

TxVSN Purchasing Approver Basics

<http://openpro.region10.org/txvsn/>

1. After a site coordinator approves a student course in the TxVSN catalog, an email is generated to the designated TxVSN Purchasing Approver to finalize the enrollment process. The email states that course purchases need to be approved and a hyperlink to the **TxVSN finance site** is provided. The Purchasing Approver may click the hyperlink to quickly access the website. Some Purchasing Approvers may prefer to “bookmark” the website at <http://openpro.region10.org/txvsn/> and check the site periodically during peak enrollment periods.



2. **View Account** - Once at the TxVSN Finance website, the Purchasing Approver clicks the View Account link and logs into the system. (The login is the Approver’s registered email address. The password was determined by the Approver at account set-up.)

3. The View Pending Tab has a listing of courses pending approval.

The purchasing approver must check the “approved” or “disapprove” status box for each course listed, then click the Submit button at the bottom of page.

Course enrollments are not finalized until the course status is updated. It should be noted that during peak enrollment periods, the TxVSN reserves the right to return courses to the catalog pool if they remain in “limbo status” (unapproved or disapproved) for more than 72 hours.



Order #	Order Date	Description	Cost per Semester	Approve	Disapprove
1014	12/15/09	Course: Algebra II PEIMS: 031006 Student: B.Smith - F Campus Name Course Start: 1/5/09 Site Coordinator: mbourne@misschool9sd.net	\$300	<input type="checkbox"/>	<input type="checkbox"/>
Invoice Note: Notes submitted here will be displayed on the final invoice when emailed to the purchasing approver					
1015	12/15/09	Course: Algebra II PEIMS: 031006 Student: B.Tuggle - M Campus Name Course Start: 1/5/09 Site Coordinator: mbourne@misschool9sd.net	\$300	<input type="checkbox"/>	<input type="checkbox"/>

There is an optional “**Invoice Note**” text field for the purchasing approver to enter information for the district or campus’ records if desired. All information entered into the optional Invoice Note field appears on the actual invoice.

Examples of how the optional Invoice Note might be used include indicating that grant funds will be used to pay the invoice, noting a grantor name and address, or other pertinent payment information.

It should be noted that TxVSN Finance does not act on the information in the Invoice Note field, it is simply a convenience for approvers.

4. After the Purchasing Approver approves or disapproves each course then clicks **Submit**, the Approver will be able to print invoices for all approved courses. These invoices should be paid in 30 days.

5. TheTxVSN site coordinator will also receive an email indicating that the enrollment is finalized.

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View History

Purchasing approvers may view past course purchases by clicking on the View History Tab. A listing of all approved and disapproved purchases is displayed and a link to the invoice for approved course each is available.



Order #	Order Date	Description	Cost	Status
1005	12/15/2008	Economics With Emphasis On The Free Enterprise System And Its Benefits 03310300 1052 Student Name: Gender 03/23/2009 cassis9820@mydistrict.org	\$250.00	Approved

Click here to access invoice for past purchases

Passwords

Passwords - To request a forgotten password

1. Direct your browser to <http://openpro.region10.org/txvsn/>



2. **View Account** - Once at the TxVSN Finance website, the click the View Account link and log into the system. (The login is the Approver's registered email address.



You have not logged in. Please login first.

[Forgot your password?](#)

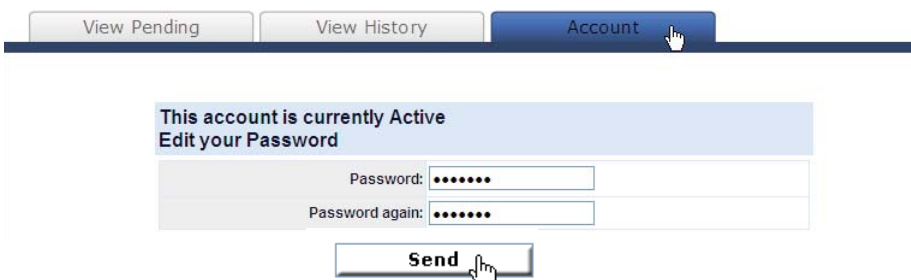
3. Click the **Forgot Password** link. Your password will be emailed to your registered email account.

Passwords - To change your password

1. Direct your browser to <http://openpro.region10.org/txvsn/>



2. **View Account** - Once at the TxVSN Finance website, the click the View Account link and log into the system. (The login is the Approver's registered email address.

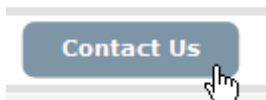


3. Click the **Account Tab**. Enter the new password, then enter it a second time. Finally scroll down to click the Send button.

Change of Approver

www.txvsn.org

1. Direct your browser to <http://www.txvsn.org>



2. Click on the Contact Us link

[TxVSN Change/Edit Authorization Form](#)



3. Select the **Change/Edit Authorization** form. You will be prompted to open or save a MS Word form.



4. Complete the form and get the appropriate signatures. Finally fax to TxVSN Help Desk at 713.696.3130

1. Change Requested for (Choose One): <input type="checkbox"/> Campus Principal Information <input type="checkbox"/> Site Coordinator <input type="checkbox"/> Purchasing Approver	2. Change applies (Choose One): <input type="checkbox"/> District-wide <input type="checkbox"/> Local Campus
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Purchasing/Payment - Frequently Asked Questions

Account Setup

Why does my district or open enrollment charter need to set up a TxVSN account?

TxVSN Central Operations at Region 10 is responsible for paying the districts that provide courses through the network as well as collecting course fees from districts and charter schools receiving courses. As with most online services, account set-up allows for the expedited delivery of service to receiving district.

May my district or open enrollment charter school wait until a student needs a course to set up a TxVSN account?

A district or open enrollment charter school may set up an account at any time. However, setting up a TxVSN in advance expedites course purchase and enrollment finalization during peak periods.

I need to make a change in my district or open enrollment charter account. How do I do that?

Log in to the TxVSN Account Setup system and click on the View/Modify Account button.

Purchasing

May a student or parent buy a course directly from the TxVSN?

The TxVSN Central Operations may only take payment from districts or open enrollment charter schools.

How much does a course cost?

Course cost is set by the provider; however, TEC Chapter 30A establishes the maximum course cost at \$400 per semester.

Where do I fax or mail a Purchase Order?

Purchase orders can be mailed to TxVSN Central Operations at ESC Region 10, 400 E. Spring Valley Rd., Richardson, Tx 75081 or faxed to 972-348-1112.

What is your course cancellation policy?

Each course provider established a withdrawal period that is noted in the TxVSN course catalog. After that date, the receiving district is obligated to pay for the course.

Does my district or open enrollment charter have to buy a student a computer?

While it is understood that a student taking an online course will need internet and computer access, TxVSN participation does not require the receiving or providing school districts or open enrollment charter schools to provide a student with home computer equipment or internet access for a course.

When does the student get access to the course, when the course purchase is approved or after payment is received?

When the TxVSN Catalog registration system indicates that a purchase is approved, the student and TxVSN site coordinator will receive an email message indicating that course registration is complete and TxVSN notifies the provider that enrollment is complete.

Invoicing/Payment

What payment options are available for a district or open enrollment charter school purchasing courses from the TxVSN?

Districts and open enrollment charter schools may pay for courses by purchase order and/or Master Card.



Purchasing/Payment - Frequently Asked Questions

What are payment terms for a district or charter school receiving courses?

Net 30 day terms apply.

When will my district or charter be invoiced?

When the purchasing approver approves course registration, an invoice will be available for them to print.

Is there a refund policy?

If the district or open enrollment charter school pays for a course and the student withdraws in the window established by the course provider, payment will be refunded upon notification by the receiving district to txvsncentral@txvsn.org and when confirmed by the provider. Prior to release of the refund, all books and materials must have been returned to the provider in their original condition if materials were included as part of the course cost.