



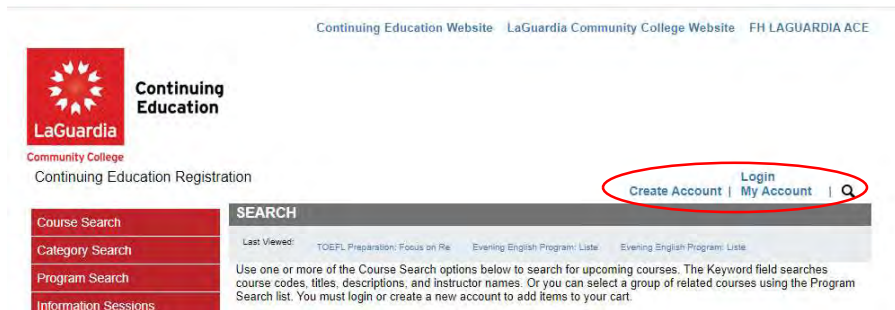
**DARE TO DO MORE**

# Xendirect Communication

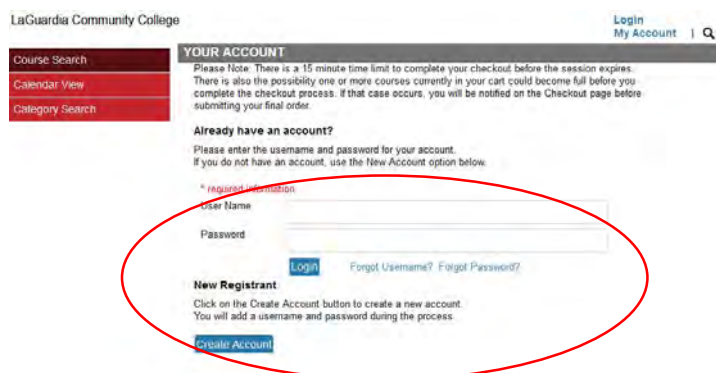
XenDirect messaging contains an email communication feature that allows all registered users within the platform to send one way message confirmations for communication between students, instructors, administrators, and other staff members.

## Instructions

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/search.cfm>
2. When the Web registration home page displays you can select:
  - a. **Create Account:** create an account to register.
  - b. **Login My Account:** to access your account



3. Click on **Login or Create an Account** at the bottom of the page.



## 1. Complete the Registrant Profile – \* denotes a required field

LaGuardia Community College Login My Account | Q

[Course Search](#) | [Calendar View](#) | [Category Search](#)

### REGISTRANT PROFILE

**Please enter the profile information for the person attending the course/conference/camp/product.**

\* denotes a required field

Name Prefix	<input type="text" value="- Select -"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Name Suffix	<input type="text"/>

Last Name titles such as Jr, II, PhD

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#### Mailing Address

Address 1 *	<input type="text"/>
Address 2	<input type="text"/>
	Apt./Suite or additional address details
City/Town *	<input type="text"/>
State/Province *	<input type="text"/>
Postal Code *	<input type="text"/>
	Enter 0 for non US addresses without State
Country *	<input type="text" value="United States"/>
	Enter zero for non US addresses without postal code

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Example: 555 345 2345 (numbers only)

Home Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work Phone	<input type="text"/>	<input type="text"/>	<input type="text" value="ext"/>
Mobile Phone *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address *	<input type="text"/>		

Want to sign up for updates and exclusive offers? Select all the methods desired to receive offers.  Email  Mail  Phone  Fax

- Please note that adding special characters such as Ü, Ö, Ä, Ñ, í, ú, ó, é in your name, address or anywhere in their profile could cause error in the system.

## 2. Create username and password (your ID could be your personal e-mail) – you will be required to verify your account information

For new accounts, add User Name and Password.

Password Requirements:

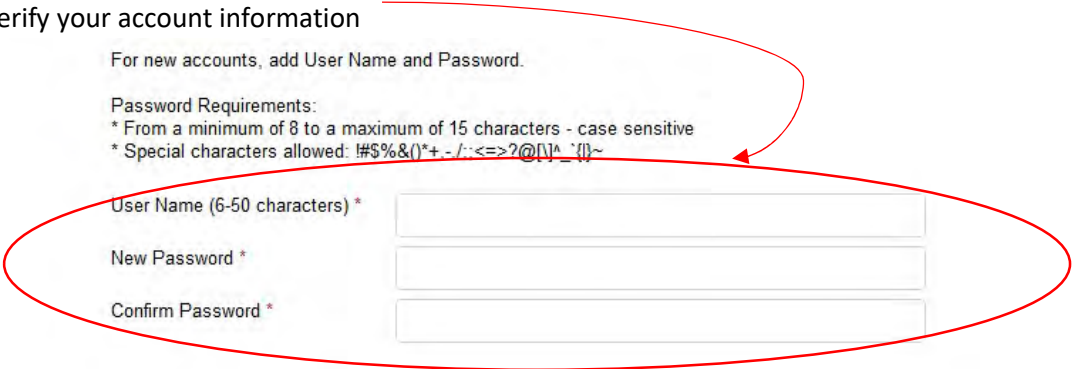
\* From a minimum of 8 to a maximum of 15 characters - case sensitive

\* Special characters allowed: # \$ % & ( ) \* + - / : ; < = > ? @ [ \ ] ^ \_ { | } ~

User Name (6-50 characters) \*

New Password \*

Confirm Password \*



3. Write down the **User Name** and **Password** you have created to use in the future.
4. At the bottom press **YES** for profile consent and press **Submit** to complete the profile registration.

**PROFILE CONSENT**

Do you give consent for us to record your personal data for the lawful purpose of providing and managing an educational service? \*

Yes Consent Statement

No

5. As you login and register to a course via the Web registration page. All registration updates from LaGuardia will be sent via email. As an example you will receive detailed registration, invoice receipts and additional communications such as the email snapshot below.

CONTINUING EDUCATION WEBSITE (120885051.CT.SENDGRID.NET) LAGUARDIA COMMUNITY COLLEGE WEBSITE (120885051.CT.SENDGRID.NET) FH LAGUARDIA ACE

Thank you for registering with the Division of Adult and Continuing Education at LaGuardia Community College. We look forward to helping you advance your educational or career goals. Below you will find important information regarding your registration. If you have any questions or need further information, please email [aceereg@lagcc.cuny.edu](mailto:aceereg@lagcc.cuny.edu) or call (718) 462-7244.

REGISTRATION SUBMITTED BY:		PAYMENT DETAILS	
Name:		Card Number:	xxxxxx xxxxxx
ID:		Card:	
House:			
Mobile:			
Email:			
Phone:			

Register	Course / Schedule	Item	Qty	Total
House	HOES00023 T84-91-00			
Longevity	High School Equivalency Placement Exam-1st Exped			
Options	6/13/2023 - 8/15/2023 5:00 PM - 9:00 PM Days: Tu	Tuition	1	\$ 25.00
				Course Total: \$ 25.00
				Amount Paid: \$ 25.00

Location: LaGuardia Community College- TED Building, In-Person Instruction 29-19 Thomson Ave, Long Island City, NY 11101

**Course Refund Policy:**  
 -Course and exam fees are non-refundable if you do not attend the class/exam  
 -Registration fee is non-refundable  
 -The college reserves the right to cancel courses due to insufficient enrollment  
 -Credit Card/Debit Card payments are refunded back to the original card used at time of purchase. Cash, check, or money orders are refunded by check and will be mailed out.

**For courses under \$299:**  
 100% for courses canceled by the college/Misadvised  
 100% with written request received 3 days prior to the first class (Less \$20 cancellation fee)  
 50% with written request received prior to the second week of classes (Less \$20 cancellation fee)

**For courses \$299 and above or more than 50 hours of instructional time:**  
 100% for courses canceled by the college/Misadvised  
 100% with written request received 3 business days prior to 1st class (Less \$20 registration fee)  
 75% with written request prior to completion of 10% of class hours (Less \$20 registration fee)  
 50% with written request prior to completion of 20% of class hours (Less \$20 registration fee)

TOTAL FEES	\$ 25.00
TOTAL PAID	\$ 25.00

**Organization Refund Policy:**  
 -Course and exam fees are non-refundable if you do not attend the class/exam, or your refund request is made less than 3 business days prior to the first day of class.  
 -Registration fee is non-refundable  
 The college reserves the right to cancel courses due to insufficient enrollment -Credit Card/Debit Card payments are refunded back to the original card used at time of purchase and may require the cardholder payer to appear in person with a legal photo ID and payment card. Cash, check, or money orders are refunded by check and will be mailed out.

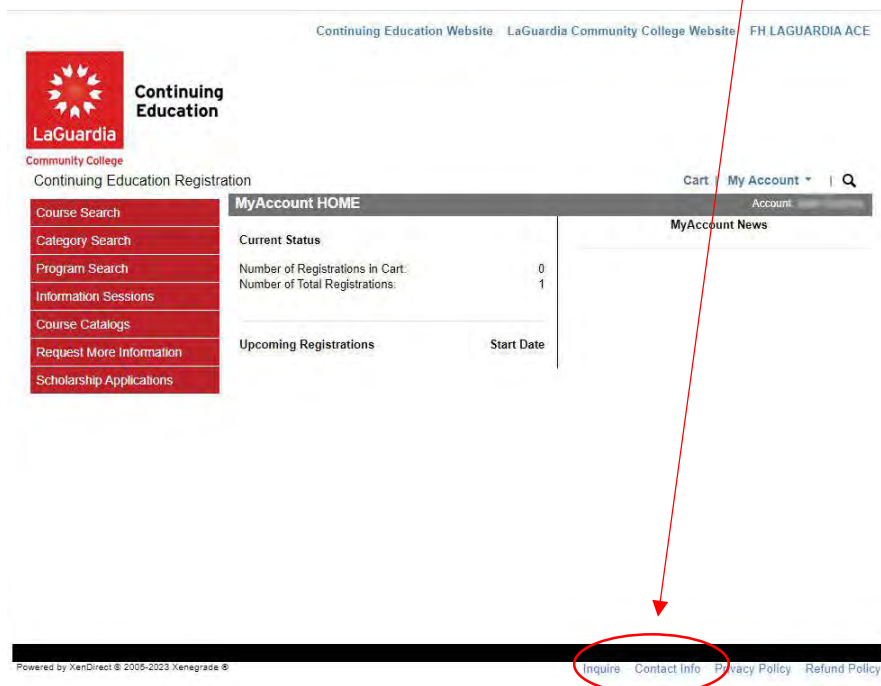
**For courses under \$299:** 100% for courses canceled by the college/Misadvised 100% with written request received 3 days prior to the first class (Less \$20 cancellation fee) 50% with written request received prior to the second week of classes (Less \$20 cancellation fee)

**For courses \$299 and above or more than 50 hours of instructional time:** 100% for courses canceled by the college/Misadvised 100% with written request received 3 business days prior to 1st class (Less \$20 registration fee) 75% with written request prior to completion of 10% of class hours (Less \$20 registration fee) 50% with written request prior to completion of 20% of class hours (Less \$20 registration fee)

If you no longer wish to receive marketing email messages: [unsubscribe@lagcc.cuny.edu](mailto:unsubscribe@lagcc.cuny.edu) or [unsubscribe@lagcc.cuny.edu](mailto:unsubscribe@lagcc.cuny.edu) If you need assistance, you may still receive email business messages or register to your email address in writing to future parties.

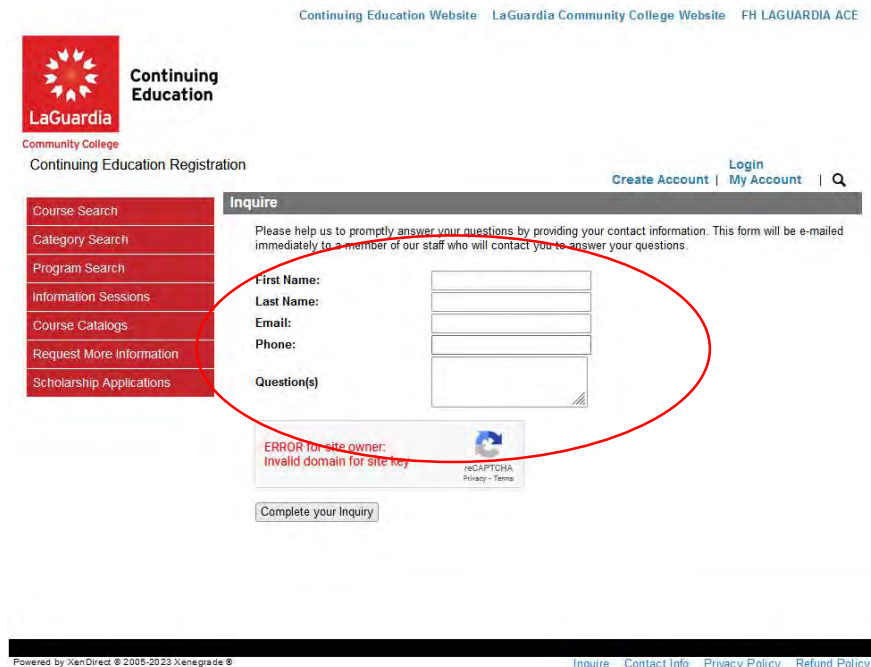
6. The emails will begin be from ACE Registrar [acereg@lagcc.cuny.edu](mailto:acereg@lagcc.cuny.edu) and subsequent email will contain LaGuardia Community College title.
  - a. Be sure to check your email's spam or junk folders in case you did not receive confirmations.

7. You can also go to the bottom main page will contain the **inquire and contact info** links.



- a. Even if you do not have an account, you can still access the inquire and contact info resources links.

8. The **Inquire** link contains a form that you can complete and it will sent for review and once reviewed you will be contacted.



9. The **Contact info** link will display the office and email you can reach out for assistance.

**Contact Info**

**CONTACT US**

Our staff is eager to help you take the next step in your education and career. Please contact us with any questions.

**Phone:**

[\(718\) 482-7244](tel:(718)482-7244)

**Email:**

[acereg@lagcc.cuny.edu](mailto:acereg@lagcc.cuny.edu)

[Close Window](#)