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.

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.

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.

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

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.

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.