



DARE TO DO MORE

How to Search and Register for a Course: New Students

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. You can access the student registration system via the Adult Continuing Education programs home pages' register link or the course link below and search for your course.

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

- a. The page will display the following page where it is broken down into 3 sections
 - i. The login section: Used to log in to your profile and register.
 - ii. The Advanced search: used to search by keyword.
 - iii. The Menu search: Used to search by program.

The screenshot shows the 'Continuing Education Registration' page. At the top, there is a navigation bar with links: 'Continuing Education Website', 'LaGuardia Community College Website', and 'FH LAGUARDIA ACE'. Below this is the LaGuardia logo and the text 'Continuing Education Community College Continuing Education Registration'. On the left, a red sidebar menu contains links: 'Course Search', 'Category Search', 'Program Search', 'Information Sessions', 'Course Catalogs', 'Request More Information', and 'Scholarship Applications'. The main content area has a 'SEARCH' header. Below it, there is a 'Last Viewed' section with links to 'TOEFL Preparation: Focus on Re...', 'Evening English Program: List...', and 'Evening English Program: List...'. A text block explains the search options: '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 Program Search list. You must login or create a new account to add items to your cart.' Below this is the 'Advanced Search' section with fields for 'Keyword', 'Session', 'Category', 'Program', 'Day Of Week', and 'Start Date' (with 'From Date' and 'To Date' sub-fields). There are 'Search' and 'Clear Search' buttons. To the right of the 'Advanced Search' section is a 'Category Search' link. At the top right of the main content area, there is a 'Login' link and a 'Create Account | My Account' link, which are circled in red. Red arrows point from the instructions to these elements: one from 'The login section' to the 'Login' link, one from 'The Advanced search' to the 'Advanced Search' section, and one from 'The Menu search' to the sidebar menu.

Continuing Education Website LaGuardia Community College Website FH LAGUARDIA ACE

LaGuardia Continuing Education Community College Continuing Education Registration

SEARCH

Last Viewed: TOEFL Preparation: Focus on Re... Evening English Program: List... Evening English Program: List...

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 Program Search list. You must login or create a new account to add items to your cart.

Advanced Search [Category Search](#)

Keyword:

Session:

Category:

Program:

Day Of Week:

Start Date:

[Login](#) [Create Account | My Account](#)

Course Search
Category Search
Program Search
Information Sessions
Course Catalogs
Request More Information
Scholarship Applications

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2. You can look for the course by typing the name or use the left side menu to find the course.

a. Menu Search

Continuing Education Website LaGuardia Community College Website FH LAGUARDIA ACE

LaGuardia
Community College
Continuing Education Registration

Course Search
Category Search
Program Search
Information Sessions
Course Catalogs
Request More Information
Scholarship Applications

Click on the course title to view all the current offerings available.

COURSE CATEGORIES

Last Viewed: TOEFL Preparation: Focus on Re Evening English Program: List Evening English Program: List

Category Search [Advanced Search](#)

Business & Finance
Advanced QuickBooks for Accounting (Part 2)
Career Insider Series: Tax Mini Workshop - Reading Your W2
Information Session: QuickBooks
Payroll with QuickBooks
Time & Stress Management: Find Your Balance

Business Services
Leadership Exploration and Development

Career Skills
Career Insider Series: Building Operations & Refrigeration
Google Project Management Course
Information Session: Certified Administrative Assistant and Childcare Certification
Legal Interpreter Screening
Spanish-English Interpreting (LEGAL)

Center for Immigration Education and Training (CIET)
CIET Application - English Classes and Workforce Training Programs for Low Income Immigrants

Construction, Building Management & Sustainability
10 Hour Site Safety Training (NYCDOB)
16 Hour Suspended Scaffold User (NYCDOB)
30 Hour Concrete Safety Manager (CSM)
30 Hour OSHA Construction Training
37 Hour Division Supervisor

b. Advanced Search

Continuing Education Website LaGuardia Community College Website FH LAGUARDIA ACE

LaGuardia
Community College
Continuing Education Registration

Course Search
Category Search
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Scholarship Applications

SEARCH

Last Viewed: TOEFL Preparation: Focus on Re Evening English Program: List Evening English Program: List

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 Program Search list. You must login or create a new account to add items to your cart.

Advanced Search [Category Search](#)

Keyword

Session

Category

Program

Day Of Week

Start Date

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

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3. 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

[Back](#) [Register/Login Now](#)

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

4. If you have an account enter your credentials and if you don't 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](#)

5. 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 *

Enter 0 for non US addresses without State

Postal Code *

Enter zero for non US addresses without postal code

Country *

Example: 555 345 2345 (numbers only)

Home Phone

Work Phone

Mobile Phone *

Email Address *

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.

6. 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 *

7. Write down the **User Name** and **Password** you have created to use in the future.

8. 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

9. 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](#)

10. 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](#)

11. 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](#)

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

YOUR CART Account: Juan Caceres

Last Viewed: CIET Application

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

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](#)

12. 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	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.

13. 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