



How to Register for SAGE Classes on myPGCC

This guide shows Riderwood residents how to register online for Prince George's Community College (PGCC) SAGE program classes. It is for new students who completed the enrollment steps as well as for returning students who checked and, if necessary, updated their passwords. For returning students who forgot their username or have not checked their passwords, follow the steps in the document titled *How to Retrieve Your Username and/or Reset your Password for myPGCC* document before trying to register. All instruction packets and course catalogs can be found on Riderwoodlife.com and MyErickson under Continuing Education Committee. By completing the steps in this guide, residents can register on or after January 5, 2024, for Zoom classes and on or after January 23, 2024, for in-person classes at Riderwood.

The Riderwood Continuing Education Committee (CEC) recommends that residents access the college website through a personal computer or tablet rather than with a mobile phone. PGCC recommends that Windows users use Chrome as their browser. Firefox and Edge also work. Mac users can enroll using Safari. Students must have a mobile phone to receive notifications by text message and an email address to which PGCC can send college-related information. PGCC now uses Two-Factor Authentication in the registration process which means users will need their cell phone nearby when logging in.

For students who would like assistance, the CEC provides Help Sessions. Please see the Riderwood PGCC SAGE Catalog for details on what to bring to the Help Sessions. For the Spring 2024 trimester, these Help Sessions are scheduled as follows:

Enrollment & Password Help Session, January 17, 9:00 – 11:00 a.m., Village Square Craft Studio

Enrollment & Password Help Session, January 19, 1:00 – 3:00 p.m., MST Chesapeake Room

Registration Help Session for Zoom and in-person classes, January 23, 9:00 a.m. – noon, MST Maryland Hall

PGCC charges \$40 per class for the first two classes for which residents sign up. In addition, PGCC offers scholarships for all residents who register for more than two classes. The online Student Portal does not support applications for scholarships. Residents who want to sign up for more than two classes should register for their first two classes online and then fill out the Registration Form (located on the last page of the catalog). They should then bring a completed Registration Form to the January 23 Registration Help Session in MST Maryland Hall between 9:00am - noon. CEC volunteers at the Help session will collect the Registration Form and submit to PGCC for scholarship.

Students can register for class, paid or scholarship, through Friday, February 16th. After that date, registration is closed. Those residents who cannot apply for the scholarship on January 23 or have questions should contact Community Resources Coordinator Sydney Siegel at 301-572-8392 or Sydney.Siegel@erickson.com.

To register for PGCC SAGE program classes:

1. In your browser's search field, type **my.pgcc.edu**.



2. Press **Enter**. The *PGCC Login* dialog box appears.

A screenshot of the PGCC Login page. The page features the Prince George's Community College logo at the top. Below it are two input fields: 'Username' (containing 'hsanchez8917') and 'Password' (containing a masked password). At the bottom are two buttons: 'Login' and 'Forgot Password?'. A small note at the bottom says 'Having Trouble? Contact the Technology Service Desk'.

3. If necessary, in the Username textbox, type your username, and in the Password textbox, type your password.

If all your data is correct, the *The Multi-Factor Login Required* dialog box appears. Go to Step 14. If your password has expired, the Login dialog box appears with a message that says your username or your password is incorrect.

A screenshot of the PGCC Login page. The 'Username' field contains 'hsanchez8917'. The 'Password' field contains a masked password. A red error message box at the top says 'Invalid username or password - please try again'. Below the fields are the 'Login' and 'Forgot Password?' buttons, and the bottom note about contacting the Technology Service Desk.

4. Check that you entered your username correctly, and, if necessary, correct it.
5. If your username is correct, click **Forgot Password**.
6. The End User Self-Service dialog box appears.

END-USER SELF SERVICE

A One Time Passcode (OTP) has been sent to your phone:
xxx-xxx-5578

It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue.

Username
hsanchez8917

Requested Action Reset Forgotten Password

2nd Factor / One Time Passcode
|
[Choose a different authentication method.](#)

Continue

Cancel

7. In your mobile phone text message app, find your 2nd Factor/One Time Passcode and type it into the *2nd Factor/One Time Passcode* textbox.
8. Click **Continue**.
9. The End-User Self Service dialog box with the password complexity rules appears.

END-USER SELF SERVICE

Please enter your new password in the fields below.

Password Complexity Rules

Your new password must satisfy the following rules:

- At least **8** characters long
- Not contain any parts of your name
- Contain characters from **3** of the following categories:
 1. Uppercase characters (A - Z)
 2. Lowercase characters (a - z)
 3. Base 10 digits (0 - 9)
 4. Non-alphanumeric (e.g. !, \$, @)
- Not contain the < char OR &#

Username
hsanchez8917

Requested Action Reset Forgotten Password

New Password

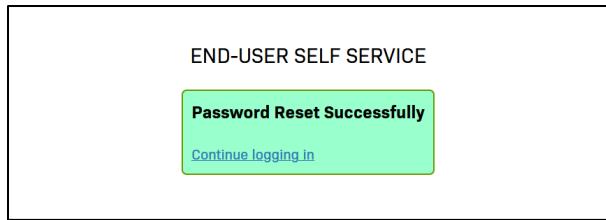
Confirm Password

Continue

Cancel

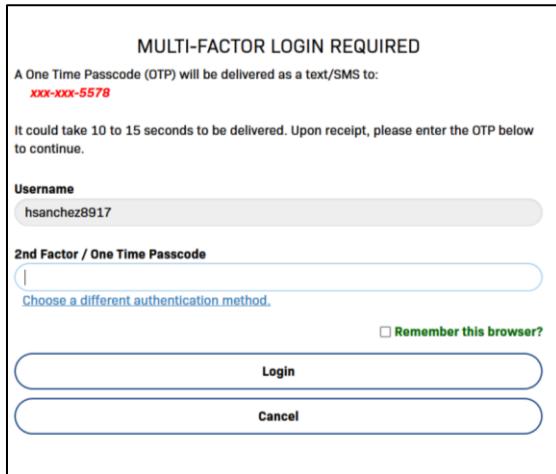
10. In the New Password textbox, follow the rules to type your new password.
11. In the Confirm Password textbox, retype the same password.
12. Click **Continue**.

The Password Reset Successfully End-User Self Service dialog box appears.



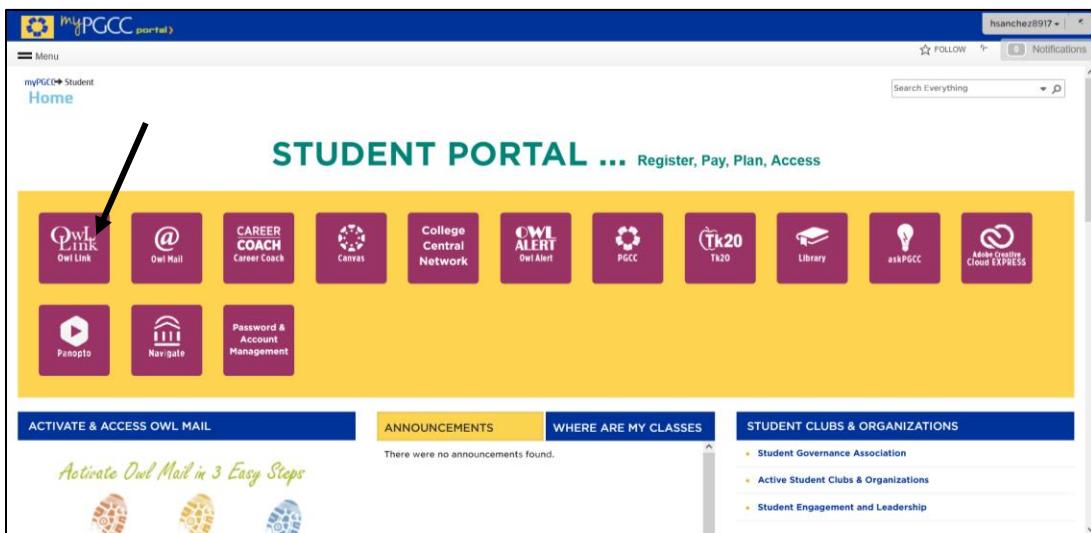
13. Click **Continue logging in**.

The Multi-Factor Login Required dialog box appears.

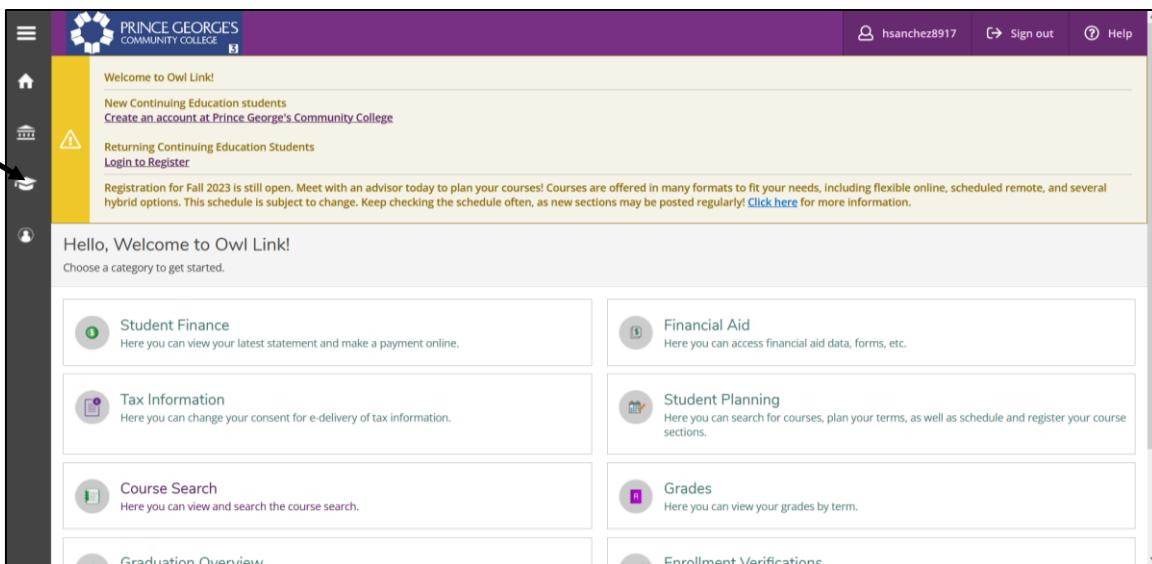


14. In your mobile phone text message app, find your 2nd Factor/One Time Passcode and type it into the *2nd Factor/One Time Passcode* textbox.

15. Click **Login**. The *myPGCC Student Portal* appears.



16. Click **Owl Link**. The *Welcome to Owl Link!* page appears.



Welcome to Owl Link!

New Continuing Education students
[Create an account at Prince George's Community College](#)

Returning Continuing Education Students
[Login to Register](#)

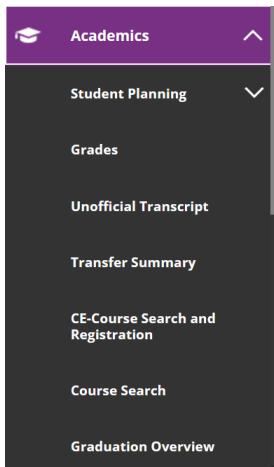
Registration for Fall 2023 is still open. Meet with an advisor today to plan your courses! Courses are offered in many formats to fit your needs, including flexible online, scheduled remote, and several hybrid options. This schedule is subject to change. Keep checking the schedule often, as new sections may be posted regularly! [Click here](#) for more information.

Hello, Welcome to Owl Link!

Choose a category to get started.

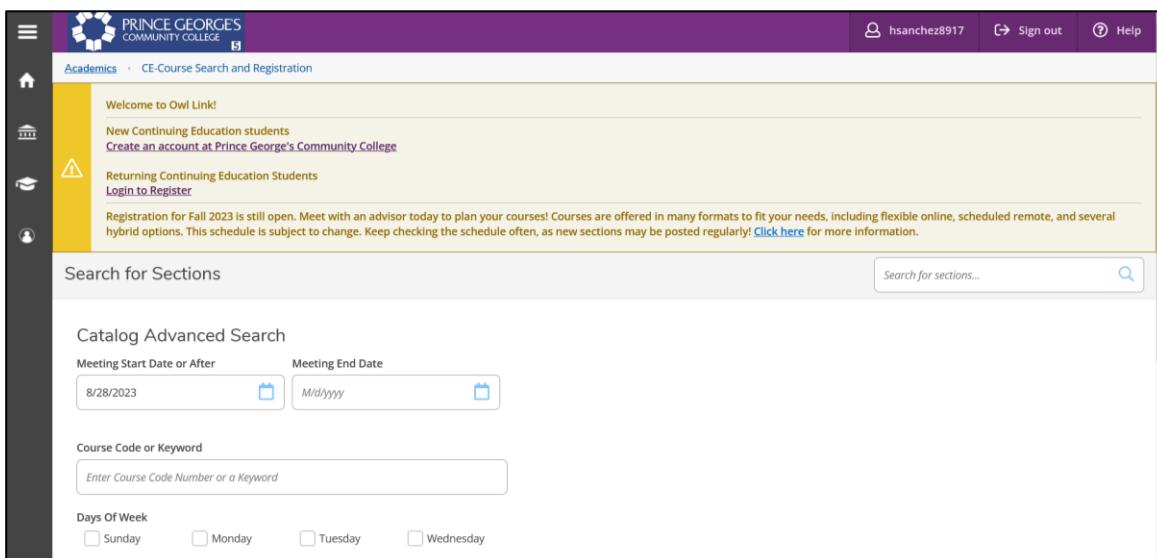
 Student Finance Here you can view your latest statement and make a payment online.	 Financial Aid Here you can access financial aid data, forms, etc.
 Tax Information Here you can change your consent for e-delivery of tax information.	 Student Planning Here you can search for courses, plan your terms, as well as schedule and register your course sections.
 Course Search Here you can view and search the course search.	 Grades Here you can view your grades by term.
 Graduation Overview	
 Enrollment Verifications	

17. On the left navigation bar, click the mortarboard icon. The *Academics menu* appears.



-  **Academics** 
-  **Student Planning** 
-  Grades
-  Unofficial Transcript
-  Transfer Summary
-  CE-Course Search and Registration
-  Course Search
-  Graduation Overview

18. Click **CE-Course Search and Registration**. The *Search for Sections* page appears.



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Search for Sections

Search for sections... 

Catalog Advanced Search

Meeting Start Date or After  Meeting End Date 

8/28/2023 M/d/yyyy

Course Code or Keyword
Enter Course Code Number or a Keyword

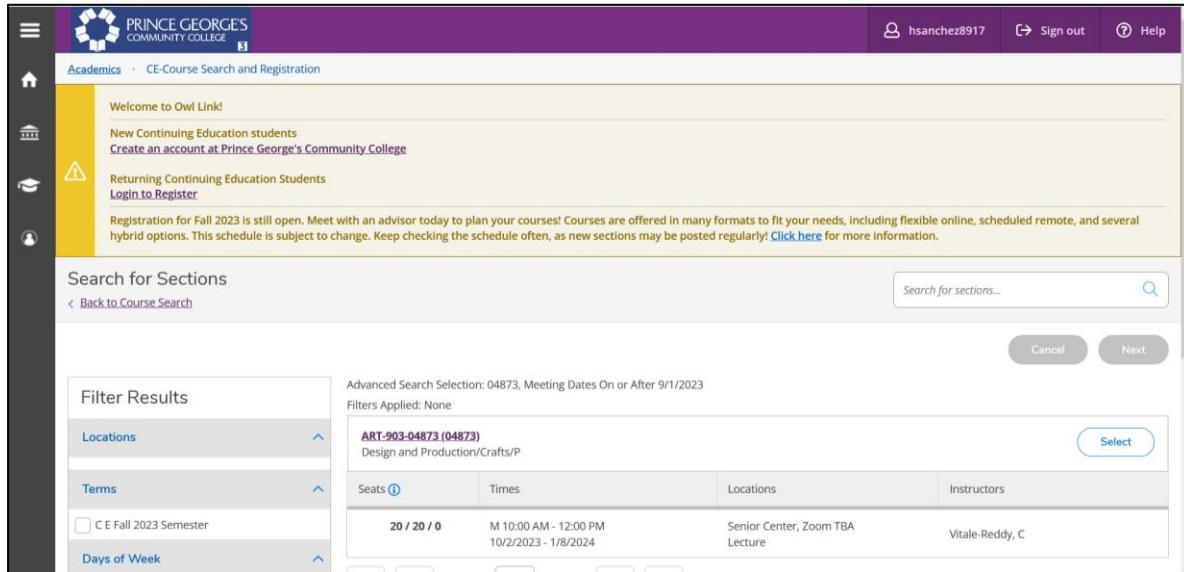
Days Of Week

Sunday Monday Tuesday Wednesday

19. In the *Course Code or Keyword* textbox, type the SYN number of the first class you want to take. Find classes and their SYN numbers in the *Riderwood PGCC SAGE Spring 2024 Course Catalog*.

Note: If you want to sign up for more than one additional class, use the PGCC scholarship option for up to seven more free classes. Complete a scholarship form, found on the last page of the Spring 2024 Course Catalog, and drop it off with a volunteer at the in-person Registration Day (Maryland Hall, 9am-12pm) or to Sydney Siegel, Community Resources Coordinator in Town Center.

20. At the bottom of the page, click **Search** . The *Search for Sections* page appears, showing the requested course.

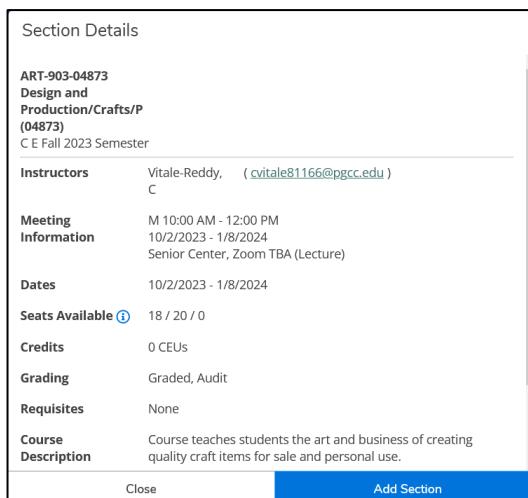


Search for Sections

ART-903-04873 (04873)
Design and Production/Crafts/P (04873)
C E Fall 2023 Semester

20 / 0 M 10:00 AM - 12:00 PM
10/2/2023 - 1/8/2024
Senior Center, Zoom TBA
Lecture
Vitale-Reddy, C

21. To the right of the course name, click **Select**. The *Section Details* dialog box appears.



Section Details

ART-903-04873
Design and Production/Crafts/P (04873)
C E Fall 2023 Semester

Instructors Vitale-Reddy, C (vitale81166@pgcc.edu)

Meeting Information M 10:00 AM - 12:00 PM
10/2/2023 - 1/8/2024
Senior Center, Zoom TBA (Lecture)

Dates 10/2/2023 - 1/8/2024

Seats Available 18 / 20 / 0

Credits 0 CEUs

Grading Graded, Audit

Requisites None

Course Description Course teaches students the art and business of creating quality craft items for sale and personal use.

22. Click **Add Section**. The *Search for Sections* page appears, confirming that you added a course.

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Search for Sections [Back to Course Search](#)

Filter Results

Advanced Search Selection: 04873, Meeting Dates On or After 9/1/2023
Filters Applied: None

ART-903-04873 (04873) Design and Production/Crafts/P			
Seats 1	Times	Locations	Instructors
20 / 20 / 0	M 10:00 AM - 12:00 PM 10/2/2023 - 1/8/2024	Senior Center, Zoom TBA Lecture	Vitale-Reddy, C

Cancel **Next**

23. Click **Next**. The *Register and Pay for Continuing Education Classes* page appears.

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Login to Register

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Register and Pay for Continuing Education Classes [Return to Additional Information form](#)

Pay for Classes

Before registering, you can choose to add/remove classes.

ART-903-04873 (04873) Design and Production/Crafts/P			
Seats 1	Times	Locations	Instructors
20 / 20 / 0	M 10:00 AM - 12:00 PM 10/2/2023 - 1/8/2024	Senior Center, Zoom TBA Lecture	Vitale-Reddy, C

Add More Classes

Courses Summary

ART-903-04873 Design and Production/Crafts/P (04873)	\$40.00
Total	\$40.00

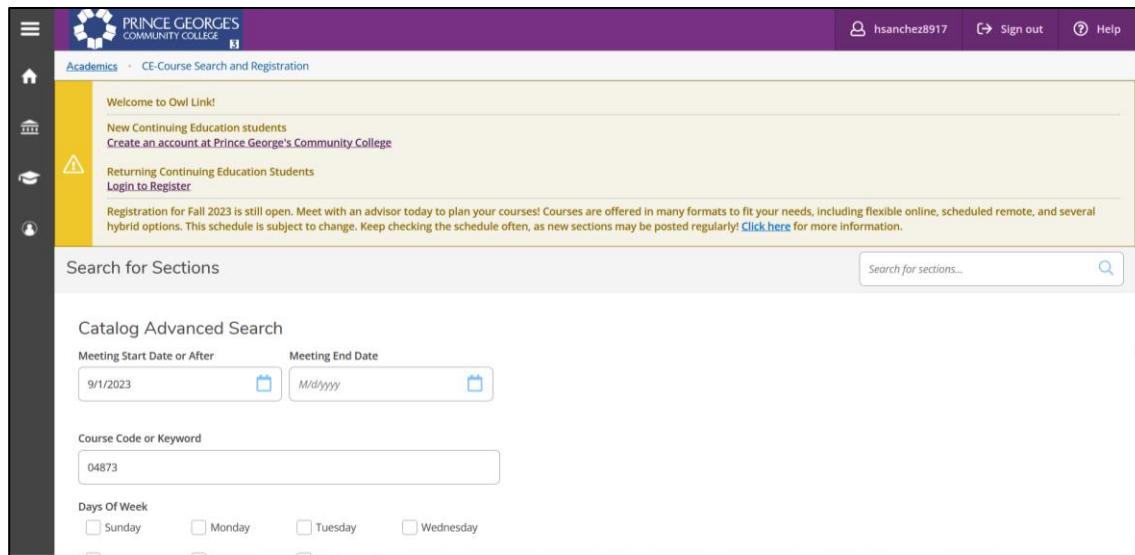
Payment Details

Click Proceed to Payment to pay the section's cost

24. If you want to take more than one course, click **Add More Classes**.

If you only want one class or you already selected two classes, skip to Step 27.

25. If you clicked Add More Classes, the *Search for Sections* page reappears.



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Search for Sections

Catalog Advanced Search

Meeting Start Date or After: 9/1/2023

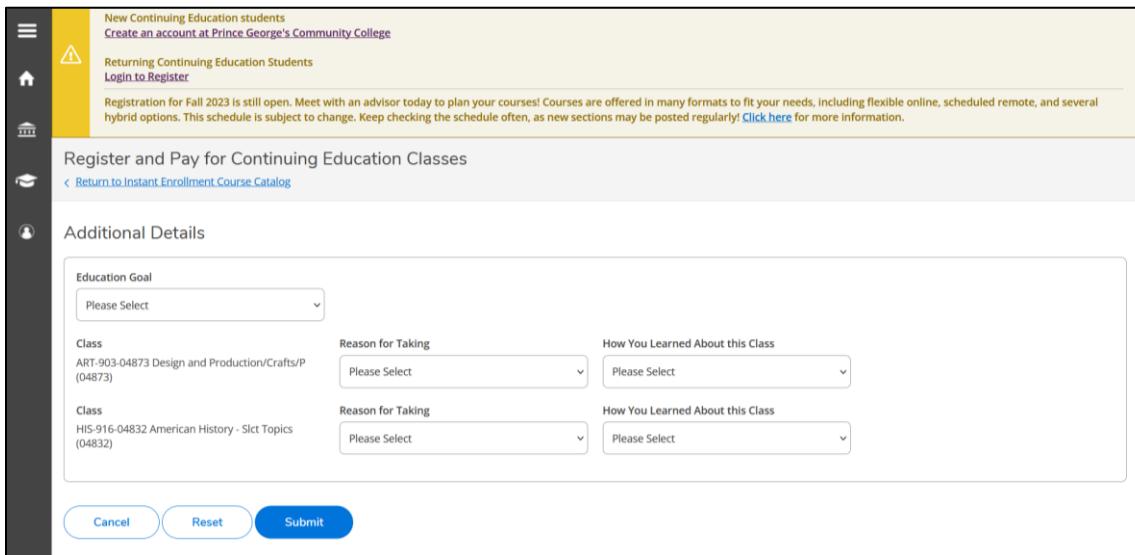
Meeting End Date: Mid/9999

Course Code or Keyword: 04873

Days Of Week: Sunday, Monday, Tuesday, Wednesday

Search for sections... Search

26. In the *Course Code or Keyword* textbox, delete the SYN number and type in the SYN for the second course you want.
27. Repeat Steps 19 – 23. The *Register and Pay for Continuing Education Classes* page appears listing the classes for which you signed up.



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Register and Pay for Continuing Education Classes

< Return to Instant Enrollment Course Catalog

Additional Details

Education Goal: Please Select

Class: ART-903-04873 Design and Production/Crafts/P (04873)

Reason for Taking: Please Select

How You Learned About this Class: Please Select

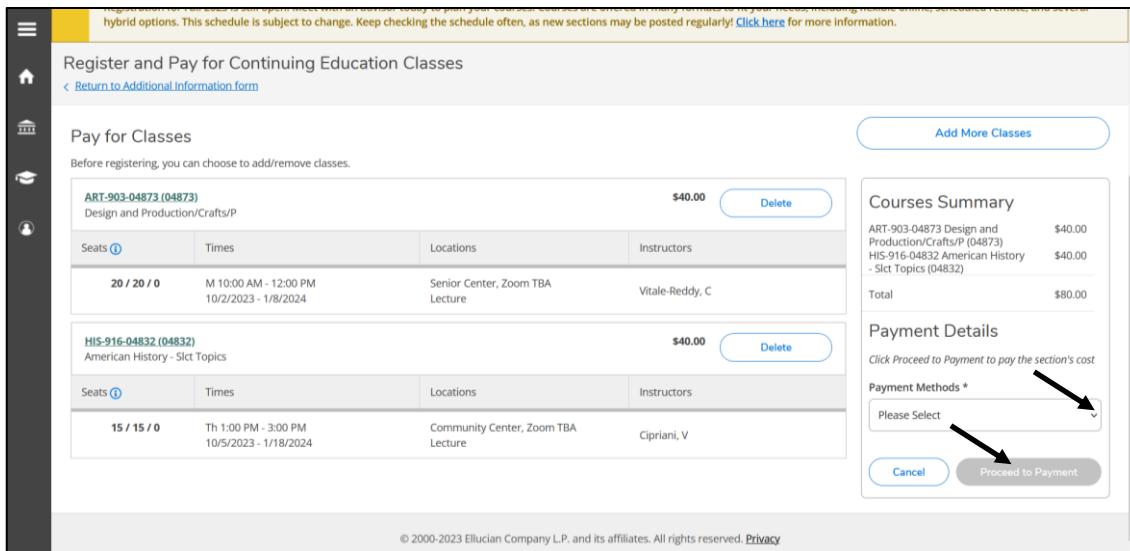
Class: HIS-916-04832 American History - Slt Topics (04832)

Reason for Taking: Please Select

How You Learned About this Class: Please Select

Cancel Reset Submit

28. Regardless of how many classes you selected, at the bottom of the page, click **Submit**. The *Register and Pay for Continuing Education Classes* page reappears, displaying a Courses Summary and a Payment Details area.



hybrid options. This schedule is subject to change. Keep checking the schedule often, as new sections may be posted regularly! [Click here](#) for more information.

Register and Pay for Continuing Education Classes
[Return to Additional Information form](#)

Pay for Classes

Before registering, you can choose to add/remove classes.

ART-903-04873 (04873)				\$40.00	Delete
Design and Production/Crafts/P					
Seats	Times	Locations	Instructors		
20 / 20 / 0	M 10:00 AM - 12:00 PM 10/2/2023 - 1/8/2024	Senior Center, Zoom TBA Lecture	Vitale-Reddy, C		

HIS-916-04832 (04832)				\$40.00	Delete
American History - Sltc Topics					
Seats	Times	Locations	Instructors		
15 / 15 / 0	Th 1:00 PM - 3:00 PM 10/5/2023 - 1/18/2024	Community Center, Zoom TBA Lecture	Cipriani, V		

Courses Summary

ART-903-04873 Design and Production/Crafts/P (04873)	\$40.00
HIS-916-04832 American History - Sltc Topics (04832)	\$40.00
Total	\$80.00

Payment Details

Click Proceed to Payment to pay the section's cost

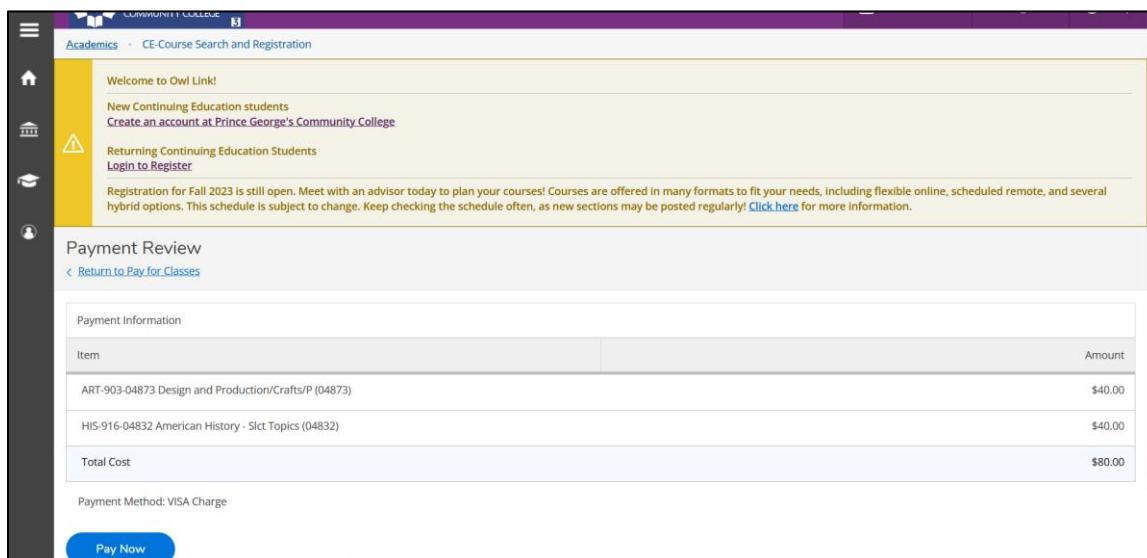
Payment Methods *

Please Select [▼](#)

[Cancel](#) [Proceed to Payment](#)

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29. In the Payment Details area, from the *Payment Methods* dropdown list, click your credit card type.
 30. Click **Proceed to Payment**. The *Payment Review* page appears.



COMMUNITY COLLEGE

Academics · CE-Course Search and Registration

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Payment Review

[Return to Pay for Classes](#)

Payment Information

Item	Amount
ART-903-04873 Design and Production/Crafts/P (04873)	\$40.00
HIS-916-04832 American History - Sltc Topics (04832)	\$40.00
Total Cost	\$80.00

Payment Method: VISA Charge

[Pay Now](#)

31. Make sure that the courses you want are listed and click **Pay Now**. The *PGCC Pay with credit or debit card* page appears. Some fields contain your information.

32. Where necessary, enter your credit card information in the appropriate textboxes.
33. In the *Email Address* textbox, enter your preferred email address, if necessary.
34. Click **Pay Now**. The *Class/Payment Acknowledgement* area appears.

You are registered for your classes.

24. At the top of the window, click **Sign out**.

Your registration is complete. If you are using your personal computer, tablet, or phone, you may stop here.

An email message acknowledging class payment will appear in your Inbox.

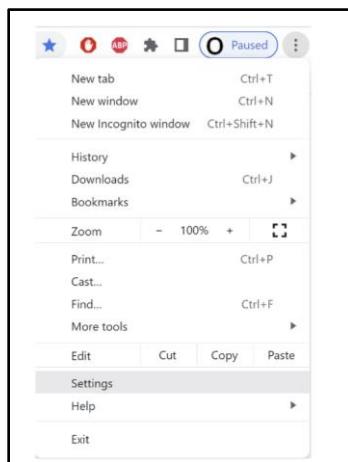
Optional: If you are using a public computer, such as a computer in the Riderwood computer lab or in one of the media centers, remove your personal information from the computer before leaving the computer.

To delete your personal information from a public computer:

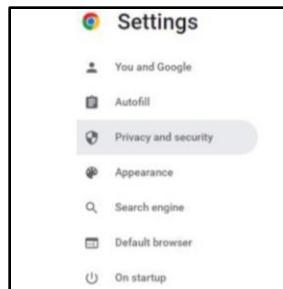
1. At the top right of the browser screen, click the *Open application menu icon*.



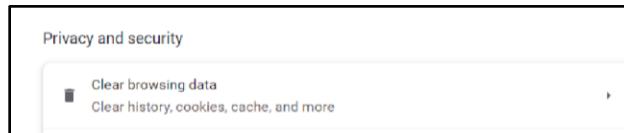
The *Open application menu* appears.



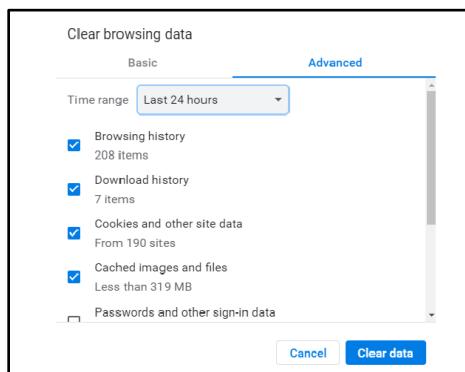
2. From the menu, click **Settings**.
3. From the menu, click **Privacy and security**.



4. To the right of *Clear browsing data*, click the arrow.



5. The *Clear Browsing Data* check list appears. From the Time range drop-down menu, click Last 24 hours.



6. Click **Clear data**. Your personal data is removed from the public computer.