

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.

| We've simplified registration and streamlined the process to make things easier for you! | REGISTER NOW | | | | |
|---|--|---|--|--|----------------|
| Workforce Development and | Continuing Educati | If you do not already hav ON an account, please click "Create Account" | Create A | Login Account My Accoun | t Q |
| Course Search | SEARCH | | | Create Account | |
| Calendar View | Last Viewed: CERT | IFIED FIBER OPTICS SPECIAL CERTIFIED F | FIBER OPTICS SPECIAL 📀 En | glish As A Second Language - | |
| | Use one or more of course codes, titles, Search list. You mus Advance Keyword Session Category Facility Format Day Of Week | he Course Search options below to sea descriptions, and instructor names. Or y t login or create a new account to add it d Search Category Searc - Session - - Category - - Facility - - Format - - Dav - | Irch for upcoming courses you can select a group of i iems to your cart. | . The Keyword field searc related courses using the | hes Program |

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

City/Town *

State/Province *

Postal Code *

Country *

| * denotes a required field | | |
|----------------------------|--------------------------------------|--|
| Name Prefix | - Select - | |
| First Name * | | |
| Middle Name/Initial | | |
| Last Name * | | |
| Name Suffix | | |
| | Last Name titles such as Jr, II, PhD | |

Apt./Suite or additional address details

Enter 0 for non US addresses without State

United States

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

Enter zero for non US addresses without postal code

v

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

Password.

| New Account Confirmation Inbox × | | | 8 | Ľ |
|---|--|---------|------|---|
| conted.reg@kbcc.cuny.edu <u>via</u> adelphi.edu to me ▼ | 9:33 AM (O minutes ago) | ☆ | ۴ | ł |
| Deer John Smith Thenk you for creating an account with the Division of Workforce Development and Continuing Education of Vingeborough Community College | We look featured to you lo | lelea w | this | |

semester in one or more of our exciting courses and programs. If you should need any assistance or more information you can reach us at 718-368-5050. If you did not create this account, please contact us. Your new Username is JOHNSMITH123. Best Regards,

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

| MyAccount HOME | |
|----------------------------------|---------|
| Current Status | |
| Current Status | |
| Number of Registrations in Cart: | 0 |
| Number of Total Registrations: | 0 |
| | |
| Upcoming Registrations: Star | rt Date |
| | |
| | |

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.

| Workforce Development and | Continuing Educat | ion | | | | Cart | My Account 🝷 | Q, |
|---------------------------|---|--|---|--|---|-------------------------|--|---------|
| Course Search | SEARCH | | | | | | Account: Joh | n Smith |
| Calendar View | Use one or more of course codes, titles, Search list. You mus | the Course Search o , descriptions, and in st login or create a ne | options below structor name ew account to | to search fo es. Or you ca add items t | or upcoming cours an select a group (to your cart. | es. The K of related | eyword field searches courses using the Pro | ogram |
| | No results four | nd. Please broaden | your search. | | | | | |
| | Advance | ed Search | Category | Search | Program Searc | h | | |
| | Keyword | | | | | | | |
| | Session | WINTER 2023 | | | • | • | | |
| | Category | Healthcare | | | • | - | | |
| | Facility | - Facility - | | | • | • | | |
| | Format | - Format - | | | • | • | | |
| | Day Of Week | - Day - | | | | • | | |
| | Start Date | - From Date - | | - To Date | - | | | |
| | | Searc | h Clear Se | arch | | | | |
| | | | Search | | | | | |

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.

| Course Search | SEARCH RESULTS | | | | | | Account: John Sm | | | | | |
|---------------|---|---|------------------------|------------------------|-----------|-------------|---------------------------|--|--|--|--|--|
| Course Search | Click on 1 | Click on Title or Dates column label to chang | | | | | | | | | | |
| Calendar View | | Click on the Title to view Details. | | | | | | | | | | |
| | Title/Facility | Session | | Times | Days | Fee | Status | | | | | |
| | ANATOMY AND PHYSIOLOGY Kingsborough Community College | WINTER 2023 | 1/09/2023 3/27/2023 | 6:45 PM 9:45 PM | MW | \$ 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 | \$ 1,010 | Registration 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 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."

| Workforce Development and | Continuing Educat | ion | Cart | My Account | • | Q, |
|---------------------------|--|---|--------|---------------------------|----------------------------|------------|
| Course Search | COURSE DETA | ILS | | Account | John | Smith |
| Calendar View | Last Viewed: ANAT | TOMY AND PHYSIOLOGY | | | | |
| | | | • | 🔒 🖬 Like 0 | Sha | are |
| | ANATOMY AND |) PHYSIOLOGY | | | | |
| | This course offers a relation to body sys | in introduction to the structure and function of the human body, contems. | mmon d | isorders and dise | ases | in |
| | Status | Registration Available | | | | |
| | Course Code | CTF20W23.M01 | | | | |
| | Session | WINTER 2023 | | | | |
| | Category | Healthcare | | | | |
| | Days | MW | | | | |
| | Dates | 1/09/2023 - 3/27/2023 | | | | |
| | Times | 6:45 PM - 9:45 PM | | | | |
| | # of Hours | 60 | | | | |
| | Instructor | TBD, TBD | | | | |
| | Location and Map Link | Kingsborough Community College, ONLINE (driving directions) | | | | |
| | Age Requirement | There is a min age requirement of 18. | | | | |
| | Course Prerequisites | None | | | | |
| | Fee(s) | | | | | |
| | \$ 450 | Tuition | | | | |
| | \$ 450 | Total Fees | | | | |
| | | Need to register for s | omeo | ne else? Clic Back Add | <mark>k he</mark> to Ca | ere art |

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

| Workforce Development and | Continuing Educati | on Cancel Order | Cart | t (1) My | Account < | , Q |
|---------------------------|---------------------------|---|----------------|----------------------------|--------------------------|---------------|
| Course Search | YOUR CART | | | | Account: | John Smith |
| Calendar View | Last Viewed: ANATO | DMY AND PHYSIOLOGY | | | | |
| | Item Code | Title / Schedule Items | Qty | ltem Fee | Total Fees | Pay Amount |
| | CTF20W23.M01 remove | ANATOMY AND PHYSIOLOGY 1/09/2023 - 3/27/2023 6:45 PM - 9:45 PM Days: M W | | | | |
| | | Tuition | 1 | \$ 450 | \$ 450 | |
| | | | 5 | Sub-Total: | \$ 450 | \$ 450.00 |
| | | | | | | |
| | | | | TOTAL: | \$ 450 | \$ 450.00 |
| | Recalculation is Quant | s required to save Quantity, Pay Amount, OnAccount, or Pror ity and Discount changes may reset all Pay and OnAccount / | no Co Amour | de changes nts to defau | before Che It values. | skout. |
| | | | Che | eckout | 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."

| Workforce Development and Co | ntinuing Education | | | Cancel Ord | ler | Cart (1) | My Account 🝷 | Q, | | |
|---|----------------------------|--|-------|---------------------|------|--------------|--------------|----------|--|--|
| Course Search | PAYMENT DETAILS | | | | | | Account: Jol | hn Smith | | |
| Calendar View | Please enter the billing i | nformation below th | at is | s associated with t | ne a | ccount you a | are using. | | | |
| | Billing First Name* | John | | | | | | | | |
| | Billing Last Name* | Smith | | | | | | | | |
| | Billing Address Line 1 * | 1234 Mockingbird | Lan | ie | | | | | | |
| | Billing Address Line 2 | | | | | | | | | |
| | City/Town * | Brooklyn | | | | | | | | |
| | State/Province * | New York | | | | | | ~ | | |
| | ZIP Code * | 11235 | | | | | | | | |
| | Phone * | 718 | - | 368 |] - | 5778 | | | | |
| | Email * | kccworkforceoce@ | gm | nail.com | | | | | | |
| | Payment Method | | | | | | | | | |
| | Payment Method | - Payment Method | - | | | | | ~ | | |
| | | - Payment Method American Express Discover | - | | | | | | | |
| | | MasterCard | | | | | | | | |
| owered by XenDirect © 2005-2022 Xenearade ® | | 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.

| Workforce Development and Co | ontinuing Education | n | Cancel Order | Cart | : (1) My | Account | - a | | | | |
|------------------------------|--|---|--|---------------------------------------|---|--|---------------|--|--|--|--|
| Course Search | CHECK OUT - RE | VIEW | | | | Account: | John Smith | | | | |
| Calendar View | Registration > Payme | ent > Review > Complete | | | | | | | | | |
| | Please verify the orde to complete your orde | er information below, then click on the er. | "Place Order" button | | | | | | | | |
| | Payment and Registration Details | | | | | | | | | | |
| | Bill To: edit John Smith 1234 Mockingbird L Brooklyn , New York | .ane k 11235 | Payment Information John Smith 64428 Expiration: 07/2027 | on: e | dit | | | | | | |
| | Item Code | Title / Schedule Items | 2 | Qty | ltem Fee | Total Fees | Pay Amount | | | | |
| | CTF20W23.M01 remove | ANATOMY AND PHYSIOLOGY 1/09/2023 - 3/27/2023 6:45 PM - 9: Days: M W | 45 PM | | | | | | | | |
| | | Tuition | | 1 | \$ 450 | \$ 450 | | | | | |
| | | | | s | Sub-Total: | \$ 450 | \$ 450.00 | | | | |
| | | | | | | | | | | | |
| | | | | | TOTAL: | \$ 450 | \$ 450.00 | | | | |
| | Refund Policy Place Order Your orde After clicki the t | er is bound by the ourrent Refund Poli ing the "Place Order" button, do not d "Refresh" button in your internet brow Please be patient until the "C | cy unless a course sp ick the "Place Order" t ser, or you may be cha Order Complete" page | ecific i button arged displa | refund poli again and more than ays. | Ca cy is listed. I do not click once. | ncel Order | | | | |

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