

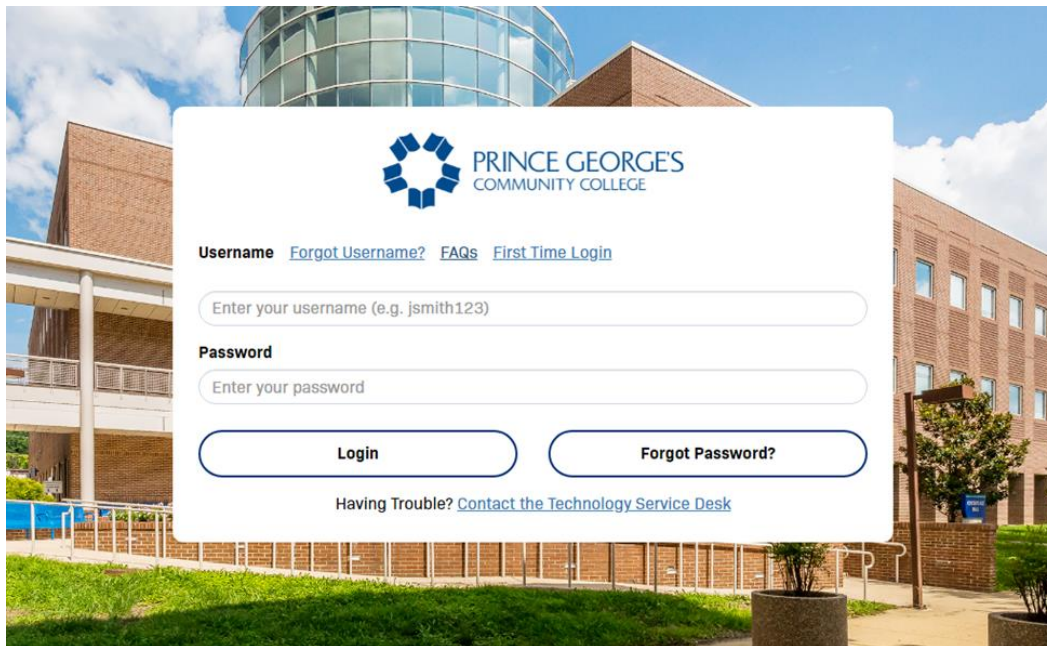
## Registering for the Summer 2022 Trimester of PGCC SAGE Classes

This document describes how to register for classes in the Summer trimester of the PGCC SAGE program for residents who already have a user name and password that have been authenticated for the new MyPGCC website. For those who still need to take this step, a second document, *Authenticating a User Name for the My PGCC Portal*, is available on MyErickson under Resident Resources and on Riderwoodlife.com in the Continuing Education area.

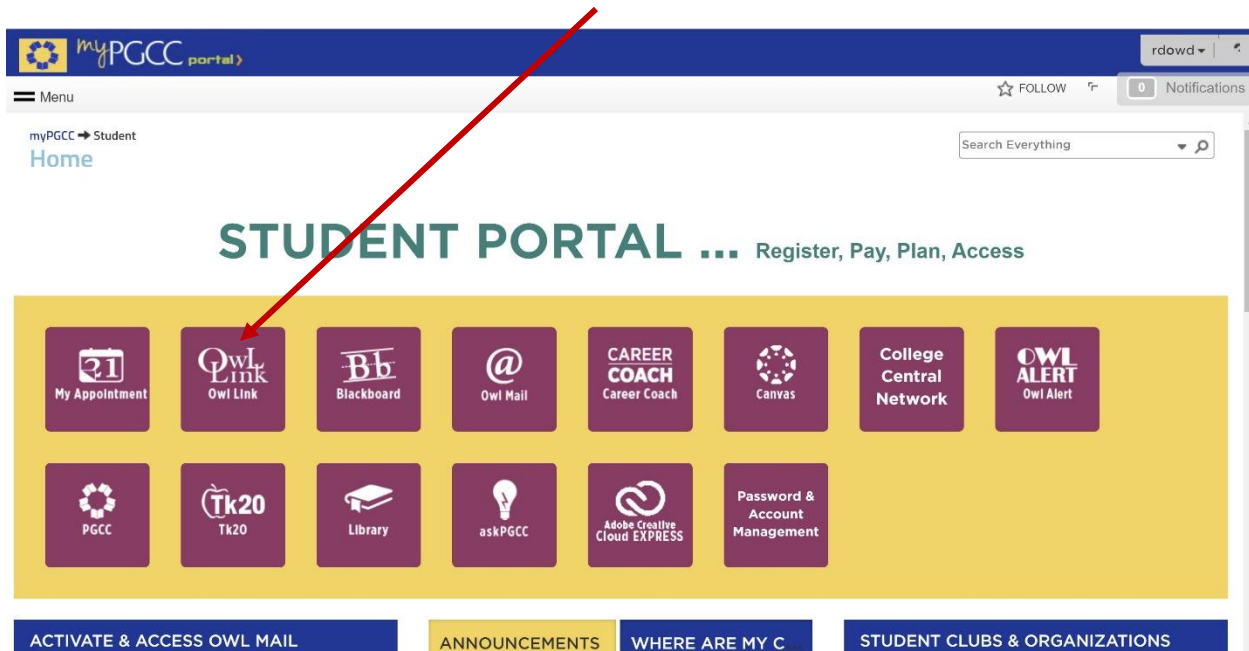
PGCC recommends Chrome as the browser to use when registering online, and these instructions were prepared using Chrome.

# Registering for Summer 2022 SAGE Classes for Users with MyPGCC-Authenticated Usernames and Passwords

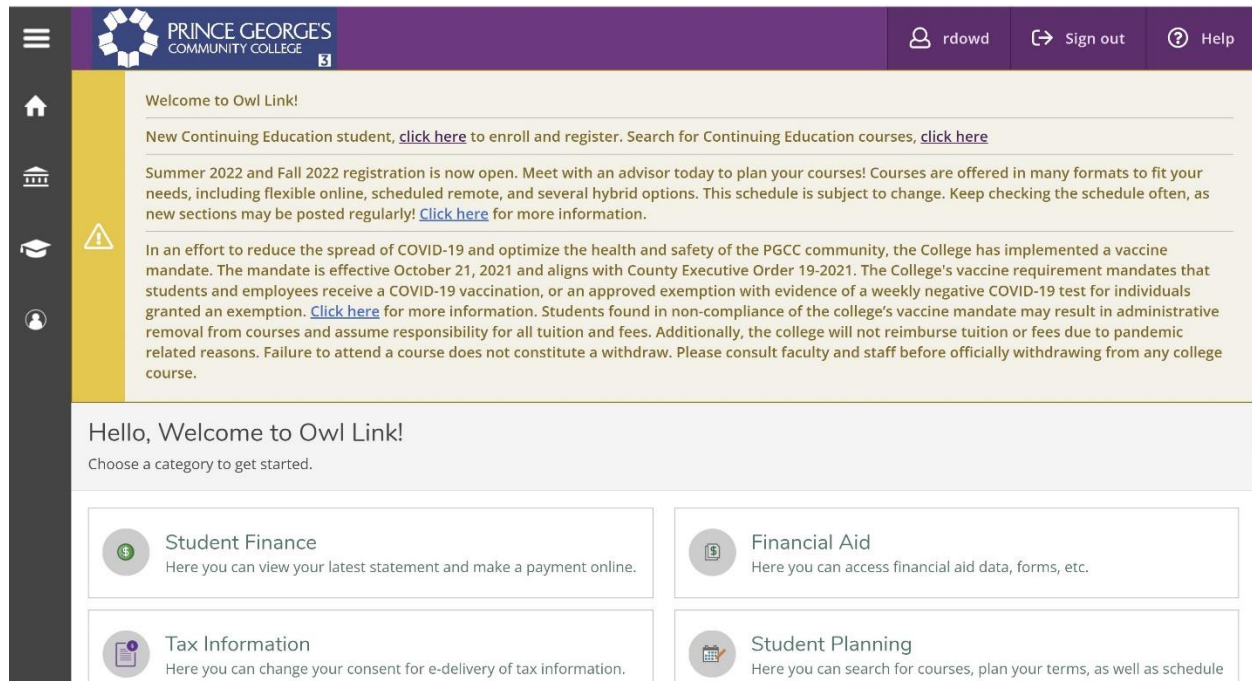
1. Be sure to have your **authenticated** username and password available. Go to [my.pgcc.edu](https://my.pgcc.edu)
2. On the login screen that opens, enter your PGCC user name and password. Click **Login**.




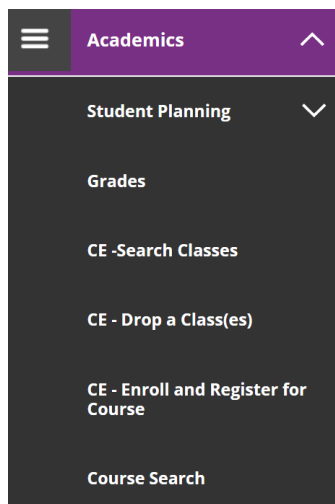
3. The **STUDENT PORTAL** window opens. Click **Owl Link**.



4. The main Owl Link window opens.



5. Click the mortarboard icon  in the black area at the left of the Owl Link home screen.
6. This opens the drop-down list of **Academics** options. Click **CE-Enroll and Register for Course**.



7. The next screen is the Register for **Cont. Ed classes** window from the old Owl Link application. **Note that it opens in a new tab in your browser** and is already populated with your first name.
8. On this screen, in the box labeled **Course Code Number**, enter the SYN number of the class in which you want to register. Do not enter any other information. Click **SUBMIT**.

The screenshot shows the 'Register Cont. Ed. Courses' page of the Owl Link application. The page has a blue header with the Owl Link logo and Prince Georges Community College name. A navigation bar contains links: CHANGE PASSWORD, LOG OUT, MAIN MENU, CONT. ED. MENU, HELP, and CONTACT US. Below the header, a yellow banner says 'CONTINUING EDUCATION' and 'Welcome Richard!'. The main content area is titled 'Register Cont. Ed. Courses' and includes instructions: 'To Register Enter Course Code Number (e.g. ART-327)', 'Or 5-digit Synonym Number ONLY', and 'Do Not Fill in Any Other Boxes on this Page'. There are several input fields: 'Search For (Key Word)', 'Show Open Sections Only' (checkbox), 'Course Code Number(e.g. ART-327)' (containing '92240'), 'Starting On/After Date(e.g. 03/14/11)', 'Ending By Date(e.g. 05/16/11)', 'Classes Meeting After' (dropdown), 'Classes Ending Before' (dropdown), a day selection row (Mon-Sun with checkboxes), 'Topic Code' (dropdown), 'Location' (dropdown), and 'Instructor's Last Name' (text field). A yellow 'SUBMIT' button is at the bottom. A red arrow points to the 'Course Code Number' field.

Owl Link PRINCE GEORGES COMMUNITY COLLEGE

CHANGE PASSWORD LOG OUT MAIN MENU CONT. ED. MENU HELP CONTACT US

CONTINUING EDUCATION Welcome Richard!

### Register Cont. Ed. Courses

- Click [Here for Class Schedules](#)
- Click [Here to Register to Vote Online](#)

To Register Enter Course Code Number (e.g. ART-327)

Or

5-digit Synonym Number ONLY

Do Not Fill in Any Other Boxes on this Page

Search For (Key Word)

Show Open Sections Only ☐

Course Code Number(e.g. ART-327)

Starting On/After Date(e.g. 03/14/11)  Ending By Date(e.g. 05/16/11)

Classes Meeting After

Classes Ending Before

Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun ☐

Topic Code

Location

Instructor's Last Name

SUBMIT

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9. The next screen shows the details of the course you have selected. Note the number of available seats in the rightmost column of the table.

10. Check the **Select** box.

11. Click **SUBMIT**.

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CONTINUING EDUCATION Welcome Richard!

### Select Classes

Note that this does not reflect our complete course catalog. Only noncredit courses which match your search criteria are listed here. If you have not found the course you want, use your browser's BACK button to broaden your search criteria or check the Schedule of Classes.

Click the SELECT button of the course(s) for which you would like to register. Then, click SUBMIT.

You are not enrolled in any selected courses until you:

1. Have made full payment,
2. Are shown a Class/Payment Confirmation form listing the classes in which you successfully enrolled, and
3. Meet all course eligibility requirements including placement testing and prerequisites.
4. After successful completion you will be emailed a User Id and password for subsequent registrations.

Select	Course Name and Title	Meeting Information	Start Date	End Date	Cost	CEUs	Available Seats
<input type="checkbox"/>	ENR-380-92240 (92240) Literature and Exploration	06/14/2022-09/13/2022 Lecture Tuesday 01:00PM - 03:00PM, Zoom, Room TBA	06/14/22	09/13/22	150.00	0.00	19

**SUBMIT**

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301 LARGO ROAD, LARGO, MD 20774-2199  
301-546-PGCC (7422)

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12. The next screen is **Additional Registration Info**. It is not necessary to enter anything here. Click **SUBMIT**.

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CONTINUING EDUCATION Welcome Gilaine!

### Additional Registration Info

Educational Goal

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Course Name and Title	Reason For Taking	How You Learned of This Class
HES-905-92253 (92253) Health Living for Older Adults	<input type="text"/>	<input type="text"/>

**SUBMIT**

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13. On the next screen, **Pay for Classes**, you can search for more classes or complete your registration and pay the associated fee. Select the appropriate option and click **SUBMIT**.

**Pay for Classes**

Please confirm the course(s), sections, schedules, and fees etc. for which you are registering. You can add or delete courses by making a selection on the PROCESS button. Then, click the SUBMIT button. When you are satisfied with your selection(s), select REGISTER NOW on the PROCESS button and select a PAYMENT TYPE. Then click the SUBMIT button.

\* = Required

Tuition	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	CEUs	Location	Remove
0.00	ENR-380-92240 (92240) Literature:an Exploration	06/14/2022-09/13/2022 Lecture Tuesday 01:00PM - 03:00PM, Zoom, Room TBA	06/14/22	09/13/22	C. Barthel	0.00	Senior Residences	<input type="checkbox"/>

Registration Fee Due 85.00  
Total Amount Due 85.00

Choose one of the following: \*

Register now (check out)  
Search for more classes  
Recalculate total amount

Payment Type ☐

**SUBMIT**

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703.546.8555 (Toll Free)

14. To check out, select the type of credit card you will be using (Discover, Mastercard, or Visa) and click **SUBMIT**. (Note that American Express is not accepted.) The Owl Link application then links to a website (shown in the next step) where you must enter your credit card information.





15. Enter the required information and be sure to look at the Email Address on the last line. This is where a confirmation will be sent. You can change it to a different address if you prefer.

16. Click **Pay Now**.

## Prince George's Community College

› Pay with credit or debit card

Card Number

Expiration Date  mm /  yy

CSC (optional)   
[What is this ?](#)

**Billing Address**

First name

Last name

Country (optional)

Billing address   
If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.

City

State

ZIP

Phone Number (optional)

Email Address (optional)

**Pay Now**

### Order summary

Total (USD): 85.00

Secure payments by  **PayPal**



17. The Owl Link application returns to notify you that the payment is being processed. Click **OK**.

**Owl Link** **PRINCE GEORGES COMMUNITY COLLEGE**

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CONTINUING EDUCATION Welcome Richard!

### Processing My Credit Card Payment

\* You should receive a confirmation email containing the details of your payment. If you do not receive a confirmation email, contact your help desk.

Your payment has been processed. Please click OK to view the details of your transaction.

**OK**

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18. The next screen lists the courses for which you have successfully registered. You can print this screen for your records. (In Windows, be sure your cursor is pointing to the window you want to print, and click **Ctrl-P**.)

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CONTINUING EDUCATION Welcome Richard!

### Class/Payment Acknowledgement

Thank you for registering with Prince George's Community College.

Please print this page as a receipt for your registration. If you need further assistance, please contact Workforce Development & Continuing Education at 301-546-0159.

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Receipt No: 001174411  
Date/Time: 05/13/2022 09:19:52  
Merchant: Prince Georges Cmty College  
301 Largo Road  
Largo, MD 20774 2199  
Payer: 0804629 Richard Dowd

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You have successfully registered for the following classes:

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location
0.00	ENR-380-92240 (92240) Literature:an Exploration	06/14/2022-09/13/2022 Lecture Tuesday 01:00PM - 03:00PM, Zoom, Room TBA	06/14/22	09/13/22	C. Barthel		0.00	Senior Residences

Your account has been charged \$85.00, which includes a \$85.00 registration fee, and reflects only the successful registrations listed above. Your credit card transaction number is AG005E1C5485.

Payment Method	Control Number	Authorization Code	Transaction Number	Description	Total Amount
Visa	0157	08553D	AG005E1C5485	Payment for classes	85.00

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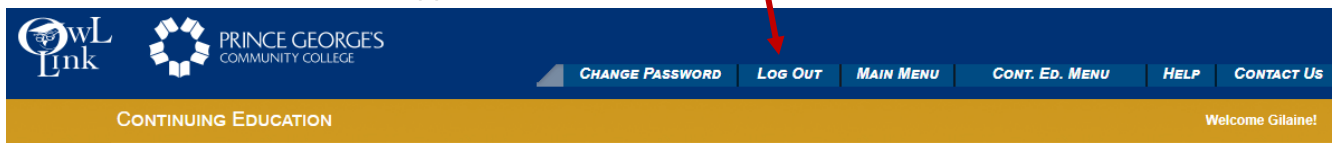
Unsuccessful requests, if any, are listed below:

Course Name and Title	Meeting Information	Faculty	Location	Message
No unsuccessful requests				

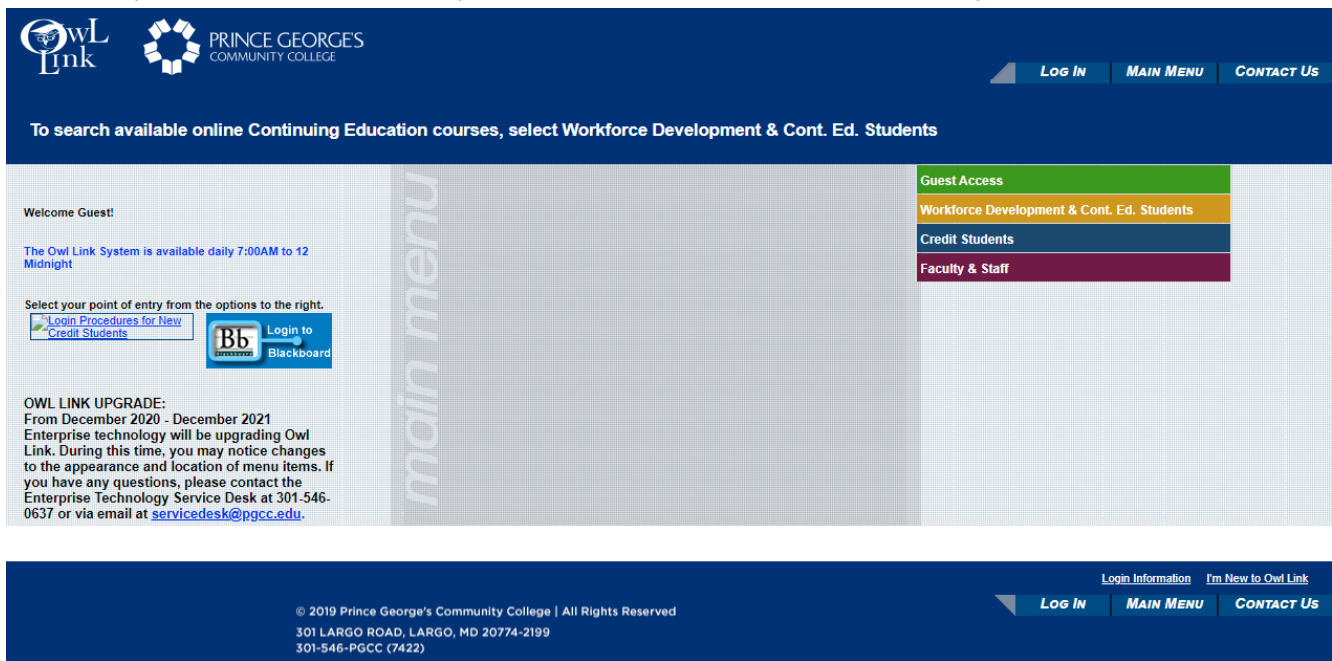
**OK**



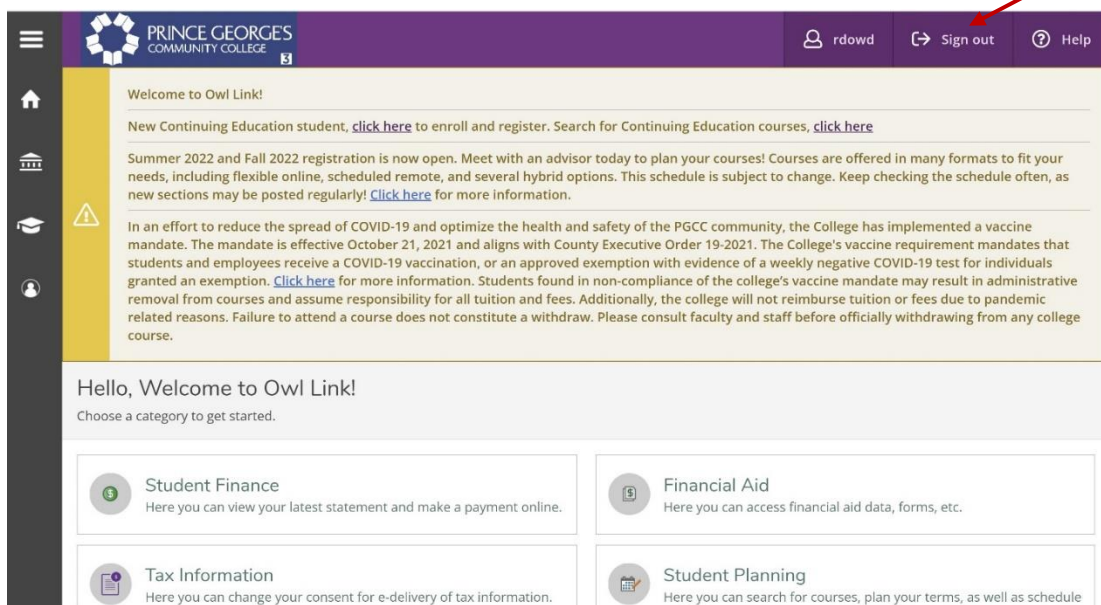
19. You will now need to log out three times. Click **Log Out** on the top of the current menu to log out of the old Owl Link application.



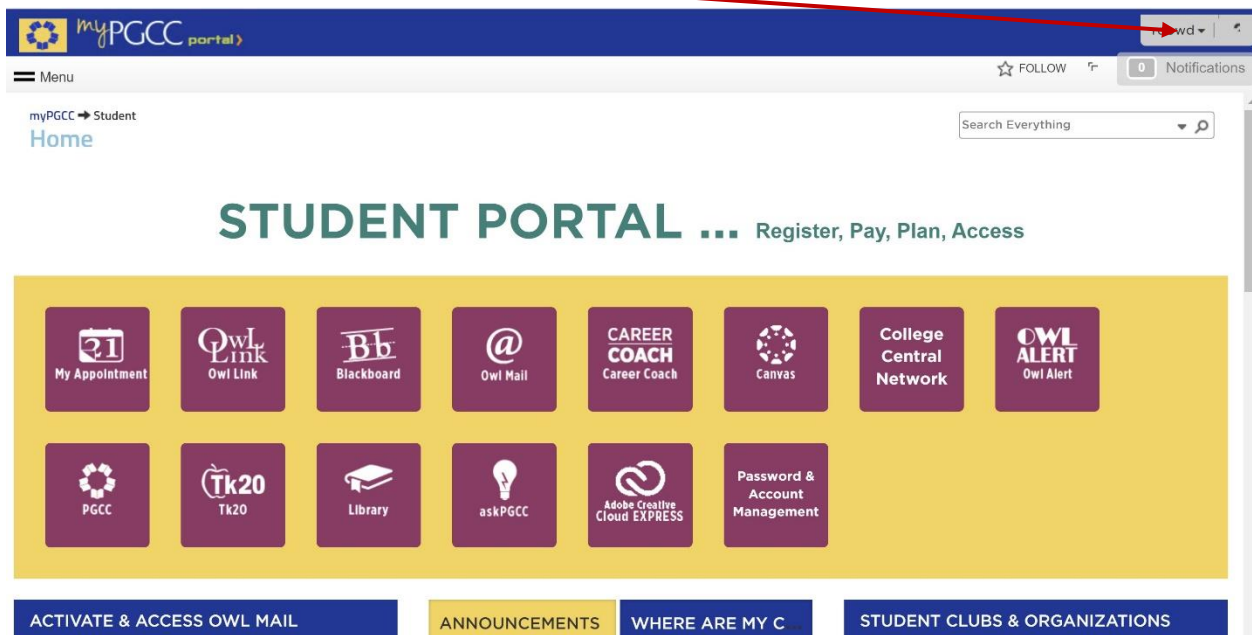
20. This returns you to the **Log In** menu of the old Owl Link application.. Note that the screen now says **Welcome Guest**, not your user name. **Close this window in your browser**



21. Go back to the browser tab where the new Owl Link application is still open and click **Sign out**.



22. This returns you to the Student Portal where you must click the down arrow to the right of your name to **sign out** of myPGCC altogether.



23. The PGCC website confirms your sign out.



Sign out  
You have successfully signed out.

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