HOW TO REGISTER FOR A CONTINUING EDUCATION COURSE

This is a step-by-step guide explaining how to register for a Continuing Education class using your new self-serve portal. Begin by logging into MyConcordia Portal. Once logged in, click on “My Student Centre” located on the upper left-hand side of the screen to access your self-service dashboard. Under Academics click “Enroll”. Select the desired academic term from the ‘Continuing Education’ career options under ‘Non Credit Courses’, and click “Continue”. Select “Class Search” and click “Search”. Fill in the boxes according to your preference. After you have made your selections, click the “Search” button to see your results. Scroll to view classes that match your search criteria and click the “Select” button. Review the details of the course and click “Next” to add the course to your course cart. If you wish to add more courses repeat steps 4 to 7, if not click “Proceed to Step 2 of 3”. Click “Confirm and Pay”. View the Summary of Information for Continuing Education courses and check the box to confirm you agree with the rules, regulations and policies. To make a payment for the course, select the “Make a Payment” button. You will be directed to Concordia’s third-party payment site which will open in a new browser window. Please ensure that your web browser allows pop-ups. Enter your desired payment information and select “Process Transaction”. Your payment has been successfully made when you see the Payment Receipt screen. You can print the receipt for your records or simply click “Close.”
4. Ensure that “Class Search” is selected and click “Search”.

5. Fill in the boxes according to your preference, ensure that “Continuing Education” is selected on the Course Career drop-down menu, and click “Search”.

* To view more information on how to search for a class, view the How to search for a class How To guide.

**If you wish to return to the previous page, click the “Return to Add Classes” link.
6. Scroll to view classes that match your search criteria and click “Select” button.

7. Review the details of the course and click “Next” to add the course to your course cart.

8. If you wish to add more courses repeat steps 4 to 7, if not click “Proceed to Step 2 of 3”
9. Click “Confirm and Pay”

10. View the Summary of Information for Continuing Education courses and check the box to confirm you agree with the rules, regulations and policies. To make a payment for the course, select the “Make a Payment” button.
11. You will be directed to Concordia’s third-party payment site which will open in a new browser window.

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   Enter your desired payment information and select “Process Transaction”.

12. Your payment has been successfully made when you see the Payment Receipt screen. You can print the receipt for your records or simply click “Close”.

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