



DARE TO DO MORE

How to create a Registration Profile and Register.

The following guide will help you to register to the Adult and Continuing Education Information System Xendirect which will provide you with a central hub for course search, course registration and record management which includes transcripts, financial accounts, and related documentation.

Instructions

1. Go to the Webreg system via the programs register link or the course link below and search for your course.

<https://ce.cuny.edu/laguardia/search.cfm>

2. Once you find the course scroll to the bottom and press **Register/Login Now**

Category Search

NEW OFFERING

CIET Application

The Center for Immigrant Education and Training (CIET) at LaGuardia Community College offers free, contextualized English classes and job training programs, along with career counseling and case management services to low-income Queens immigrants and their families. Our goal is to support our students in becoming lifelong learners and independent, contributing citizens of New York City.

Status	Registration Available
Course Code	CIET089F20.G08.01
Session	F20
Category	English for Speakers of Other Languages (ESOL)
Dates	9/22/2020 - 12/20/2020
Location	LaGuardia Community College - B Building, B123 30-20 Thomson Avenue Long Island City, NY 11101

Course Prerequisites None

Fee(s)

This course is a flat rate fee regardless of the number of registrations purchased.

\$0	Tuition
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[Back](#) [Register/Login Now](#)

You must login to your account or create a new account to add to your cart.

3. Click on **Create Account** at the bottom of the page.

LaGuardia Community College

Login
My Account | Q

Course Search
Calendar View
Category Search

YOUR ACCOUNT

Please Note: There is a 15 minute time limit to complete your checkout before the session expires. There is also the possibility one or more courses currently in your cart could become full before you complete the checkout process. If that case occurs, you will be notified on the Checkout page before submitting your final order.

Already have an account?
Please enter the username and password for your account.
If you do not have an account, use the New Account option below.

* required information

User Name

Password

Login Forgot Username? Forgot Password?

New Registrant
Click on the Create Account button to create a new account.
You will add a username and password during the process.

Create Account

4. Complete the Registrant Profile – *denotes a required field

LaGuardia Community College

Login
My Account | Q

Course Search
Calendar View
Category Search

REGISTRANT PROFILE

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

* denotes a required field

Name Prefix

First Name *

Last Name *

Name Suffix

Last Name titles such as Jr, II, PhD

Mailing Address

Address 1 *

Address 2

Apt./Suite or additional address details

City/Town *

State/Province *

Postal Code *

Country *

Example: 555 345 2345 (numbers only)

Home Phone

Work Phone

Mobile Phone *

Email Address *

ext

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

☐ Email ☐ Mail ☐ Phone ☐ Fax

- Please note that adding special characters such as Ü, Ö, Ä, Ñ, í, ú, ó, é in your name, address or anywhere in their profile could cause error in the system.

5. Create username and password (your ID could be your personal e-mail) – you will be required to verify your account information

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 *

6. Write down the **User Name** and **Password** you have created to use in the future.
7. At the bottom press **YES** for profile consent and press **Submit** to complete the profile registration.

PROFILE CONSENT

Do you give consent for us to record your personal data for the lawful purpose of providing and managing an educational service? *

☐ Yes

[Consent Statement](#)

Submit

8. Select the Course and complete the Checkout Process

Community College

LaGuardia Community College

[Cart](#) | [My Account](#) | [Q](#)

- Course Search
- Calendar View
- Category Search

SEARCH RESULTS

Account: Juan Caceres

Last Viewed: CIET Application

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

Title	Session	Dates	Times	Days	Fee	Status
NEW CIET Application	F20	9/22/2020 12/20/2020				0 Registration Available

[Back](#)

9. Read the Course Description and press **Add to Cart**

CIET Application

The Center for Immigrant Education and Training (CIET) at LaGuardia Community College offers free, contextualized English classes and job training programs, along with career counseling and case management services to low-income Queens immigrants and their families. Our goal is to support our students in becoming lifelong learners and independent, contributing citizens of New York City.

Status	Registration Available
Course Code	CIET089F20.G06.01
Session	F20
Category	English for Speakers of Other Languages (ESOL)
Dates	9/22/2020 - 12/20/2020
Location	LaGuardia Community College - B Building, B123 30-20 Thomson Avenue Long Island City , NY 11101

Course Prerequisites	None
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Fee(s)

This course is a flat rate fee regardless of the number of registrations purchased.

\$0	Tuition
-----	---------

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

10. Once you are in the **Cart** section go to the bottom of the page and press **Checkout**

Community College

LaGuardia Community College

[Cancel Order](#) [Cart \(1\)](#) [My Account](#) | [Q](#)

Account: Juan Caceres

YOUR CART

Last Viewed: CIET Application

Item Code	Title / Schedule Items	Qty	Item Fee	Total Fees	Pay Amount
CIET089F20.G06.01 remove	CIET Application 9/22/2020 - 12/20/2020 Days: Tuition	1	0	\$ 0	
Sub-Total:				\$ 0	\$ 0.00
TOTAL:				\$ 0	\$ 0.00

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](#)

11. If you have more than one registration you can go to **My Account** → **View Invoices**.

Continuing Education Website LaGuardia Community College Website FH LAGUARDIA ACE

LaGuardia
Community College

Continuing Education Registration

Cart | **My Account** | Q

MyAccount HOME

Current Status

Number of Registrations in Cart: 0
Number of Total Registrations: 1

Upcoming Registrations Start Date

MyAccount Home
View Profile/Edit Password
View/Pay Invoices
Print Reports
Products
Registrations
Documents
View Cart
Sign Out

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[Inquire](#) [Contact Info](#) [Privacy Policy](#) [Refund Policy](#)

12. You will be listed with all registration invoices.

ation

Cart | **My Account** | Q

VIEW INVOICES Account: Alicia Keys

To pay a balance due online, check all the Invoices that you will be paying. After you have selected your Invoices, please click the Pay Now button under the list of Invoices. You will select the payment amount(s) on the next page.
Click the Invoice Number to Print.

Due Now

Past Due Amount: \$ 3,579.75
Next Payment Due: \$ 0.00
Total Balance Due: \$ 3,579.75

Invoice#	Due Date	Invoice Amount	Amount Paid	Amount Due	Pay	Running Balance
27207 Alicia Keys	05/03/2022	\$ 129.75	\$ 0.00	\$ 129.75	<input checked="" type="checkbox"/>	\$ 129.75
26519 Alicia Keys Payer: Research Foundation of CUNY	04/26/2022	\$ 3,450.00	\$ 0.00	\$ 3,450.00	<input checked="" type="checkbox"/>	\$ 3,579.75

13. You can choose which invoice you would like to pay by only selecting the dollar amount you want to pay. For example, if you would like to pay the \$129.75 only then you can uncheck the invoice for \$3,579.75.

Invoice#	Due Date	Invoice Amount	Amount Paid	Amount Due	Pay	Running Balance
27207 Alicia Keys	05/03/2022	\$ 129.75	\$ 0.00	\$ 129.75	<input checked="" type="checkbox"/>	\$ 129.75
26519 Alicia Keys Payer: Research Foundation of CUNY	04/26/2022	\$ 3,450.00	\$ 0.00	\$ 3,450.00	<input type="checkbox"/>	\$ 3,579.75

14. Once you have confirmed the amount for the course you can select **Pay Now**.

Invoice#	Due Date	Invoice Amount	Amount Paid	Amount Due	Pay	Running Balance
27207 Alicia Keys	05/03/2022	\$ 129.75	\$ 0.00	\$ 129.75	<input checked="" type="checkbox"/>	\$ 129.75
26519 Alicia Keys Payer: Research Foundation of CUNY	04/26/2022	\$ 3,450.00	\$ 0.00	\$ 3,450.00	<input type="checkbox"/>	\$ 3,579.75

Total Due: \$ 3,579.75

15. After clicking Pay Now the total due will recalculate to only show the amount due selected and you can complete the payment.

To Make a Payment for the following Invoices:

Enter an amount in the row of the course(s) you desire to make a payment for.

Enter zero in any row(s) where you are not making a payment.

Enter credit card details and click Continue or click BACK to cancel and return to MyAccount.

Invoice #	Course Code/Title	Dates/Times	Session	Amount Due	Pay Amount
27207 Alicia Keys	INFO003F21.T05.01.00 Information Session: Professions in Healthcare (Pharmacy Technician & Central Service Technician)	9/22/2021 -9/22/2021 6:00 PM - 8:00 PM W	Fall 2021	\$ 129.75	\$ 129.75

Total Due: \$ 129.75

[Back](#)

[Continue](#)

16. Select the payment method and press continue to complete the process.

Enter Payment Amount

Please enter/select as indicated below and click the "Continue" button to proceed with payment.

Required fields are marked with an *

Payment Amount

Account: Continuing Education

Payment Amount*: 129.75

Total Amount: 129.75

Payment Method*: Select One...

[Continue](#)

[Cancel](#)

17. Once the course is confirmed select **Place Order**

LaGuardia Community College Cancel Order | Cart (1) | My Account ▾ | Q

[Course Search](#)
[Calendar View](#)
[Category Search](#)

CHECK OUT - REVIEW

Account: Juan Caceres

Registration > Payment > **Review** > Complete

Please verify the order information below, then click on the "Place Order" button to complete your order.

Item Code	Title / Schedule Items	Qty	Item Fee	Total Fees	Pay Amount
CIET089F20.G06.01 remove	CIET Application 9/22/2020 - 12/20/2020 Days: Tuition	1	0	\$ 0	
Sub-Total:				\$ 0	\$ 0.00
TOTAL:				\$ 0	\$ 0.00

[Place Order](#)
[Cancel Order](#)

Your order is bound by the current [Refund Policy](#) unless a course specific refund policy is listed. After clicking the "Place Order" button, do not click the "Place Order" button again and do not click the "Refresh" button in your internet browser, or you may be charged more than once. Please be patient until the "Order Complete" page displays.

18. Once the course registration is completed you can print a receipt and you will receive a confirmation email.

LaGuardia Community College Cart (1) | My Account ▾ | Q

[Course Search](#)
[Calendar View](#)
[Category Search](#)

CHECK OUT - COMPLETE

Payment > Registration > Review > Complete

Do not click the "Back" button or click the "Refresh" button in your internet browser or you may be charged more than once.

Thank You For Your Order

A copy of your order receipt and confirmation number will be emailed to you shortly. Please print and keep this page for your records.

[Print Receipt](#)

Item Code	Title / Schedule Items	Qty	Item Fee	Total Fees	Pay Amount
CIET089F20.G06.01	CIET Application 9/22/2020 - 12/20/2020 Days: Tuition	1	0	\$ 0	
Sub-Total:				\$ 0	\$ 0.00
TOTAL:				\$ 0	\$ 0.00