



**DARE TO DO MORE**

## How to check course progress and grades

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 from the following link  
<https://ce.cuny.edu/laguardia/checkoutsignin.cfm>
2. When the home page displays you can select:
  - **Create Account:** create an account to be registered in the system.
  - **Login My Account:** access your account's registration, invoices and uploaded documents.

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**Continuing Education**  
Community College  
Continuing Education Registration

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

Course Search	<b>SEARCH</b>
Category Search	
Program Search	
Information Sessions	

Last Viewed: [TOEFL Preparation: Focus on Re](#) | [Evening English Program: Liste](#) | [Evening English Program: Liste](#)

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.

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.

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**Continuing Education**  
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Login  
My Account | Q

**COURSE SEARCH**  
Course Search  
Category Search  
Program Search  
Information Sessions  
Course Catalogs  
Request More Information  
Scholarship Applications

**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

- 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 access the additional features go to **My Account** and select **Registrations**.

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**Continuing Education**  
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Community College  
Continuing Education Registration

Cart | My Account | Q

**My Account HOME**

**Current Status**

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

**My Account**

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

- Once you are in registration section you can view all your past and current classes and grade.

The screenshot shows the LaGuardia Continuing Education website. On the left is a red navigation menu with options: Course Search, Category Search, Program Search, Information Sessions, Course Catalogs, Request More Information, and Scholarship Applications. The main content area is titled 'REGISTRATIONS' and contains a table with the following data:

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 red circle highlights the table content.

- If you select the course you will be directed to all the information about it.

The screenshot shows the 'REGISTRATION DETAILS' page for the course 'CIET Application - English Classes and Workforce Training Programs for Low Income Immigrants'. The page includes a navigation menu on the left and a main content area with the following details:

**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) offers free English classes and workforce training programs for low income New York City immigrants and their families. 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 718-482-5450. 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	

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