How to Upload Documents

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.

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

5. Once you are in Documents section you can upload the document.
   - Be sure that all your documents are PDF format. You can use the following link to guide in case you need to convert them How to convert a JPG to a PDF on Windows 10 | Adobe Acrobat.

6. Once the upload is complete you will be able to see the file listed under **Documents**.