

DARE TO DO MORE

## How to Access Resources

- 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. <u>https://ce.cuny.edu/laguardia/checkoutsignin.cfm</u>
- 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.

		Continuing Education We	ebsite LaGuardia Comm	unity College Website	FH LAGUARDIA ACE
LaGuardia	ing on				
Community College					
Continuing Education Reg	istration		(	Create Account	Login My Account
Course Search	SEARCH				
Category Search	Last Viewed:	TOEFL Preparation: Focus on Re	Evening English Program: Liste	Evening English Program: List	e
Program Search	Use one or m course codes	ore of the Course Search optic titles, descriptions, and instru	ons below to search for upco ictor names. Or you can sele	ming courses. The Keywo	ord field searches ses using the Program
Information Sessions	Search list. Y	ou 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.

Course Search	YOUR ACCOUNT Places Note: There is a 15 minute time limit to complete your checkput before the session evolves. There is also			
Category Search	Please note: I nere is a 15 minute time limit to complete your checkout before the session expires. I nere is also the possibility one or more courses currently in your cart could become full before you complete the checkout process (that case occurs you will be notified on the Checkout page before submitting your final order			
Program Search	p			
Information Sessions	Please enter the username and password for your account.			
Course Catalogs	If you do not have an account use the New Account option below.			
Request More Information	* required information			
Scholarship Applications	User Wallie			
	* 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**. You can go to **My Account** and select **Print Reports**.

Continuir Education	Continuing Education	Website LaGuardia Com	munity College Website FH LAGUA	RDIA ACE
Community College Continuing Education Regis	tration		Cart   My Account -	Q
Course Search	MyAccount HOME		MyAccount	Home
Category Search	Current Status		MyAccount View Profile	/Edit Password
Program Search	Number of Registrations in Cart:	0	View/Pay In	voices
Information Sessions	Number of Total Registrations:	1	Print Report	
Course Catalogs			Products	
Request More Information	Upcoming Registrations	Start Date	Registration	s
Scholarship Applications			Documents	
			View Cart	
			Sign Out	

a. Print reports will provide you a list of registrations that you can print.

	Continuin	g Education Website	LaGuardia Community C	ollege Website FH LAG
LaGuardia	ng in			
Continuing Education Regi	stration			Cart   My Account
oontinuing Europation ritogi	PRINT REPORTS			Account
Course Search	The following reports can be	printed for your accoun	t	
Category Search	Some reports may have filte	ring parameters that will	appear once the report is sel	ected.
Program Search	Report Name	Report Fo	rmat Description	
Information Sessions	Registrations	PDF	List of registe	red courses.
Course Catalogs				
Request More Information				
Scholarship Applications				

5. The **Documents** section will allow you to view and upload documents you have uploaded or administrators and instructors have shared with you.

	Continuing Education Website LaGuardia Com	munity College Website FH LAGUARDIA ACE
Continuir Educatio	ng n	
ommunity College	1.010	
Continuing Education Regis	MuAccount HOME	Cart   My Account +   Q
Course Search	myAccount nome	MyAccount Home
Category Search	Current Status	View Profile/Edit Password
Program Search	Number of Registrations in Cart: 0	View/Pay Invoices
Information Sessions	Number of Total Registrations: 1	Print Reports
Course Catalogs		Products
Request More Information	Upcoming Registrations Start Date	Registrations
Scholarship Applications		Documents
		View Cart
		Sign Out
		Sign Out

6. The documents will be listed with all details and below the file list you have the option to upload documents.

	Continuing Education Website	LaGuardia Community C	ollege Website FH LAGL
LaGuardia Community College			
Continuing Education Registration			Cart   My Account
Course Search	MEN TS	1	Account:
Category Search	The following documents are uploade Clic	d to your account or are linked the bocument Title to view.	d to your course registrations.
Date Upl	oaded Docur	nent Title	Course
Plogram Search ClientUple	oad - 07/18/2023 12:37:33 PM Diplom	a	
Information Sessions			
Course Catalogs	<b>T</b>		
Request More Information	and then upload the	PDF document using the follo	owing form.
Scholarship Applications	Select a Course to	share the document with the	instructor.
	Tal - *		
	The		
	Type of Content * Applic	ation 🗸	
	File * Cho	oose File No file chosen	
	Description		
			Dark.
	Uploa	d Document	