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.

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.”
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.
   
   ![Image of shopping cart]

   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”

   ![Image of payment details]

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