checkboxes for 'Email', 'Mail', and 'Phone'. The 'Account Creation' section includes fields for User Name, New Password, and Confirm Password. A 'Submit' button is located at the bottom of the form.

Continuing Education
UNIVERSITY of WEST FLORIDA

Welcome Login My Account

REGISTRANT PROFILE

Please enter the profile information for the person attending the course/conference/olamp/product.

* denotes a required field

Name Prefix: - Select -

First Name *

Middle Name/Initial

Last Name *

Name Suffix

Affiliated Company/Employer: If applicable

Mailing Address

Address 1 *

Address 2

City/Town *

State/Province *

Postal Code *

Country *

Home Phone *

Mobile Phone

Email Address *

Confirm Email *

Want to sign up for updates and exclusive offers? Select all the methods desired to receive offers.

Birth Date (mm/dd/yyyy) *

Gender: - Select -

For new accounts, add User Name and Password.

Password Requirements:
* From a minimum of 8 to a maximum of 15 characters - case sensitive.
* Special characters allowed: !@#\$%^&*~.-;=<=>?[]{}'()_

User Name (6-50 characters) *

New Password *

Confirm Password *

PROFILE CONSENT

Have you read and agree to the terms of the Consent Statement? Yes Consent Statement

Submit

- Once all required fields have been completed, select 'Submit'



Welcome

Cart | My Account | Q

- Course Search
- Category Search
- Leisure Learning Classes
- Calendar View
- TeacherReady Program
- Center for Cybersecurity
- Program Search
- Ed2Go Online Career Training Programs
- Ed2Go Online Skill Development Courses
- Leisure Learning Website
- Request a Leisure Learning Catalog
- Continuing Ed Website
- Canvas Login

MEMBERSHIPS

Account: Test Student

UWF Leisure Learning provides stimulating programs for seasoned adults ages 55+ who are interested in joining a spirited community of intellectual contemporaries and lifelong learners.

Current annual membership is required to register for Leisure Learning classes.

Choose "Annual Leisure Learning Member" in the membership purchase dropdown and Add to Cart.

For assistance, reach out to Student Support at 850.473.7468.

Your Membership

Membership	Start Date	Expire Date	Status
Regular			Current

Memberships Available

Membership Levels	Description	Current Fee
Annual Leisure Learning Member	The annual membership fee covers 12 months from the date of purchase. Current annual membership is required to register for Leisure Learning classes. For additional information: uwf.edu/leisurelearning leisurelearning@uwf.edu	\$ 40.00

Select Membership Level for Renewal

- Select -

Add to Cart

No Thanks!


NOTE: By default, the university system will show the page above. *The Leisure Learning Society Membership DOES NOT* apply to the TeacherReady students.

- Please **select 'No Thanks'** and continue to the next page.

TeacherReady


Online Certification Program

SUCCESS: Your UWF TeacherReady profile has been created. You are now able to search for and enroll in the TeacherReady courses.



Welcome Cart | My Account ▾ | Q

SEARCH Account: Test Student



Use one or more of the Course Search options below to search for upcoming courses. The Keyword field searches course codes, titles, descriptions, and instructor names. Or you can select a group of related courses using the Category Search list.

You must login or create a new account to add items to your cart. Leisure Learning Members - you must be logged in, otherwise courses will not appear.

UWF Leisure Learning classes are open to individuals 55+ with a current annual Leisure Learning membership. For registration assistance, contact Student Support at continuinged@uwf.edu

Advanced Search | **Category Search** | **Program Search**

Keyword

Category

Day Of Week

Start Date

[Search](#) [Clear Search](#)



To make the tuition payment and enroll in a course:

- Select **Category Search** on the left sidebar menu.
- **Select TeacherReady**
- **Select the Course or Lesson** you want to register for.

Welcome to the UWF Continuing Ed Registration Site Cart | My Account ▾ | Q

Course Search

Category Search

Leisure Learning Classes

Calendar View

TeacherReady Program

Center for Cybersecurity

Program Search

Ed2Go Online Career Training Programs

Ed2Go Online Skill Development Courses

Leisure Learning Website

Request a Leisure Learning Catalog

Continuing Ed Website

Canvas Login

SEARCH RESULTS

Account

TeacherReady Program

Registration requires prior acceptance into the TeacherReady program. Apply at https://apply.uwf.edu/portal/tr_app

An application is required for the TeacherReady Program.

Click on Title or Dates column label to change sort.
Click on the Title to view Details.

Title/Facility	Session	Dates	Times	Days	Fee	Status
TeacherReady: Foundations Course 1 UWF Online	OE 24-25				\$ 450	Registration Available
TeacherReady: Foundations Course 2 UWF Online	OE 24-25				\$ 450	Registration Available
TeacherReady: Foundations Course 3 UWF Online	OE 24-25				\$ 450	Registration Available
TeacherReady: Foundations Course 4 UWF Online	OE 24-25				\$ 450	Registration Available
TeacherReady: Intensive Lesson 1 UWF Online	OE 24-25				\$ 450	Registration Available
TeacherReady: Intensive Lesson 2 UWF Online	OE 24-25				\$ 450	Registration Available
TeacherReady: Intensive Lesson 3 UWF Online	OE 24-25				\$ 450	Registration Available
TeacherReady: Intensive Lesson 4 UWF Online	OE 24-25				\$ 450	Registration Available
TeacherReady: Intensive Lesson 5 UWF Online	OE 24-25				\$ 450	Registration Available
TeacherReady: Intensive Lesson 6 UWF Online	OE 24-25				\$ 450	Registration Available
TeacherReady: Intensive Lesson 7 UWF Online	OE 24-25				\$ 450	Registration Available
TeacherReady: Intensive Lesson 8 UWF Online	OE 24-25				\$ 450	Registration Available

Back



- At the bottom of the page, select “Add to Cart”

Fee(s)

\$ 450

Tuition

\$ 450

Total Fees

Need to register for someone else? [Click here](#)

[Back](#) [Add to Cart](#)

- You can **add** as many courses as you would like.

YOUR CART Account: XXXXXXXXXX

Last Viewed: TeacherReady: Foundations Cour

Item Code	Title / Schedule Items	Qty	Item Fee	Total Fees	Pay Amount
TR-FC1202425	TeacherReady: Foundations Course 1				
remove	Tuition	1	\$ 450	\$ 450	
Sub-Total:				\$ 450	\$ 450.00
TOTAL:				\$ 450	\$ 450.00

Recalculation is required to save Quantity, Pay Amount, OnAccount, or Promo Code changes before Checkout.
Quantity and Discount changes may reset all Pay and OnAccount Amounts to default values.

[Checkout](#) [Continue Shopping](#)

- Once you are ready to check out, click ‘Checkout’



- Enter your **payment information**.
- After payment, you will receive a **confirmation email**.

Payment Method

Payment Method

VISA

Card Number

Expiration Date

- Month -

- Year -

CVV Code

(what's this?)

Next Step

Contact the UWF Continuing Education if you have any questions.

Continuing Education
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[Building 77](#), Suite 131
Pensacola, FL 32514

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continuinged@uwf.edu