



**DARE TO DO MORE**

## How to Search and Register for a Course: Returning Students

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 programs home pages' register link or the course link below and search for your course.

<https://ce.cuny.edu/laguardia/search.cfm>

- a. The page will display the following page where it is broken down into 3 sections
  - i. The login section: Used to log in to your profile and register.
  - ii. The Advanced search: used to search by keyword.
  - iii. The Menu search: Used to search by program.

The screenshot shows the 'Continuing Education Registration' page. At the top right, there are links for 'Login', 'Create Account', and 'My Account'. A red circle highlights these links, with an arrow pointing to the 'Login' section in the instructions. Below the navigation is a 'SEARCH' section with a search bar and a magnifying glass icon. A red circle highlights the search bar, with an arrow pointing to the 'Advanced search' section in the instructions. On the left side, there is a vertical menu with options: 'Course Search', 'Category Search', 'Program Search', 'Information Sessions', 'Course Catalogs', 'Request More Information', and 'Scholarship Applications'. A red circle highlights this menu, with an arrow pointing to the 'Menu search' section in the instructions. The main content area features an 'Advanced Search' form with fields for 'Keyword', 'Session', 'Category', 'Program', 'Day Of Week', and 'Start Date'. A red circle highlights the entire 'Advanced Search' form, with an arrow pointing to the 'Advanced search' section in the instructions. Below the form are 'Search' and 'Clear Search' buttons.

2. You can look for the course by typing the name or use the left side menu to find the course.
  - a. Menu Search

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



**Continuing Education**  
Community College

Continuing Education Registration

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

- Course Search
- Category Search
- Program Search
- Information Sessions
- Course Catalogs
- Request More Information
- Scholarship Applications

Click on the course title to view all the current offerings available.

**COURSE CATEGORIES**

Last Viewed: [TOEFL Preparation: Focus on Re](#) | [Evening English Program: Liste](#) | [Evening English Program: Liste](#)

**Category Search** [Advanced Search](#)

**Business & Finance**

- Advanced QuickBooks for Accounting (Part 2)
- Career Insider Series: Tax Mini Workshop - Reading Your W2
- Information Session: QuickBooks
- Payroll with QuickBooks
- Time & Stress Management: Find Your Balance

**Business Services**

- Leadership Exploration and Development

**Career Skills**

- Career Insider Series: Building Operations & Refrigeration
- Google Project Management Course
- Information Session: Certified Administrative Assistant and Childcare Certification.
- Legal Interpreter Screening
- Spanish-English Interpreting (LEGAL)

**Center for Immigration Education and Training (CIET)**

- CIET Application - English Classes and Workforce Training Programs for Low Income Immigrants

**Construction, Building Management & Sustainability**

- 10 Hour Site Safety Training (NYCDOB)
- 16 Hour Suspended Scaffold User (NYCDOB)
- 30 Hour Concrete Safety Manager (CSM)
- 30 Hour OSHA Construction Training
- 37 Hour Division Supervisor

b. Advanced Search

[Continuing Education Website](#) | 
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**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.

**Advanced Search**
**Category Search**

Keyword

Session

Category

Program

Day Of Week

Start Date

3. Once you find the course scroll to the bottom and press **Register/Login Now**

Category Search

NEW OFFERING

### CIET Application

The Center for Immigrant Education and Training (CIET) at LaGuardia Community College offers free, contextualized English classes and job training programs, along with career counseling and case management services to low-income Queens immigrants and their families. Our goal is to support our students in becoming lifelong learners and independent, contributing citizens of New York City.

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Status	Registration Available
Course Code	CIET089F20.G08.01
Session	F20
Category	English for Speakers of Other Languages (ESOL)
Dates	9/22/2020 - 12/20/2020
Location	LaGuardia Community College - B Building, B123 30-20 Thomson Avenue Long Island City, NY 11101

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Course Prerequisites	None
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Fee(s)

This course is a flat rate fee regardless of the number of registrations purchased.

\$0	Tuition
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[Back](#) [Register/Login Now](#)

You must login to your account or create a new account to add to your cart.

4. Enter your credentials and **Login** at the bottom of the page.

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Course Search  
Calendar View  
Category 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](#)

Login  
My Account | Q

5. Select the Course and complete the Checkout Process

## Community College

LaGuardia Community College

Cart | My Account | Q

- Course Search
- Calendar View
- Category Search

### SEARCH RESULTS

Account: Juan Caceres

Last Viewed: CIET Application

Click on Title or Dates column label to change sort.  
Click on the Title to view Details.

Title	Session	Dates	Times	Days	Fee	Status
NEW CIET Application	F20	9/22/2020 12/20/2020			0	Registration Available

Back

6. Read the Course Description and press **Add to Cart**

### CIET Application

The Center for Immigrant Education and Training (CIET) at LaGuardia Community College offers free, contextualized English classes and job training programs, along with career counseling and case management services to low-income Queens immigrants and their families. Our goal is to support our students in becoming lifelong learners and independent, contributing citizens of New York City.

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<b>Status</b>	Registration Available
<b>Course Code</b>	CIET089F20.G06.01
<b>Session</b>	F20
<b>Category</b>	English for Speakers of Other Languages (ESOL)
<b>Dates</b>	9/22/2020 - 12/20/2020
<b>Location</b>	LaGuardia Community College - B Building, B123 30-20 Thomson Avenue Long Island City , NY 11101

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**Course Prerequisites** None

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#### Fee(s)

This course is a flat rate fee regardless of the number of registrations purchased.  
\$0 Tuition

Back **Add to Cart**

7. Once you are in the **Cart** section go to the bottom of the page and press **Checkout**

**Community College**  
LaGuardia Community College

[Cancel Order](#) | [Cart \(1\)](#) | [My Account](#) | [Q](#)

Account: Juan Caceres

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

### YOUR CART

Last Viewed: CIET Application

Item Code	Title / Schedule Items	Qty	Item Fee	Total Fees	Pay Amount
CIET089F20.G06.01 <a href="#">remove</a>	CIET Application 9/22/2020 - 12/20/2020 Days: Tuition	1	0	\$ 0	
Sub-Total:				\$ 0	\$ 0.00
TOTAL:				\$ 0	\$ 0.00

Recalculation is required to save Quantity, Pay Amount, OnAccount, or Promo Code changes before Checkout. Quantity and Discount changes may reset all Pay and OnAccount Amounts to default values.

[Checkout](#) [Continue Shopping](#)

8. Once the course is confirmed select **Place Order**

LaGuardia Community College

[Cancel Order](#) | [Cart \(1\)](#) | [My Account](#) | [Q](#)

Account: Juan Caceres

### CHECK OUT - REVIEW

Registration > Payment > **Review** > Complete

Please verify the order information below, then click on the "Place Order" button to complete your order.

Item Code	Title / Schedule Items	Qty	Item Fee	Total Fees	Pay Amount
CIET089F20.G06.01 <a href="#">remove</a>	CIET Application 9/22/2020 - 12/20/2020 Days: Tuition	1	0	\$ 0	
Sub-Total:				\$ 0	\$ 0.00
TOTAL:				\$ 0	\$ 0.00

[Place Order](#) [Cancel Order](#)

Your order is bound by the current [Refund Policy](#) unless a course specific refund policy is listed. After clicking the "Place Order" button, do not click the "Place Order" button again and do not click the "Refresh" button in your internet browser, or you may be charged more than once. Please be patient until the "Order Complete" page displays.

9. Once the course registration is completed you can print a receipt and you will receive a confirmation email.

- Course Search
- Calendar View
- Category Search

**CHECK OUT - COMPLETE**

Payment > Registration > Review > Complete

**Do not click the "Back" button or click the "Refresh" button in your internet browser or you may be charged more than once.  
Thank You For Your Order**

A copy of your order receipt and confirmation number will be emailed to you shortly.  
Please print and keep this page for your records.

[Print Receipt](#)

Item Code	Title / Schedule Items	Qty	Item Fee	Total Fees	Pay Amount
CIET089F20.G06.01	CIET Application 9/22/2020 - 12/20/2020 Days: Tuition	1	0	\$ 0	
Sub-Total:				\$ 0	\$ 0.00
<b>TOTAL:</b>				\$ 0	\$ 0.00