



**DARE TO DO MORE**

## How to Search and Register for a Course: Returning 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 LaGuardia Continuing Education Registration page. Red circles and arrows highlight specific features:

- A red circle around the left-hand menu lists: Course Search, Category Search, Program Search, Information Sessions, Course Catalogs, Request More Information, and Scholarship Applications.
- A red circle around the top right navigation links includes: Login, Create Account, and My Account.
- A red circle around the 'Advanced Search' section highlights the search fields: Keyword, Session, Category, Program, Day Of Week, and Start Date (From Date - To Date), along with Search and Clear Search buttons.

The page header includes links for Continuing Education Website, LaGuardia Community College Website, and FH LAGUARDIA ACE. The main heading is 'Continuing Education Registration'. Below the menu, a 'SEARCH' section displays 'Last Viewed' items and instructions for using the search options. The 'Advanced Search' section is currently active, showing dropdown menus for Session, Category, Program, and Day Of Week, and input fields for Start Date.

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  
Program Search  
Information Sessions  
Course Catalogs  
Request More Information  
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. Enter your credentials and **Login** 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. 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 <a href="#">CIET Application</a>	F20	9/22/2020 12/20/2020				0 Registration Available

[Back](#)

6. 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](#)

7. 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 <a href="#">remove</a>	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](#)

8. 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 <a href="#">remove</a>	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.

9. 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