How to access the student registration and features

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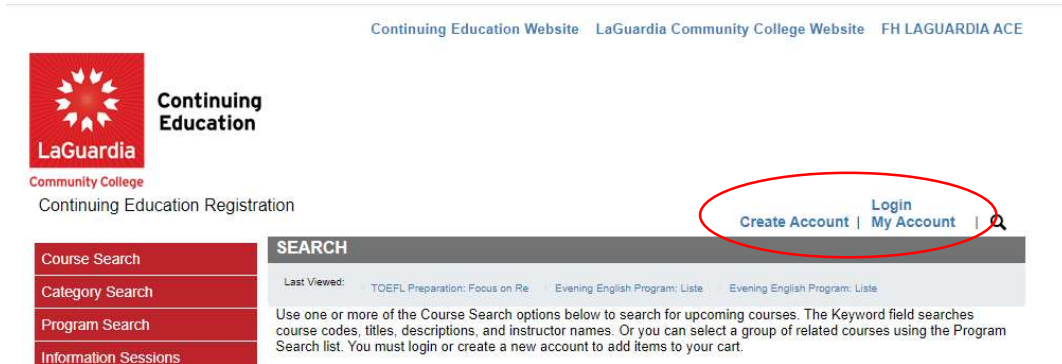
   a. The page will display the following page where it is broken down into 3 sections
      i. The login section: Used to log in to your profile and register.
      ii. The Advanced search: used to search by keyword.
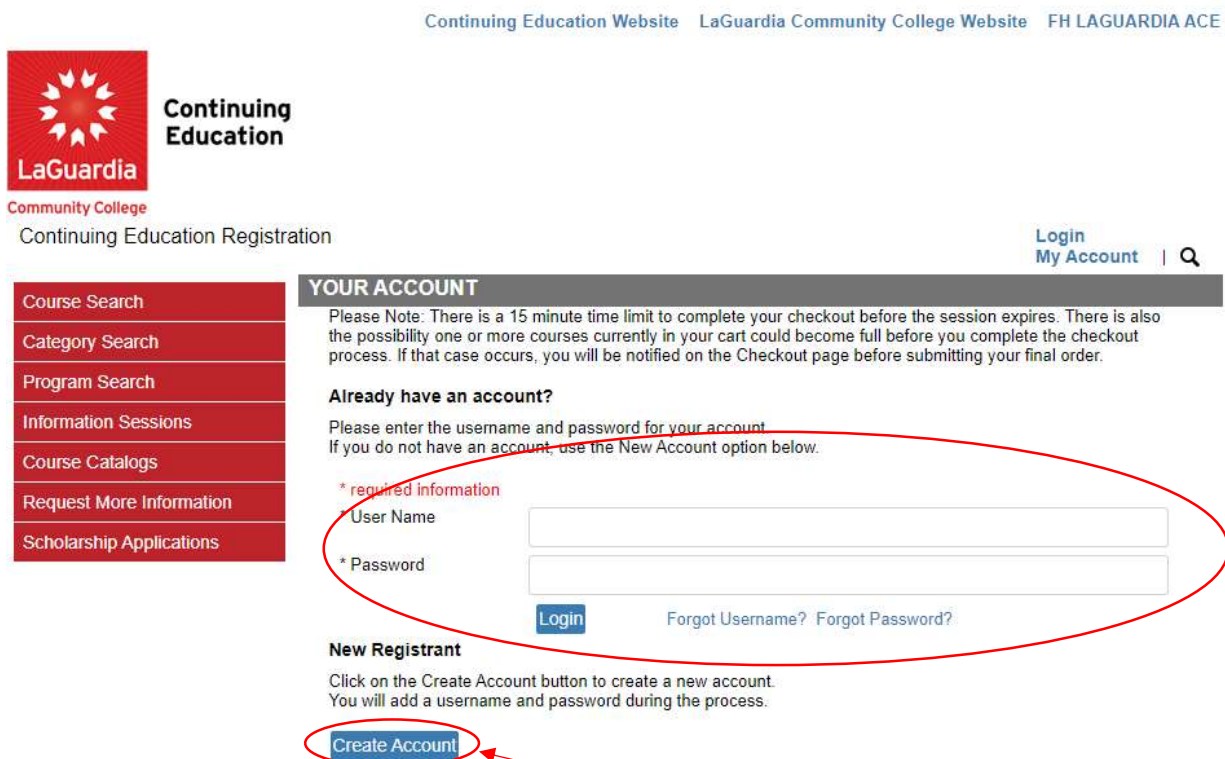   iii. The Menu search: Used to search by program.

The page will also contain links at the top and bottom of the page which will provide information regarding the policies as well as links to the LaGuardia Home Page.

2. When the home page displays you can select:
    a. **Create Account**: create an account to register and pay for courses.
    b. **Login My Account**: access your account's registration, invoices and uploaded documents.

3. Login with your credentials and if you don't remember you can try the forgot username? Or forgot password? features and an email will be sent to the registered email.

- If you do not have an account you will need to select **Create Account** and go through the process to register for an account.

4. Once you log in you will see your home page which will give you an overview of the **courses you are registered** to can access the additional features by going to **My Account**.

a. The drop down menu will open additional options where you can sign out from your profile as well.

5. The next menu option is the profile feature which allows you edit your contact information and update your profile's password.

6. The next menu option is View/Pay Invoices which will allow to manage all your registrations.

7. The **Print Reports** option will allow you to print your registered courses dates and times.

8. The Products section will display any gift certificates.

9. The Registration section will provide you all past and current registrations along with the grade.

a. You can select on the course link and will be directed to the registered course information as the sample listed below.

10. The **Documents** section will allow you to upload and submit documents.

a. Please note that when uploading documents be sure to name the files according to the title. Example: HighSchool-Diploma.jpeg, Transcript.pdf, etc.

11. The **View Cart** section will display courses which you are trying to register and have to complete the payment.