



DARE TO DO MORE

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.

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



Continuing Education
Community College
Continuing Education Registration

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

Course Search	SEARCH 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.
Category Search	
Program Search	
Information Sessions	

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.

Continuing Education Website | LaGuardia Community College Website | FH LAGUARDIA ACE

LaGuardia
Community College
Continuing Education Registration

Login
My Account | Q

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 **Documents**.

Continuing Education Website | LaGuardia Community College Website | FH LAGUARDIA ACE

LaGuardia
Community College
Continuing Education Registration

Cart | My Account | Q

My Account HOME

MyAccount

Current Status

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

Upcoming Registrations Start Date

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

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.](#)

The screenshot shows the LaGuardia Continuing Education registration system. On the left is a navigation menu with options like Course Search, Category Search, Program Search, Information Sessions, Course Catalogs, Request More Information, and Scholarship Applications. The main header includes the LaGuardia logo, 'Continuing Education', 'Community College', and 'Continuing Education Registration'. A user account is logged in as 'Juan Caceres'. The 'DOCUMENTS' section displays a table with columns for Date Uploaded, Document Title, and Course. Below the table is an upload form with fields for Title (filled with 'Diploma'), Type of Content (filled with 'Diploma'), File (filled with 'Diploma.pdf'), and Description (filled with 'My High School Diploma'). A red circle highlights the entire form area, and a blue 'Upload Document' button is at the bottom.

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

This screenshot shows the same system after a document has been uploaded. The 'DOCUMENTS' table now contains one entry: 'ClientUpload - 07/18/2023 12:37:33 PM' with the document title 'Diploma'. A red arrow points from the top of the page down to the 'Diploma' entry in the table. The upload form below is now empty, with the 'File' field showing 'No file chosen'. A red circle highlights the table and the form area.