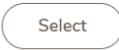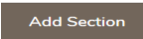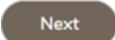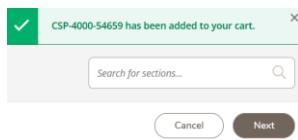## Continuing Education Online Registration
Getting Started

Edgecombe Community College is excited to provide our students the option to register/pay online for select Continuing Education Courses.
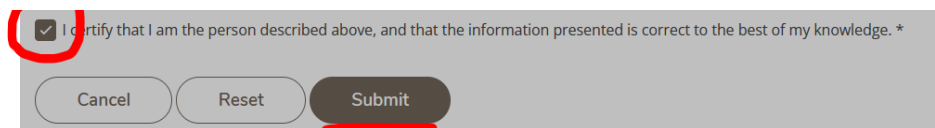
Note: If you are current Curriculum student desiring to register for a Continuing Education Class, please go to page 3 of this document for your registration instructions

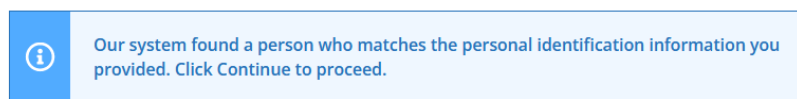**To Register & Pay For Continuing Education Courses**

1. Click on the desired link from the course list provided on the [Continuing Education Online Registration](#) page.

2. Select the course you wish to register for by clicking on the Select button that corresponds with the desired course, then click on Add Section .

3. Now you will see a message similar to image below, click on Next .

4. If you are taken to the ***Register and Pay for Continuing Education Classes*** page, then complete steps 4a & 4b, else go to step 5.

   a. Populate all required fields (indicating with an *)

      i. Be sure to place an checkmark in the box and click on the **Submit button** as at bottom of page indicated in the image below:
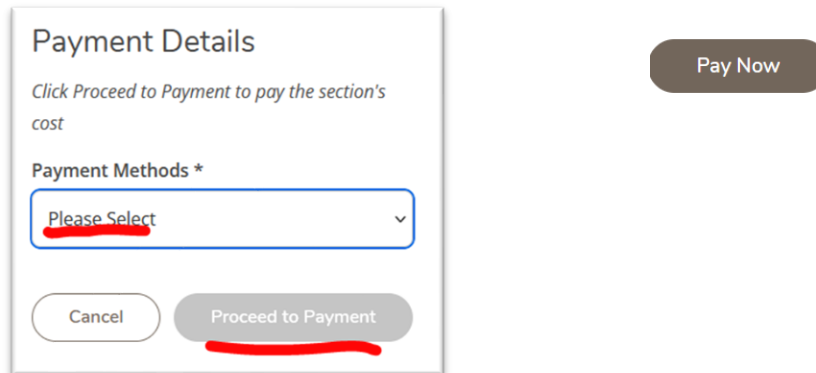

   b. If you have registered for a course at Edgecombe in the past, you may see this message, click on **Continue**

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5. You will now be taken to the Additional Details Screen. This screen is optional so just click on [Submit] to proceed to next screen.

6. You will now be taken to next page where you can begin the payment process.

7. Under the Payment Details Section, **select payment type** and then click on **Proceed to Payment** as indicated in the image below:

8. The next screen you will see is **Payment Review,** click on   .

9. You will now be redirected to the PayPal Site where you will enter your payment details.
   a. Be sure to click on the [Pay Now] button.
   b. If prompted to save your information, **SELECT NEVER!!**

10. Upon completion of payment, you will be taken to **Class/Payment Acknowledgement** screen where you can view, download or print a copy of the receipt.

11. The receipt will also be emailed to the email address provided during the registration process (for new students) or email on file for existing students.

Congratulations!!

You have now registered and paid for your Continuing Education course online.

Require Technical Assistance?

If you experience any issues during the registration process, please submit a helpdesk ticket :
https://edgecombe.edu/student-portal/technical-support/technical-support-request/

Continuing Education Online Registration
Getting Started

<u>Curriculum Students Registering for a Continuing Education Class</u>

1. Click on this link: https://ss-prod-cloud.edgecombe.edu/Student/InstantEnrollment
2. Login to Self Service using your current student email and password
3. Click on Search button at bottom of screen to view all available Continuing Education Courses
4. Select the desired course and follow the prompts to register and pay

Require Technical Assistance?

If you experience any issues during the registration process, please submit a helpdesk ticket :
https://edgecombe.edu/student-portal/technical-support/technical-support-request/