

XENEGRADE REGISTRATION INSTRUCTIONS

NEW STUDENTS

1. New students must create a new account.
2. Once your account is created, click on session, and select “Spring 2021” from the drop-down menu.
3. Click on the “Category” drop-down menu and select the area of study you are interested in.

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.

Advanced Search	Category Search Program Search
Keyword	<input type="text"/>
Session	Spring21 <input type="button" value="v"/>
Category	Electrical <input type="button" value="v"/>
Facility	- Facility - <input type="button" value="v"/>
Day Of Week	- Day - <input type="button" value="v"/>
Start Date	<input type="text" value="- From Date -"/> <input type="text" value="- To Date -"/>
<input type="button" value="Search"/> <input type="button" value="Clear Search"/>	

4. A list of programs/classes will appear in the *search results* menu. Select the program or class you want to register for by clicking on the blue highlighted link.
5. Select your program/class and add to your cart. Once you have made your final selection click “checkout.”

SEARCH RESULTS

Click on Title or Dates column label to change sort.
Click on the Title to view Details.

Title/Facility	Session	Dates	Times	Days	Fee	Status
Electricity I Lockport 50 Main	Spring21	1/25/2021 4/28/2021	6:00 PM 9:30 PM	M W	\$ 850	Registration Not Available
Industrial Electricity Lockport 50 Main	Spring21	1/26/2021 4/29/2021	6:00 PM 9:30 PM	Tu Th	\$ 1,400	Registration Available
Programmable Logic Controls Lockport 50 Main	Spring21	1/26/2021 4/29/2021	6:00 PM 9:30 PM	Tu Th	\$ 1,250	Registration Not Available

6. PAYING FOR YOUR PROGRAM/CLASS:

- a. If you are paying by credit card, you may enter that information in the appropriate boxes.
- b. If you are being sponsored by an employer or organization, you must click the “Pay by PO” Box, then click checkout.

YOUR CART Account: Theresa Little

Last Viewed: Heating Ventilation and Air-Conditioning

Item Code	Title / Schedule Basis	Qty	Item Fee	Total Fees	Pay Amount
HWAC-1015504 F remove	Heating Ventilation and Air-Conditioning 9/14/2020 - 12/17/2020 9:00 AM - 1:00 PM Days: M Tu W Th Tulson	1	\$ 3,000	\$ 3,000	
Sub-Total:				\$ 3,000	\$ 3,000.00
TOTAL:				\$ 3,000	\$ 3,000.00

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 Amounts to default values.

Pay by PO

[Checkout](#) [Continue Shopping](#)

- c. Your name will automatically appear in the “Company or Contact” box, you need to delete your name and type in the name of the employer or organization’s in the box.
- d. Use the default #4142 as your purchase order. Click “Next Step”

PAYMENT DETAILS Account: Theresa Little

* denotes a required field

The entire order amount will be attributed to this Purchase Order or Voucher. Please enter the details below.

Company or Contact *

Purchase Order Number *

[Next Step](#)

- e. An invoice/registration notification will automatically be sent to your email and BOCES will invoice all organizations and companies.