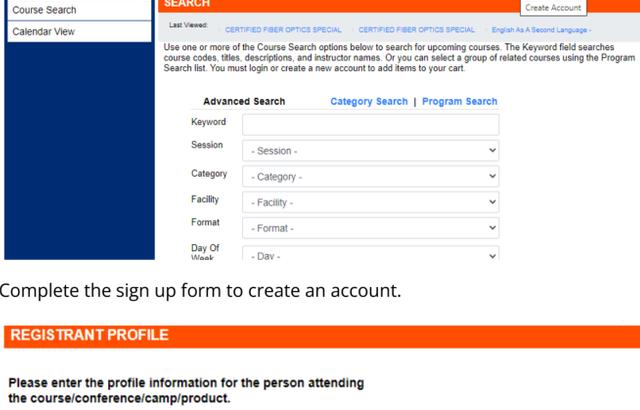


STEP BY STEP REGISTRATION

Step 1- To begin, visit our website at <https://www.kbcc.cuny.edu/ce/> and then click **"REGISTER NOW"**



Step 2- If you do not already have an account, please click **"Create Account."** If you already have an account, please move ahead to Step 6.



Step 3- Complete the sign up form to create an account.

REGISTRANT PROFILE

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

* denotes a required field

Name Prefix: - Select -

First Name *

Middle Name/Initial

Last Name *

Name Suffix

Last Name titles such as Jr, II, PhD

Home Address

Address 1 *

Address 2

Apt./Suite or additional address details

City/Town *

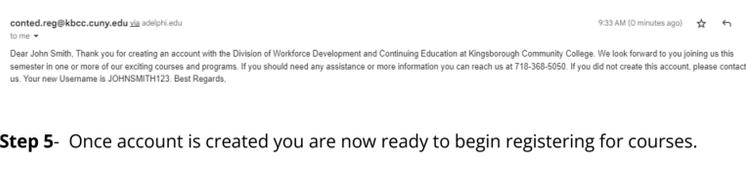
State/Province *

Postal Code *

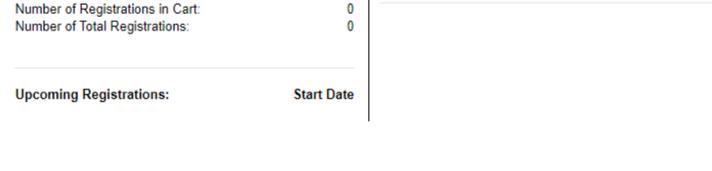
Country *

Step 4- Once you complete the account creation form, the email address you enter will receive a **confirmation email** with your Username.

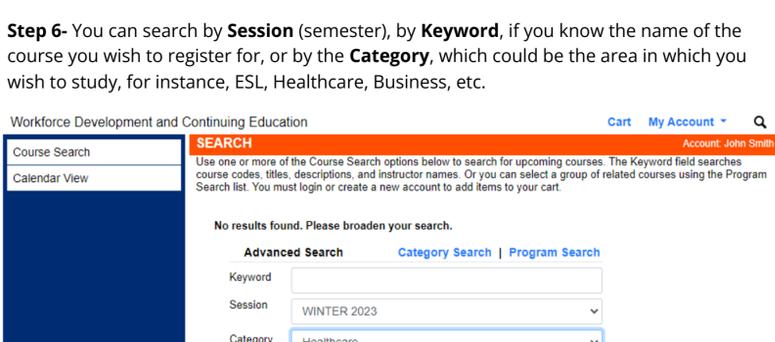
Please be sure to enter your email address correctly and to write down your **Username and Password**.



Step 5- Once account is created you are now ready to begin registering for courses.



Step 6- You can search by **Session** (semester), by **Keyword**, if you know the name of the course you wish to register for, or by the **Category**, which could be the area in which you wish to study, for instance, ESL, Healthcare, Business, etc.



Step 7- Once you click search you will see the available courses. Please take note of the session, dates of the course offerings, time available, days of the week, the course fee.

You can click on any of the titles to read more about the course.

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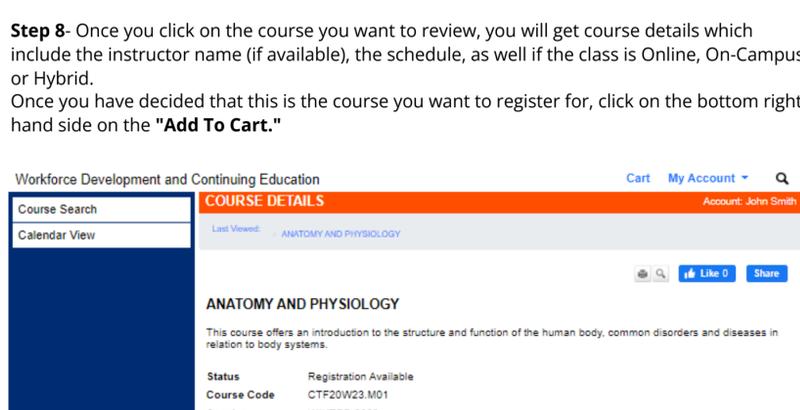
SEARCH RESULTS

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

Title/Facility	Session	Dates	Times	Days	Fee	Status
ANATOMY AND PHYSIOLOGY Kingsborough Community College	WINTER 2023	1/09/2023 - 3/27/2023	6:45 PM - 9:45 PM	M W	\$ 450	Registration Available
CERTIFIED NURSE AIDE INTENSIVE Kingsborough Community College	WINTER 2023	1/23/2023 - 3/21/2023	6:00 PM - 10:00 PM	M Tu W Th	\$ Registration Available	1,010 Available
ELECTRONIC HEALTH RECORDS SPECIALIST Kingsborough Community College	WINTER 2023	1/17/2023 - 3/23/2023	6:45 PM - 9:45 PM	Tu Th	\$ 700	Registration Available
ELECTRONIC HEALTH RECORDS SPECIALIST Kingsborough Community College	WINTER 2023	1/21/2023 - 3/25/2023	9:00 AM - 3:30 PM	Sa	\$ 700	Registration Available
PATIENT CARE TECHNICIAN INTENSIVE Kingsborough Community College	WINTER 2023	1/23/2023 - 3/21/2023	6:00 PM - 10:00 PM	M Tu W Th	\$ 885	Registration Available
PHARMACY TECHNICIAN INTENSIVE Kingsborough Community College	WINTER 2023	1/23/2023 - 3/13/2023	6:00 PM - 9:30 PM	M Tu W	\$ 910	Registration Available

Step 8- Once you click on the course you want to review, you will get course details which include the instructor name (if available), the schedule, as well as if the class is Online, On-Campus or Hybrid.

Once you have decided that this is the course you want to register for, click on the bottom right hand side on the **"Add To Cart."**



Step 9- The class will be added to **"YOUR CART"** where you can review your purchases. You can **"Continue Shopping"** or **"Checkout."**

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YOUR CART

Last Viewed: ANATOMY AND PHYSIOLOGY

Item Code	Title / Schedule Items	Qty	Item Fee	Total Fees	Pay Amount
CTF20W23.M01	ANATOMY AND PHYSIOLOGY 1/09/2023 - 3/27/2023 6:45 PM - 9:45 PM Days: M W Tuition	1	\$ 450	\$ 450	\$ 450.00
Sub-Total:				\$ 450	\$ 450.00
TOTAL:				\$ 450	\$ 450.00

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](#)

Step 10- You are now in the **"PAYMENT DETAILS"** section of registration. You can choose your payment method, enter your credit card information in our secure system, and then click **"Next Step."**

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PAYMENT DETAILS

* denotes a required field

Please enter the billing information below that is associated with the account you are using.

Billing First Name* John

Billing Last Name* Smith

Billing Address Line 1* 1234 Mockingbird Lane

Billing Address Line 2

City/Town* Brooklyn

State/Province* New York

ZIP Code* 11235

Phone* 718 - 368 - 5778

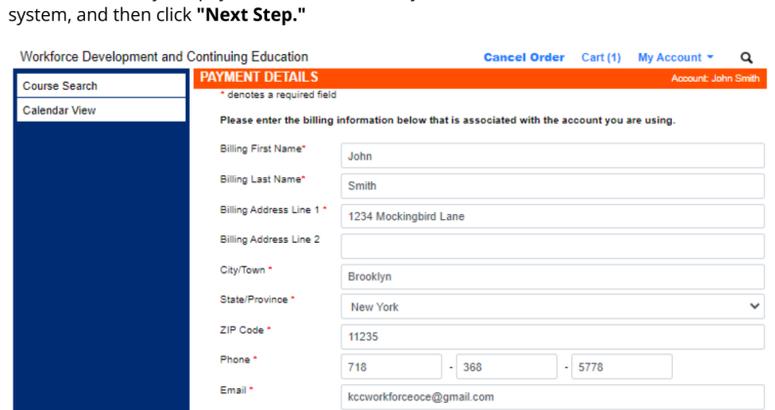
Email* kccworkforcece@gmail.com

Payment Method

Payment Method: VISA

Step 11- Once you have entered your credit card information you will be brought to **"CHECK OUT - REVIEW"** where you can review your order.

You **MUST** review the **"REFUND POLICY"** in order to **"PLACE ORDER."** Once you click the **"REFUND POLICY"** button you then can move forward with your purchase of the course(s). Your order will then be complete and you will receive a confirmation email to your email address on file.



If you should need any assistance with the registration process or more information you can reach us at 718-368-5050 or email us at conted@kbcc.cuny.edu