



**DARE TO DO MORE**

## 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.

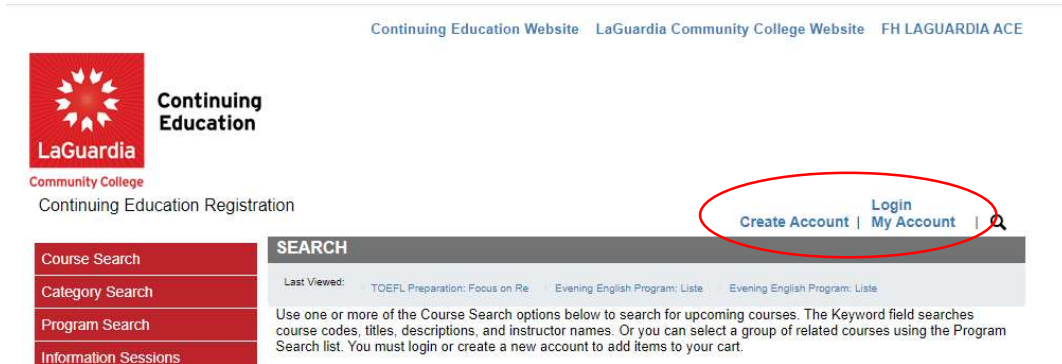
<https://ce.cuny.edu/laguardia/search.cfm>

- 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.

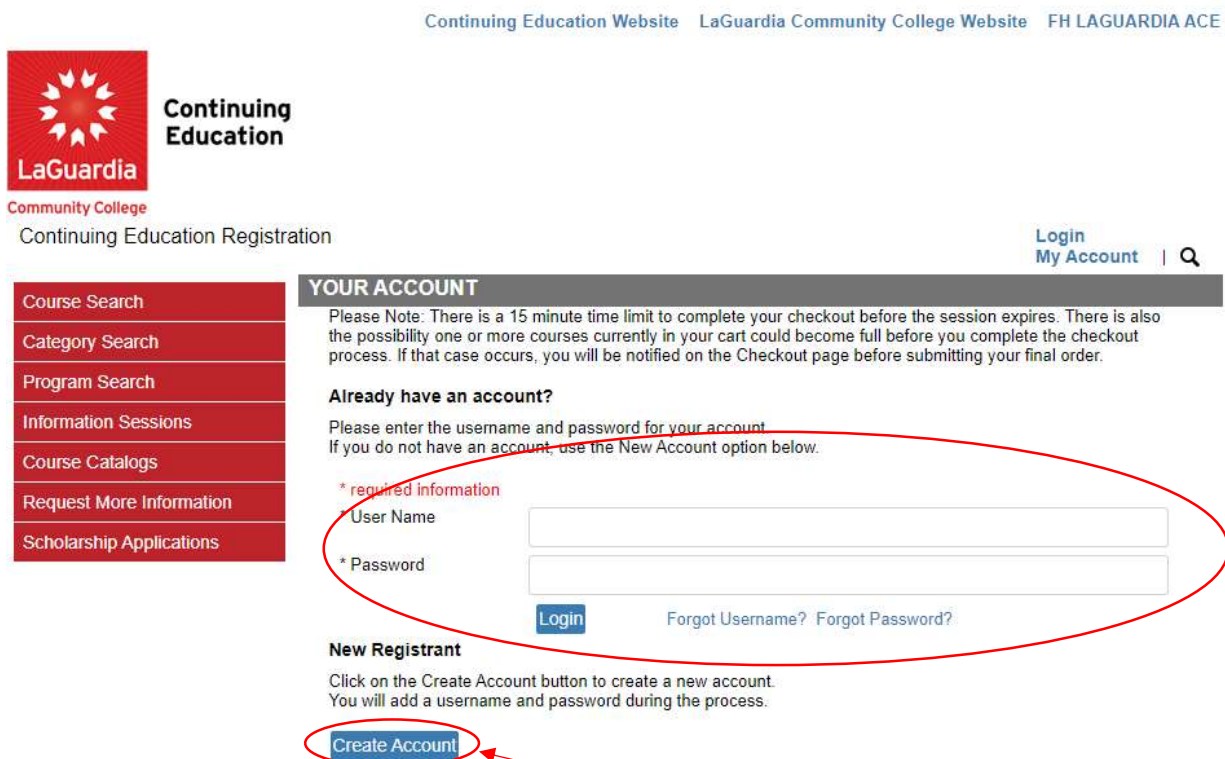
The screenshot shows the 'Continuing Education Registration' page. At the top, there is a navigation bar with links: 'Continuing Education Website', 'LaGuardia Community College Website', and 'FIN LAGUARDIA ACE'. Below this is the LaGuardia logo and the text 'Continuing Education Registration'. A red circle highlights a sidebar menu on the left with the following items: 'Course Search', 'Category Search', 'Program Search', 'Information Sessions', 'Course Catalogs', 'Request More Information', and 'Scholarship Applications'. A red arrow points from the 'Login' link in the top right corner to a red circle around the 'Login' and 'My Account' links. Another red arrow points from the 'Advanced Search' section to a red circle around the search form. The search form includes fields for 'Keyword', 'Session', 'Category', 'Program', 'Day Of Week', and 'Start Date' (with 'From Date' and 'To Date' sub-fields). Below the form are 'Search' and 'Clear Search' buttons. At the bottom of the page, there is a footer with the text 'Powered by XenDirect © 2006-2023 Xengrade ®' and links for 'Inquire', 'Contact Info', 'Privacy Policy', and 'Refund Policy'.

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**.

The screenshot shows the LaGuardia Continuing Education website. At the top, there are links for "Continuing Education Website", "LaGuardia Community College Website", and "FH LAGUARDIA ACE". The LaGuardia logo is on the left. Below it, a red sidebar contains links: "Course Search", "Category Search", "Program Search", "Information Sessions", "Course Catalogs", "Request More Information", and "Scholarship Applications". The main content area is titled "My Account HOME". It shows "Current Status" with "Number of Registrations in Cart: 0" and "Number of Total Registrations: 1". Below this is a table for "Upcoming Registrations" with columns for "Start Date". On the right, a red dropdown menu is open, showing options: "MyAccount Home", "View Profile/Edit Password", "View/Pay Invoices", "Print Reports", "Products", "Registrations", "Documents", "View Cart", and "Sign Out". Red arrows point from the text in the instructions to the "My Account" link and the dropdown menu.

- 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.

The screenshot shows the "REGISTRANT PROFILE" page. At the top, there are links for "Continuing Education Website", "LaGuardia Community College Website", and "FH LAGUARDIA ACE". The LaGuardia logo is on the left. Below it, a red sidebar contains links: "Course Search", "Category Search", "Program Search", "Information Sessions", "Course Catalogs", "Request More Information", and "Scholarship Applications". The main content area is titled "REGISTRANT PROFILE" and "Welcome back [Name]". Below this, a note says "If there are changes required to this profile, please contact the office." The form fields are: "Client ID", "First Name", "Last Name", "Name Suffix", "Mailing Address" (with sub-fields: "Address 1", "Address 2", "City/Town", "State/Province", "Postal Code", "Country"). A red asterisk is next to the "Country" field. A red circle highlights the "My Account" dropdown menu in the top right corner.

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

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.


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

Due Now

Invoice#	Due Date	Invoice Amount	Amount Paid	Amount Due	Pay	Running Balance
<a href="#">27207</a> Alicia Keys	05/03/2022	\$ 129.75	\$ 0.00	\$ 129.75	<input checked="" type="checkbox"/>	\$ 129.75
<a href="#">26519</a> 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

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

[Continuing Education Website](#) [LaGuardia Community College Website](#) [FH LAG](#)



**Continuing  
Education**

Community College

Continuing Education Registration [Cart](#) | [My Account](#)

**PRINT REPORTS** Account:

The following reports can be printed for your account.  
Some reports may have filtering parameters that will appear once the report is selected.

Report Name	Report Format	Description
Registrations	PDF	List of registered courses.

Course Search

Category Search

Program Search

Information Sessions


Course Catalogs

Request More Information

Scholarship Applications

8. The Products section will display any gift certificates.

Continuing Education Website   LaGuardia Community College Website   FH LAGI



**Continuing Education**  
Community College

Continuing Education Registration [Cart](#) | [My Account](#)

[Course Search](#)  
[Category Search](#)  
[Program Search](#)  
[Information Sessions](#)  
[Course Catalogs](#)  
[Request More Information](#)  
[Scholarship Applications](#)

**PRODUCTS / GIFT CERTIFICATES** [Account](#)

You do not have any products or gift certificates.

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



**Continuing Education**  
Community College

Continuing Education Registration [Cart](#) | [My Account](#) | [Q](#)

[Course Search](#)  
[Category Search](#)  
[Program Search](#)  
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[Course Catalogs](#)  
[Request More Information](#)  
[Scholarship Applications](#)


**REGISTRATIONS** [Account](#)

Course Code	Title	Dates/Times	Session	Status/Grades	Options
CIET089S22.G06.01.00	CIET Application - English Classes and Workforce Training Programs for Low Income - Immigrants		Winter 2023	Active Grade:	



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

[Continuing Education Website](#) [LaGuardia Community College Website](#) [FH LAGUARDIA ACE](#)



**Continuing Education**  
Community College

Continuing Education Registration

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

Account: [John Doe](#)

[Course Search](#)  
[Category Search](#)  
[Program Search](#)  
[Information Sessions](#)  
[Course Catalogs](#)  
[Request More Information](#)  
[Scholarship Applications](#)

**REGISTRATION DETAILS**

**CIET Application - English Classes and Workforce Training Programs for Low Income Immigrants**

[Printer Friendly Version](#)

Course Code	CIET089S22.G06.01.00
Description	<p>The Center for Immigrant Education and Training (CIET) <u>offers free English classes and workforce training programs for low income New York City immigrants and their families</u>. To be considered for these free courses, go to the bottom of this page, click on the "Add to Cart" button, click on <b>Checkout</b>, answer all questions, click Next and submit the application. If you qualify, you will be contacted by our staff.</p> <p>If you have any questions or want to apply to one of our English or job training programs in person please visit us in Room C-239 on the second floor of LaGuardia's C-building.</p> <p>Office hours for walk-in application and information are Monday - Thursday from 10:30 a.m. - 6:30 p.m. The main office number is 718-482-5460. Our email is <a href="mailto:ciet@lagcc.cuny.edu">ciet@lagcc.cuny.edu</a>. Please note that because of the Pandemic our in person office hours are currently suspended but you can reach to us via phone or email.</p>
Location	Virtual Classroom Online
Session	Winter 2023
Dates	-
Times	
# of Hours	

[Back](#)

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

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

[Continuing Education Website](#) [LaGuardia Community College Website](#) [FH LAGU](#)



- [Course Search](#)
- [Category Search](#)
- [Program Search](#)
- [Information Sessions](#)
- [Course Catalogs](#)
- [Request More Information](#)
- [Scholarship Applications](#)

**DOCUMENTS**

Account: J

The following documents are uploaded to your account or are linked to your course registrations.  
Click Document Title to view.

Date Uploaded	Document Title	Course
<p>To upload a document, first scan your document to a PDF format and then upload the PDF document using the following form. Select a Course to share the document with the instructor.</p>		

Title \*

Type of Content \* Application

File \* Choose File No file chosen

Description

[Upload Document](#)

- 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.

**Community College**

LaGuardia Community College

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

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

**YOUR CART** Account: J

Last Viewed: CIET Application

Item Code	Title / Schedule Items	Qty	Item Fee	Total Fees	Pay Amount
CIET089F20.G05.01 <a href="#">remove</a>	CIET Application 9/22/2020 - 12/20/2020 Days: Tuition	1	0	\$ 0	
<b>Sub-Total:</b>				\$ 0	\$ 0.00
<b>TOTAL:</b>				\$ 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](#)