Search, Register and Pay for CE classes

1. From CE Courses, Select Category of courses that you would like to view or register for.

2. From Category, view courses available in each area. Select area of interest

3. You will see courses available for this term. You need to look at details, however, to view Description, Fees, CRN, Required Materials and Start Date

4. Hold Mouse over Magnifying Glass sign (See course details) and click
5. **VIP** When you are in the Online Registration site, you can access Help at any time by selecting **Help** in upper right corner.

6. **Overview** shows fee, instructor, campus, seats available. In the course description at the bottom of Overview, you will see a statement if there are any pre-requisites for the class or if there is a textbook required for the class.

7. Click on **Meeting Times** to see dates, times and campus of the classes. Click on Close to close the Course Details box.

8. You can also **Add** class to your Shopping Cart (Schedule Builder) by clicking on “+” sign.

9. Your Shopping Cart now looks like this, if you added this course.
10. If you wish to search for additional courses in other areas, click on Advanced Search and click on down arrow next to Show all. In the next screen, Foreign Languages was selected.

If you selected Foreign Language, your screen would look like this and you could use + sign to add Spanish II to Shopping Cart

You can continue browsing for classes without signing in but if you wish to register, you will need to create an account or sign in after selecting Register.

11. Now you will either need to create a new account or enter your 9 digit Campus Wide ID and 6 digit password. If you have been a Continuing Education student in the past two years, this information was sent to you in an email on 2/22/11. If you need help remembering CWID, email cehelp@collin.edu. Provide full name, date of birth and request must come from the email address on your account.
12. To create a new account REQUIRED information is indicated by *
Please note birthdate is in format YYYY-MM-DD.
Social Security Number is required and is entered as 10 digits without dashes. Please enter accurate email address so that additional registration information can be sent to you. When all information has been entered, key in Security Check data and press **Submit**.

13. You should see a screen like this. It is VERY important that you write down the Login ID and Password. Also print this screen and save it in a secure place.

14. This will be the REGISTRATION RESULTS screen.

**Select Proceed to Payment**

You could drop a class at this point.

15. This screen is FINALIZE REGISTRATION

**Select Proceed to Payment** a second time
16. This screen tells you that you are going to a secure site and to turn off any pop-up blockers.

Select Submit Payment

17. Enter Credit Card data – Note Visa, Master Card or Discover only are accepted

Select Continue

18. Select Submit Payment

Note: If credit/debit card payment is not made as this time, your registration in this class will be dropped. Students with Financial Aid or Third Party should not enroll online. You will be dropped from your courses. Please call CE Registration at 972.985.3711 to register via phone

19. Final Payment Receipt

Print this page for your records
POSSIBLE ERROR MESSAGES

Duplicate Registrations

If you try to register for the same class twice, you will receive this message. You either already have this class in your shopping cart or you have previously registered.

Unable to Create New Account

You will receive this error message if the system detects that a record with a similar name already exists in the system. Please email cehelp@collin.edu and include name and date of birth. Please use the same email address as on your existing account.

Class has already started

You will receive this message if you attempt to register for a class that has already started. If you click on the magnifying glass in the lower right of course listing and then click on Meeting Times, you can view class start dates.

Class Conflicts

You will receive this error message if you attempt to select two classes with a date and time conflict. Click on the ! for more information.
These are the two sections that have a conflict on Tuesday. (Note: the red box was in Tuesday). To see the actual Meeting Times of the class, you will need to click on Details and then Meeting Times.