

Continuing Education Registration

Continuing Education Registra	ration Create Account Ny Account Q
Course Search	SEARCH
Category Search	Last Viewed: EKG/ECG TECHNICIAN Replacement Certificate Clinical Medical Assistant
Program Search	course codes, titles, descriptions, and instructor names. Or you can select a group of related courses using the Program
Information Sessions	Search list. Tou must login of create a new account to add items to your cart.
WF Course Catalog	Advanced Category Search
Contact info	Keyword
Options Program Catalog	Session
Options Program Scholarships	- Session - V
	Category - Category -
	Search Clear Search

- After you click "Register & Pay Tuition Here" from the Options webpage,
- **NEW STUDENTS** should click "Create Account" at the top right-hand of the screen.
- **RETURNING STUDENTS:** please skip to page 3 of this document.

Birth Date (mm/dd/yyyy) *	01	01	1950	
Gender *	F - Female	(F)		
For new accounts, add User Nar	me and Password.			
Password Requirements: * From a minimum of 8 to a maxi * Special characters allowed: !#\$	imum of 15 character ;%&()*+,/:;<=>?@[\]	rs - case sensitive ^_`{ }~		
User Name (6-50 characters) *	Username is ur	nique		
	MyEmail123	3@gmail.com		
New Password *	*******			
Confirm Password *	•••••			
PROFILE CONSENT				
Do you give consent for us to rec your personal data for the lawful purpose of providing and manag an educational service? *	cord Ves Col	nsent Statement		
		Cubmit		

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- Complete the Registrant Profile questions.
- The last question asks students to create a User Name and Password.
- We recommend using your full email address as your User Name.
- Please choose a Password that is easy to remember. (You will use this User Name & Password each semester).
- Once complete, click
 "Submit" at the bottom of the screen.

RETURNING STUDENTS –



Continuing Education Registration

					My Account	· `
Course Search	YOUR ACCOUNT					
Category Search	Please Note: There is a 15 the possibility one or more process. If that case occur	5 minute time li courses curre	mit to complete your che ntly in your cart could be potified on the Checkout	eckout before the session ecome full before you con page before submitting y	expires. mere is also plete the checkout our final order)
Program Search	Already have an accou	int?		page serere eastroning)		
Information Sessions	Please enter the username	e and passwor	d for your account.			
WF Course Catalog	If you do not have an acco	ount, use the N	ew Account option below	V.		
Contact info	* required information					
Options Program Catalog	* User Name	angieramos	626@gmail.com			
Options Program Scholarships	* Password			\frown		
		Login	Forgot Username?	Forgot Password?		
	New Registrant					
	Click on the Create Accour You will add a username a	nt button to cre and password o	eate a new account. luring the process.	\smile		

Click on "Login My Account"

Login

My Account

- If you don't remember password, click on "Forgot Password?"
- Enter your full email address as your User Name

College of Staten Island The City University of New York

Create Account

Continuing Education Registra	ation		Login Create Account My Account Q
Course Search	FORGOT YOUR	PASSWORD	
Category Search	If you have forgotte We will send you a	en your password, please submit your email an In email with a link to change your password if	d user name below. both the email and user name match the account.
Program Search	Email Address:		
Information Sessions	User Name:	angiorom 626@gmail.com	
WF Course Catalog		Submit Return to Login	
Contact info			
Options Program Catalog			
Options Program Scholarships			

Once complete, click
 "Submit" at the bottom of the screen



- Open your email account, and select the email from Continuing_ed@csi.cuny.e du with the subject line: "Your College of Staten Island Account Request" and click on the link provided at the bottom
- A new window will open and prompt you to create a new password. Passwords must be a minimum of 8 characters to a maximum of 15 characters, that are case sensitive
- Enter the new password and re-enter it again to confirm password
- Once complete, click
 "Submit" at the bottom of the screen. A notification will appear stating: "Your password has been changed"
- Now click on "Login My Account"

SELECT COURSES

College of Staten Island The City University of New York

Continuing Education Registration			Cart My Account 👻 🔍
Course Search	MyAccount HOME		Account: Jane Smith
Calegory Coarch	Current Status		MyAccount News
Program Search	Number of Registrations in Cart: Number of Total Registrations:	0	
Information Sessions	J		
WF Course Catalog	Uncoming Registrations	Start Date	
Contact info		Start Bate	
Options Program Catalog			
Options Program Scholarships			

- If you are NOT an instructor, or you are NOT applying for Scholarship, click "**Course Search**" on the left side of the screen to select your courses.
- Scholarship Applicants & Instructors, please do not select courses. Instead, click <u>HERE</u> and complete the form. Please do not follow the remaining steps on this document.



Continuing Education Registra	tion Login Create Account My Account Q	
Course Search Category Search Program Search Information Sessions WF Course Catalog Contact info Options Program Catalog Options Program Scholarships	SEARCH 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.	 Next to "Session" – Select "Fall 2024". Next to "Category" – Select "Options: Adults 55+". Click the "Search" button.
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Continuing Education Registration

ourse Search	SEARCH RESULTS					Account: Jane Smit		
ourse Search	Click on Title or Dates column label to change sort.							
ategory Search	Click on the Title	e to view De	alls.	Times	Dava	Fac. Status		
rogram Search	Optional The Regitive & Negative Impact of Colonialian in the	Session	Dates	Times	Days	Fee Status		
oformation Sessions	African Continent College of Staten Island - Main Campus	2024	3/21/2024	AM 12:10 PM		Available		
/F Course Catalog ontact info	Options: A Journey Through History & the Age of Exploration College of Staten Island - Main Campus	Spring 2024	4/03/2024 5/15/2024	10:10 AM 11:05 AM	W	\$ 30 Registration Available		
ptions Program Cat log ptions Program Sc lolarships	Options: Art of Drawing and Painting College of Staten Island - Main Campus	Spring 2024	2/09/2024 3/22/2024	10:30 AM 11:30 AM	F	\$ 30 Registration Available		
	Options: Bad Boys of Italian Art: Caravaggio, Cellini, and Archimboldo College of Staten Island - Main Campus	Spring 2024	3/05/2024 3/19/2024	2:30 PM 4:00 PM	Tu	\$ 30 Registration Available		
	Options: Beginner Italian College of Staten Island - Main Campus	Spring 2024	2/09/2024 3/22/2024	9:05 AM 10:00 AM	F	\$ 30 Registration Available		
	Options: Beginner's Aromatherapy and a Therapeutic Massage Course College of Staten Island - Main Campus	Spring 2024	3/26/2024 5/14/2240	1:25 PM 2:20 PM	Tu	\$ 30 Registration Available		
	Options: Biography 1- The Lives of Famous & Infamous People College of Staten Island - Main Campus	Spring 2024	2/06/2024 5/14/2024	12:20 PM 1:20 PM	Tu	\$ 30 Registration Available		
	Options: Biography 2- The Lives of Famous & Infamous People College of Staten Island - Main Campus	Spring 2024	2/07/2024 5/15/2024	12:20 PM 1:20 PM	W	\$ 30 Registration Available		
	Options: Chair Yoga College of Staten Island - Main Campus	Spring 2024	2/08/2024 3/21/2024	5:00 PM 6:00 PM	Th	\$ 30 Registration Available		

Cart | My Account 👻 | Q

• Select a course by clicking the blue course link.

Category	Options: Adults 55+	
Days	Th	
Dates	2/08/2024 - 3/14/2024	
Times	12:20 PM - 1:50 PM	
# of Hours	7	
Available Slots	30	
Instructor	Frankel, Dianne	
Location	College of Staten Island - Main Campus, On-site , TBD 2800 Victory Boulevard Staten Island , NY 10314	
Age Requirement	There is a min age requirement of 55.	
Fee(s) This course is a fla \$ 30	t rate fee regardless of the number of registrations purchased. Tuition	 After you click the course you want, click "Add to Cart" at the bottom of the page.
30	Total Fees	
	Need to register for someone else? Click here	



Continuing Education Registration

0 0						
Course Search	YOUR CART				Account:	Jane Smith
Category Search	Last Viewed: Option	s: Knitting Together				
Program Search	Item Code	Title / Schedule Items	Qty	Item Fee	Total Fees	Pay Amount
Information Sessions	Opt_Knit1SP24_01	Options: Knitting Together 2/08/2024 - 3/14/2024 - 12:20 PM - 1:50 PM				
WF Course Catalog	remove	Days: Th				
Contact info		Tuition	1	\$ 30	\$ 30	
Options Program Catalog				Sub-Total:	\$ 30	\$ 30.00
Options Program Scholarships				TOTAL:	\$ 30	\$ 30.00
	Recalculatic Qu	on is required to save Quantity, Pay Amount, OnAccount, or Pro antity and Discount changes may reset all Pay and OnAccount Recalculate	omo Code t Amounts Cho	changes be to default va eckout	fore Checkou alues. Continue	t. Shopping

Cancel Order | Cart (1) | My Account 👻 | Q

- To add additional courses, click "Continue Shopping".
- When you return to the search page to add additional courses, be sure to select "Fall 2024" and "Options: Adults 55+" again.



Continuing Education Registration Cancel Order | Cart (2) | My Account - | Q **YOUR CART** Account: Jane Smith Course Search Last Viewed: Options: Female Singers in Roc Options: Knitting Together Category Search Item Code Title / Schedule Qty Item Total Pay **Program Search** Fee Fees Items Amount Opt_FemSingSP24_02 Options: Female Singers in Rock Music Information Sessions 3/25/2024 - 5/06/2024 11:15 AM - 12:45 PM remove Days: M WF Course Catalog 1 \$ 30 Tuition \$ 30 Contact info \$ 30 Sub-Total: \$ 30.00 **Options Program Catalog** Opt_Knit1SP24_01 **Options: Knitting Together** 2/08/2024 - 3/14/2024 12:20 PM - 1:50 PM **Options Program Scholarships** remove Days: Th 1 \$ 30 Tuition \$ 30 Sub-Total: \$ 30 \$ 30.00 TOTAL: \$60 \$ 60.00 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 Amou ult values.

Recalculate Checkout **Continue Shopping**

Once you have selected all • your courses, click "Checkout" at the bottom of the page.

WF Course Catalog	Dining Last Name	Smith
Contact info	Billing Address Line 1 *	2800 Victory Blvd
Options Program Catalog	Billing Address Line 2	
Options Program Scholarships	City/Town *	Staten Island
	State/Province *	New York 🗸
	ZIP Code *	10314
	Phone *	555 - 123 - 1234
	Email *	MyEmail123@gmail.com
	Payment Method	
	Payment Method	VISA
	Card Number Expiration Date CVV Code	XXXXXXXXXXXXXXX
		01 ~
		2030 ~
		XXX
		(what's this?)
		Next Step
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- Your Billing Information will already be there. Please ensure that it's accurate.
- Complete the Payment Details questions, including your payment method.
- Click "**Next Step**" at the bottom of the page.

Continuing Education Registra	ation	Cancel Order	Cart	(1) ∣ My	Account -	IQ		
Course Search	CHECK OUT - REVI	EW		A	count:			
Category Search	Registration > Payment > Review > Complete							
Program Search	Please verify the order in to complete your order.	formation below, then click on the "Place Order" button						
Information Sessions	Payment and Regis	tration Details						
WF Course Catalog	r uymont unu rtogio							
Contact info	Bill To: edit	Payment Infor	mation	: edit				
Options Program Catalog								
Options Program Scholarships								
	Item Code	Title / Schedule Items	Qty	Item Fee	Total Fees	Pay Amount		
	Opt_HisAfrica1SP24_0 remove	Options: The Positive & Negative Impact of Colonialism in the African Continent 2/08/2024 - 3/21/2024 11:15 AM - 12:10 PM Days: Th						
		Tuition	1	\$ 30	\$ 30			
			S	ub-Total:	\$ 30	\$ 30.00		
				TOTAL:	\$ 30	\$ 30.00		
	CSI Refund Policy Place Order Mor order is After clicking the "Ref	s bound by the current Refund Policy unless a course sp the "Place Order" button, do not click the "Place Order" fresh" button in your internet browser, or you may be ch Please be patient until the "Order Complete" page	becific r button arged r displa	efund polic again and nore than o ys.	Ca y is listed. do not click once.	ncel Order		

- Verify your order information to ensure accuracy.
- Check the "CSI Refund Policy" box in order to proceed.
- Click "Place Order" at the bottom of the page.

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Continuing Education Registration Cart (1) | My Account - | Q **CHECK OUT - COMPLETE Course Search** Payment > Registration > Review > Complete **Category Search** Do not click the "Back" button or click the "Refresh" button in your internet browser or you may be charged more than once. **Program Search** Thank You For Your Order Information Sessions A copy of your order receipt and confirmation number will be emailed to you shortly. and keep this page for your records. WF Course Catalog Print Receipt Contact info wment and P gistration Details **Options Program Catalog** Bill To: Payment Information: **Options Program Scholarships** Item Code Title / Schedule Pay Qty Item Total Items Fee Fees Amount Opt HisAfrica1SP24 0 Options: The Positive & Negative Impact of Colonialism in the African Continent 2/08/2024 - 3/21/2024 11:15 AM - 12:10 PM Days: Th Tuition 1 \$ 30 \$ 30 Sub-Total: \$ 30 \$ 30.00 TOTAL: \$ 30 \$ 30.00 Powered by XenDirect © 2005-2024 Xenegrade ® Inquire Contact Info Privacy Policy Refund Policy

- A copy of your receipt will be emailed to you.
- You can also click
 "Print Receipt" to print a copy of your receipt and class schedule.
- You will receive your course zoom links and/or buildings & room numbers 3 business days before the course start date