



DARE TO DO MORE

How to View registrations and Invoices

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/checkoutsignin.cfm>
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 Website | LaGuardia Community College Website | FH LAGUARDIA ACE

Continuing Education
LaGuardia
Community College
Continuing Education Registration

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

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.

[My Account](#) | [Search](#)

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?](#)

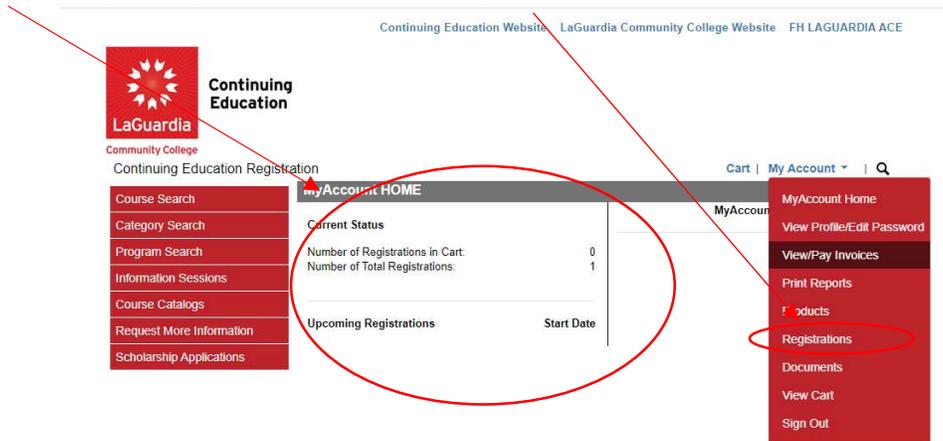
New Registrant

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.

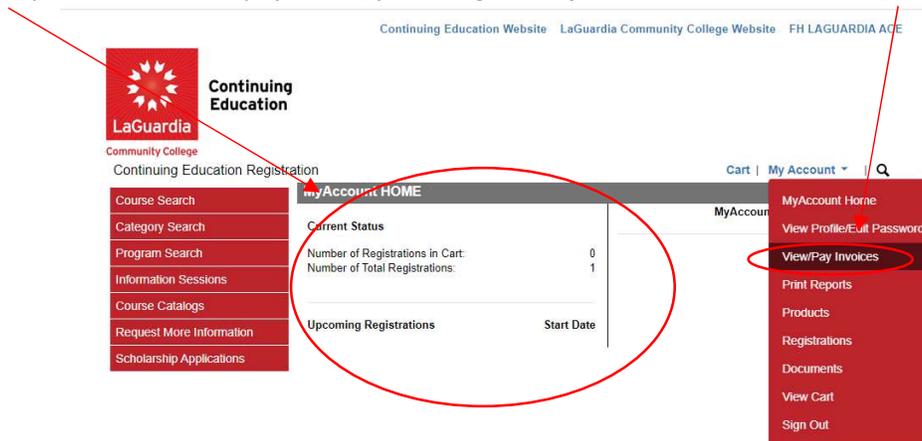
- Once you log in you will see your home page which will give you an overview of the **courses you are registered**. You go to **My Account** and select **Registrations**.



- Once you select Registrations section you will be able to see all past and current registration classes.



6. To access your invoices and payments, you can go to **My Account** and select **View/Pay Invoices**.



7. The View/Pay Invoices will allow to view and manage all your registrations payments.

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.

Due Now

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

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