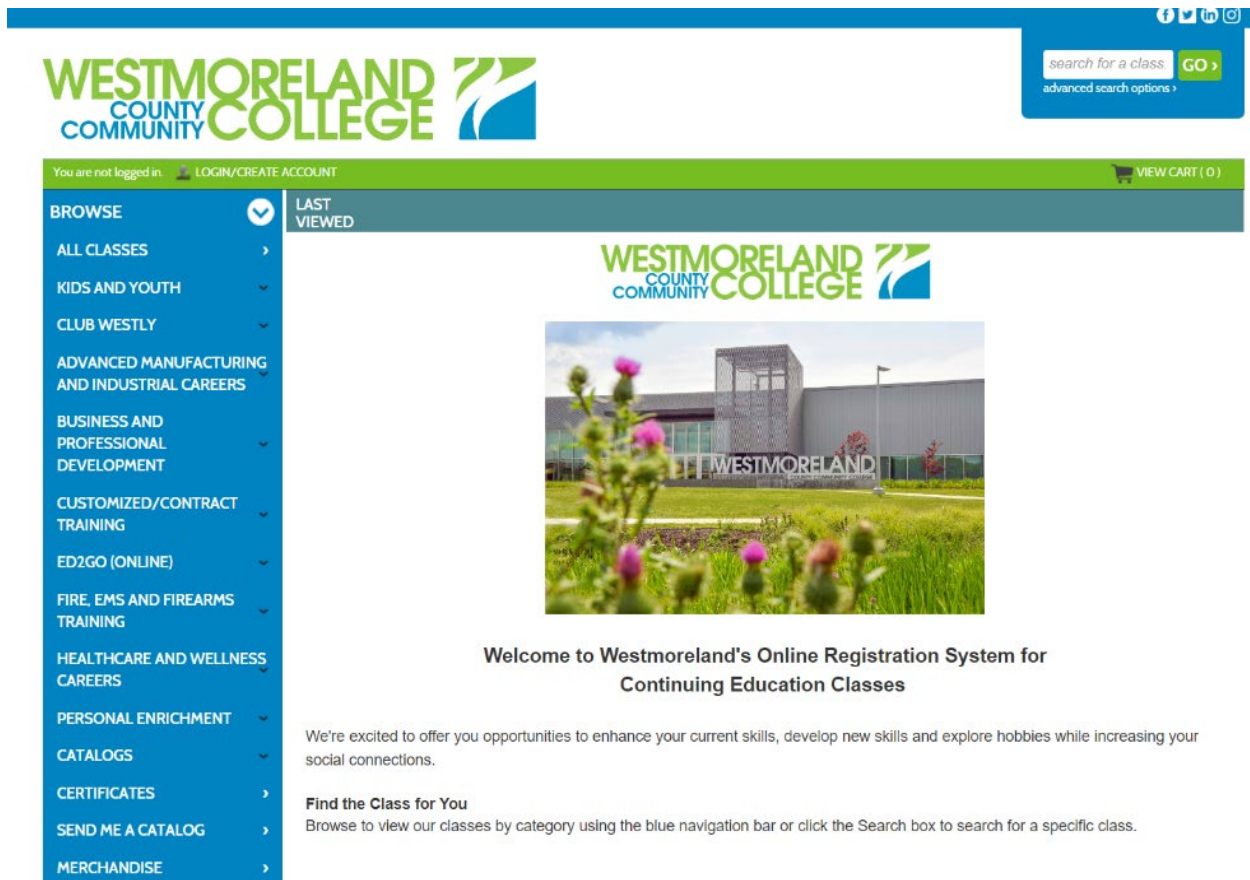# Westmoreland County Community College

Public Safety Training Center (PSTC)

Student Portal and Registration Directions

Benefits of Having an Account and Pre-Registering:

1. Well, first it is required with our new system.
2. Second, and I think one of the most important benefits, is all your classes from July 2022 moving forward will have your "Certificate of Completion" stored in the system, called "Proof of Completion" in the system.
   - Thus, if you lose your "Certificate of Completion" you can locate it under "Transcripts."
   - Please note, the Windows "Pop-Up" browser must be on with your web browser to work.
3. Permits the PSTC to generate "Certificate of Completion" faster and email them out to you.
4. Lastly, it helps to determine if a class should run or not.
   - If a tuition-based program does not have the proper headcount – IT WILL BE CANCELED! Therefore, pre-registering is a MUST to ensure the class will run.

Table of Contents:

Registering for PSTC Course

Depending on the type of course you are taking, there are several ways to get there. Now, the good thing is there is one simple way to access all the Continuing Education courses, to include the PSTC courses, and the site is the following: https://westmoreland.augusoft.net/

However, this site is not very smart phone friendly, but we are working on that, thus the detailed directions.

We still would like to walk you through all the options, and ultimately provide you directions on how to set up an account, how to select the various payment options, and/or request 3rd Party Payment (direct bill to the fire department).

So, immediately below are the direction links to all the various course registration options:

Course Registration:

- PSTC (to include Murrysville & New Kensington Center courses) Registration
    - Hazardous Materials Courses Registration
- Fire Department Hosted Course Registration
- **EMT**
    - EMT Pre-Registration is available HERE.
        - Payment Plan Agreement Required, student will be contacted post completion of the form
    - EMT Registration with Direct Pay HERE.

If you already have an account, and you remember your username (complete email) and password, you can immediately select one of the above options and get to work on scheduling your classes. But, if you haven't setup and account yet, let's look at how to do that.

So, if you click one of the above direct course options, except for the "EMT Pre-Registration" (will explain purpose later in these directions) it will take you immediately to all the currently available courses. You can then quickly locate your course, and select "**ADD TO CART**"

Upon selecting "**ADD TO CART**" you will immediately be asked to sign in or create an account, **see Figure 1.**

Next Page

Figure 1: By PC:

If you know your account, just go to "Sign In", if a new student select "Create New Profile"

ALL CLASSES
KIDS AND YOUTH
CLUB WESTLY
ADVANCED MANUFACTURING AND INDUSTRIAL CAREERS
BUSINESS AND PROFESSIONAL DEVELOPMENT
CUSTOMIZED/CONTRACT TRAINING
ED2GO (ONLINE)
FIRE, EMS AND FIREARMS TRAINING
HEALTHCARE AND WELLNESS CAREERS
PERSONAL ENRICHMENT
CATALOGS
CERTIFICATES
SEND ME A CATALOG
MERCHANDISE
FAQ
SEARCH
CONTACT US

Sign In

Before you can add a class to your cart, please sign in to your account. If this is your first time registering with us, please **Create a New Profile** below.
For step-by-step instructions, see the FAQs.

If you are registering more than one member of your household, you can **Create a Household Profile**.
For step-by-step instructions, see the FAQs.

If you have already created a profile, *please do not create a duplicate.*
If you do not remember your username/password or need other assistance, call the Information Center at 724.925.4000.

Sign In

Use your username and password to sign in here. Please note that the password is case sensitive.

Student

Username

Forgot your username?

Password

Forgot your password?

Sign In

New Students

Click Create New Profile to create your own username, password and profile.

Create New Profile

Figure 1: By Phone:

If on your phone, the site puts the left bar first, then the associate material that is in the middle of the screen. Therefore, you must scroll down to access either you account login or "Create New Profile"

23:21 32°
noreland.augusoft.net

WESTMORELAND COUNTY COMMUNITY COLLEGE

You are not logged in.

BROWSE
ALL CLASSES
KIDS AND YOUTH
CLUB WESTLY
ADVANCED MANUFACTURING AND INDUSTRIAL CAREERS
BUSINESS AND PROFESSIONAL DEVELOPMENT
CUSTOMIZED/CONTRACT TRAINING
ED2GO (ONLINE)
FIRE, EMS AND FIREARMS TRAINING
HEALTHCARE AND WELLNESS CAREERS
PERSONAL ENRICHMENT
CATALOGS
CERTIFICATES
SEND ME A CATALOG
MERCHANDISE
FAQ

SCROLL DOWN!

23:22 32° 57%
noreland.augusoft.net

Sign In

Use your username and password to sign in here. Please note that the password is case sensitive.

Select User Type

Username

Forgot your username?

Password

Forgot your password?

Sign In

New Students

Click Create New Profile to create your own username, password and profile.

Create New Profile

Follow us on

So, assuming you are a **NEW ACCOUNT**, select "Create New Profile":
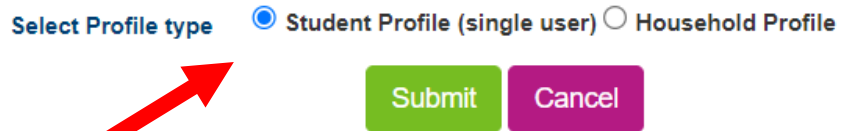
Create New Profile

Next Screen will appear:

- Remember if you are using a phone, you will need to scroll down each time you make a selection that changes the screen options (sorry!).

COMMUNITY COLLEGE

Choose your Profile Page.

Select Profile type ● Student Profile (single user) ○ Household Profile

Submit **Cancel**

Select "Student Profile (Single User)" and hit "Submit"

Next follow the directions for the new student profile requirements (read below before diving all the way in!):

* denotes required information.

Step-1	Step-2

E-mail*   You will use your email address as your username on this <u>Privacy Policy</u> site.

Re-enter E-mail*

Password*   Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: (){}!@$%^&*)

Strength

Re-enter password*

Password hint*

Identity Verification Question*   None specified
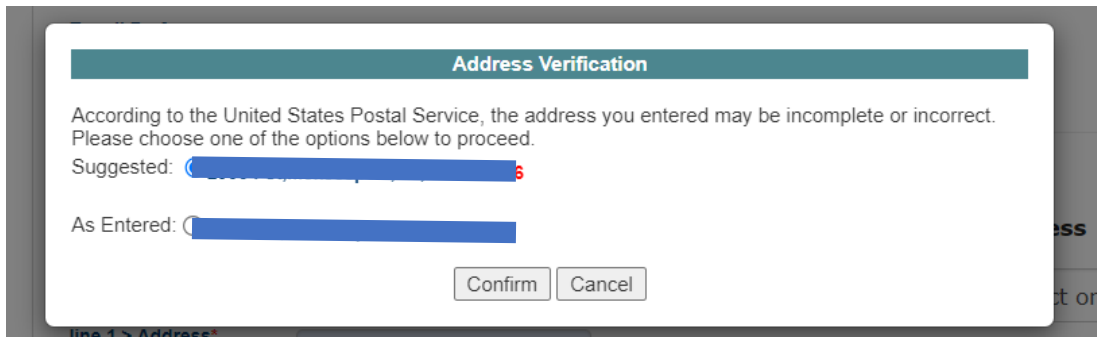
Identity Verification Answer*

First name*

Middle Name

Last name*

Remember your complete email is your Username, and remember to write down your password!

When you go to "Continue", your screen may pause and require you to scroll up to confirm the address.

- This is especially true with a phone.

Address Verification

According to the United States Postal Service, the address you entered may be incomplete or incorrect. Please choose one of the options below to proceed.

Suggested: ◯

As Entered: ◯

Confirm   Cancel

Once the address is verified and correct, select "Confirm" and proceed to "Step-2."

COMMUNITY COLLEGE

Create your new student profile on this page.

* denotes required information.

| Step-1 | Step-2 |

Leave "Class unlock Keys" blank

Class unlock keys

Enter multiple separated by comma.

Gender Identity
- ◯ Prefer not to answer
- ◯ Agender
- ◯ Female
- ◯ Genderqueer
- ◯ Male
- ◯ Non Binary
- ◯ Transgender Female
- ◯ Transgender Male

Race
Unknown or Not Reported
American Indian or Alaskan Native
Asian
Black or African American

Ethnicity
Unknown or None specified

How you heard about us
Returning Student

Westly
◯ Yes ⦿ No
Are you 50 years of age or older?

Company
None specified

If your company is not available in the list, select
** Add Company ** and you will be prompted to add
your company's information after submitting this form.

When you get to "Company" this is an important question.

If your company already exists, and to be clear we are referring to your Fire department, and not location of employment, unless that is your fire department, please select it. If it is not there, and you would like to apply for 3rd Party Pay – meaning direct invoicing of courses request, you can select "**Add Company**" See below.

If your company is not available in the list, select ** Add Company ** and you will be prompted to add your company's information after submitting this form.

When you do this, once you complete the associated information it will send an email to me, I will then contact the fire department and confirm they agree to it. Once approved, it will be added to your profile, and future courses can be directed for 3rd Party Payment.

SPECIAL NOTE:

When using 3rd Party Payment, post proper setup, all requests go to the approving party for final approval, and until approved, the student, i.e. you are in holding for that class. So, we highly recommend you contact your associated officer that approves these requests, and have them approval it as soon as possible.

Finally, before selecting "Submit" unless you are a Police Officer, DO NOT select "MPOETC Officer*" this is used for Police Officer updates.

Once all completed, select "Submit"

SUBMIT COMPANY INFORMATION

COMPLETE THIS AREA with your Fire Chief and Department information.

Then, select the "+" for Company Information.

Company Information:

Leave Class Unlock Keys blank.

The company email can either be the department email, if properly monitored or your chief's email.

- It is extremely important that it is correct to make proper contact! So, please double check, before submitting.

Account IS CREATED NOW WHAT?

So, sadly, when you create your account, and assuming no errors, it will keep you logged in, but your cart will be empty, therefore you will need to select the class again. Just scroll down on the left and select "**FIRE, EMS AND FIREARMS TRAINING**" and then select the associated subcategory you are looking for. Again, they are:

All *Fire Department Hosted* courses will be under "FIRE DEPARTMENT HOSTED TRAINING," however when selecting PSTC Hazardous Materials courses, they are NOT under "PSTC FIREFIGHTER TRAINING" but instead "HAZRDOUS MATERIALS."

Now, starting January 2023, all Fire Department Hosted fliers will have a specific class ID, Example "XXXX." If you know that ID, you can use the "Search for a class" in the upper right corner to immediately go to that course. This will follow in 2024 with the tuition courses and associated brochure.
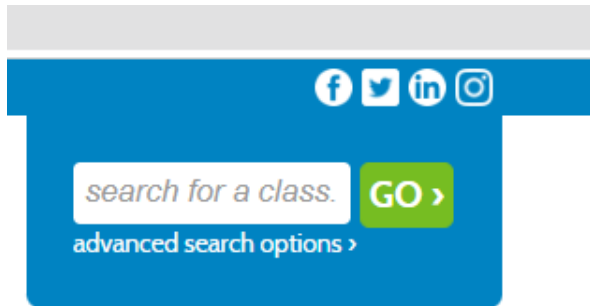
Once you have selected all your courses you can go to your cart to check out.

Checking Out:

So, if you are logged in, find your class, and select "ADD to Cart", if not logged in, you can still find your class, and if you have an account if will ask you to login, if no account, it will ask you to make one (see directions above).

Moving forward let's assume you have an account.

Select your class(s), then go to "VIEW CART."

In this case, the class is free, therefore you can just proceed forward and checkout.

Thank you for taking classes at Westmoreland!

Student Details	Class Details	Amount
▬▬▬▬▬▬ ▬▬▬▬▬ ▬▬▬▬▬ ▬▬▬▬▬	Scene Arrival and Control for Somerset Co. Team 600, 3053 Start Date: 1/26/2023, Instructor: Leer Location: Offsite Location	☐ Agree to Policies Remove Class
	Class Registration Cost	$0.00

Total		
Total		$0.00
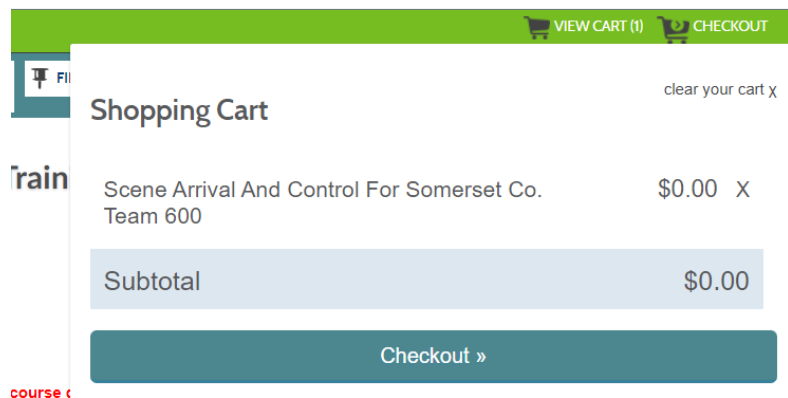
Checkout		

Checkout | Request Company to Pay for Class | Clear Cart | Choose Additional Classes

Select "Agree to Polices":

And then follow the proper prompts, i.e. "Checkout", etc.

If this is a Tuition based class, if you select "Checkout" your screen will change to the following:

Westmoreland County Community College

Order Summary

Order Date	12/16/22
Order Amount	$110.00
Order Number	237528
Customer IP	64.58.240.234
Description	Aerial Apparatus Operations Extended (AELX) at PSTC

Credit Card Information

Card Type	Visa
Name as on Card	Marc Jackson Sr.
Card Billing Address	▓▓▓▓▓▓▓▓▓
Card Billing Zipcode	▓▓▓▓▓▓▓▓▓
Card Number	
Card Expiration Date	
	MMYY
Card ID (CVV2/CID) Number	
	What is the Card ID?

Process Payment >>

Provide your credit card details and select "Process Payment"

Or

You can select "Request Company to Pay for Class"

Now, remember a few things about "Request Company to Pay for Class"

- First, does you department permit payment for classes prior to completion?
  - If so, okay, proceed. If not, then you need to pay upfront.
  - If you fail the class, or do not complete it – You will be ultimately accountable for the class.

If it does, then proceed forward.

Upon selecting, your screen will change to:

11

Request for Company Payment

Request for Company Payment:

Making this request to have your company pay for the registration cost of this class(es) does not guarantee either that your company will agree to pay for this registration or that space will still be available in the class when the registration is processed.

Do you want to make this request?

Select 'Submit' to continue making this request; select 'Cancel' to return to the Shopping Cart and pay with your Credit Card.

[Submit] [Cancel]

Again, note the warning – until approved by your department, your registration is placed in a holding position, and if there is limited seating, your spot may be lost in the process of waiting for approval.

Select "Submit"

If a company has already been set up in your profile, the following will appear:

VIEW CART (1)   CHECKOUT

LAST VIEWED | PSTC FIREFIGHTER TRAINING | FIRE DEPARTMENT HOSTED TRAINING | FIREFIGHTER TRAINING | EMS TRAINING

Cart:Request Company Payment

Payment requested by: Marc Jackson Sr.

Request made to: Sipesville VFD
If you'd like to request payment by another Company, update your profile and change your Company.

Total request payment amount: $110.00
Electronic Vouchers are not automatically applied for Company Paid Registrations

Contact [---Select---   ∨]

Request Payment For:

Student name	Class name (Course number)	Class Start date	Registration Amount
Marc Jackson Sr.Aerial Apparatus Operations Extended (AELX) at PSTC (5710009)		04/13/2023	$110.00
		Total :	
			$110.00

[Submit] [Back to Shopping Cart]

Select the appropriate "Contact" for your department. This is where the request will go to, and who you need to follow-up with.

Then select "Submit"

Again, REMEMBER – until approved by your department, your registration is placed in a holding position, and if there is limited seating, your spot may be lost in the process of waiting for approval.

- We highly recommend someone registering for limited seating classes, such as Ice Rescue to pay up front.

If you have not set up a Company in your account, you will be prompted to do so.

Cart:Request Company Payment

Payment requested by:

Request made to:
Please update your profile and select a Company before continuing.

Total request payment amount: $110.00
Electronic Vouchers are not automatically applied for Company Paid Registrations

Contact [---Select--- ⌄]

Request Payment Fo

Student name	Class name (Course number)	Class Start date	Registration Amount
Aerial Apparatus Operations Extended (AELX) at PSTC (5710009)	04/13/2023		$110.00
	Total :		
			$110.00

[Submit] [Back to Shopping Cart]

Select "Update your profile" the screen will change to:

COUNTY COMMUNITY COLLEGE

come, Marc LOGOUT

| LAST VIEWED | 📌 PSTC FIREFIGHTE |

Westmoreland County Community College

Edit Jackson Sr. Marc's Profile

Company [AC Miller Concrete Products, Inc. ⌄]

[Submit] [Cancel]

Cart:Request Compan

Payment requested by:

Request made to:
Please update your profile and se

Total request payment amount:
Electronic Vouchers are not automaticall

Contact

At this time, your company will only appear if an account for your department has already been set up. In which case, select the appropriate fire department and proceed forward.

Westmoreland County Community College

Edit Jackson Sr. Marc's Profile

ITE

Company | Sipesville VFD ⌄ |

[Submit]   [Cancel]

In which case, if will take back to the "Request Company Payment" page.

VIEWED   TRAINING

Cart:Request Company Payment

Payment requested by: Marc Jackson Sr.

Request made to: **Sipesville VFD**
If you'd like to request payment by another Company, update your profile and change your Company.

Total request payment amount: $110.00
Electronic Vouchers are not automatically applied for Company Paid Registrations

Contact   ---Select--- ⌄

Request Payment For:

Student name	Class name (Course number)	Class Start date	Registration Amount
Marc Jackson Sr.Aerial Apparatus Operations Extended (AELX) at PSTC (5710009)04/13/2023			$110.00
		Total :	
			$110.00

[Submit]   [Back to Shopping Cart]

Setting Up a Company Post Account Setup:

At this time, once your account has been created, you can not request a Company to be added, and therefore must use this link to request it: LINK (https://forms.gle/hjAHQgK2SHoKZYba8)

- Please note this request will take a few days both on our end and the fire departments end, so plan accordingly for your class.

Contact for Further Assistance:

PSTC Technician:

      Marcel C. Angiolieri, Technician
      Public Safety Training Center
      65 Public Safety Drive
      Smithton, PA 15479
      office 724.925.5853
      Fax 724.872.5546
      angiolierim@westmoreland.edu

PSTC Director:

      Marc Jackson
      PSTC Director
      PSFA Suppression Instructor
      Office: 724-872-2447
      Cell: 814-279-1448
      jacksonmarc@westmoreland.edu

Registration Department:

      To register, call 724.925.4000 or 1.800.262.2103, ext. 4204