

## 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. <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	ng N				
Community College					
Continuing Education Regis	tration		(	Create Account	Login My Account
Course Search	SEARCH				
Category Search	Last Viewed:	TOEFL Preparation: Focus on Re	Evening English Program: Liste	Evening English Program: Lis	te
Program Search	Use one or m course codes	ore of the Course Search optic titles, descriptions, and instru	ons below to search for upco octor names. Or you can sele	ming courses. The Keywo	ord field searches ses using the Program
Information Sessions	Search list. Ye	ou must login or create a new	account to add items to your	cart.	en envinanza este en la filla de la companya en la filla de la companya en la filla de la companya en la compa

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: Intere is a 15 minute time limit to complete your checkout before the session expires. Intere is also the possibility one or more courses currently in your cart could become full before you complete the checkout process. Ethat case occurs you will be notified on the Checkout page before submitting your final order.				
Program Search	Alexado barra en enconto				
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 go to **My Account** and select **Registrations**.

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Continuing Education Regi	stration		Cart	My Account 👻   Q
Course Search	муАссонта НОМЕ			MyAccount Home
Category Search	Corrent Status		MyAccoun	View Profile/Edit Passwo
Program Search	Number of Registrations in Cart:	0		View/Pay Invoices
Information Sessions	Number of Total Registrations:	1		Print Reports
Course Catalogs				Poducts
Request More Information	Upcoming Registrations	Start Date	/ /	Registrations
Scholarship Applications			/ 1	Documents
				View Cart
				Sign Out

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

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Continuing Education Dec	zistration			Cart	My Assount T	. 0
Continuing Education Rec				Cart   1	Account	14
Course Search	REGISTRATIONS				ACCOUNT	-
Category Search	Course Code	Title	Dates/Times	Session	Status/Grades	Options
Program Search		CIET Application - English Classes and	693	Winter	Active	
Information Sessions	CIE1089S22.G06.01.00	Workforce Training Programs for Low Income Immigrants	-	2023	Grade:	
Course Catalogs						
Request More Information						
Scholarship Applications						

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

Continuing Education We	bsite LaGuardia Commun	ity College Websit	e FH LAGUARDIA AG
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Corrent Status		MyAccoun	View Profile/Euit Pas
Number of Registrations in Cart:	0		View/Pay Invoices
Number of Total Registrations:	1		Print Reports
2			Products
Upcoming Registrations	Start Date		Registrations
			Documents
			View Cart
			Sign Out
	ation myAccount HOME Current Status Number of Registrations in Cart: Number of Total Registrations. Upcoming Registrations	ation myAccourse HOME Corrent Status Number of Registrations in Cart: 0 Number of Total Registrations: 1 Upcoming Registrations Start Date	continuing Education Website LaGuardia Community College Websit

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

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VIEW INVOICES						Account: Alicia Keys
To pay a balance of After you have sele under the list of Inv page. Click the Invoice N	Past Due Amount: \$ 3,579.75 Next Payment Due: \$ 0.00					
Due Now V	Total Balance Due: \$ 3,579.75					
Invoice#	Due Date	Invoice Amount	Amount Paid	Amount Due	Pay	Running Balance
27207 Alicia Keys	05/03/2022	<b>\$</b> 129.75	\$ 0.00	\$ 129.75		\$ 129.75
26519 Alicia Keys Payer: Research Foundation of CUNY	04/26/2022	\$ 3,450.00	\$ 0.00	\$ 3,450.00		<b>\$</b> 3,579.75