

Prince George's
Community
College
SAGE Program



CE
Continuing
Education
Committee

Registering for PGCC SAGE Classes

This guide shows Riderwood residents who are enrolled in Prince George's Community College (PGCC) Seasoned Adults Growing Educationally (SAGE) program how to register (sign up) for classes online. It is for residents who are comfortable using a computer and want to sign up independently when registration for the Summer 2026 semester opens at 7:00 a.m. on May 12, 2026.

For residents who would like assistance, the Continuing Education Committee (CEC) provides in-person help. Those students can submit the paper registration form from the back of the Summer 2026 Riderwood PGCC Course Catalog in-person on May 12, 9:00 a.m. – 11:00 a.m., in the Town Center Celebrations Room. See the catalog for details on what to bring.

These instructions are for new enrollees as well as for returning students who updated their passwords in the last 90 days. Residents can find all instruction packets and course catalogs under “Continuing Education Committee” on Riderwoodlife.com and on MyErickson (Resident Resources icon). Returning students who forgot their username or have not checked their passwords can follow the steps in *Retrieving Your Username and/or Resetting Your Password for MyPGCC* before trying to register. By completing the steps in this guide, residents can register online on or after Monday, April 20, 2026, for Zoom and non-Riderwood classes and on or after Tuesday, May 12, 2026, 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 register using Safari. Students registering online must have a mobile phone to receive notifications by text message or an email address to which PGCC can send college-related information. PGCC's website uses two-factor authentication, which means users need their cell phone or email access nearby when logging in.

(See reverse side)

Students who register online must pay for their classes by credit card. If they want to sign up for more than two classes and would like a scholarship to cover the cost of all their additional classes, they should only sign up online for the two classes they most want to take and then drop off a registration form at the in-person Registration help session on Tuesday, May 12, for the remaining scholarship classes. Proof of payment is not necessary.

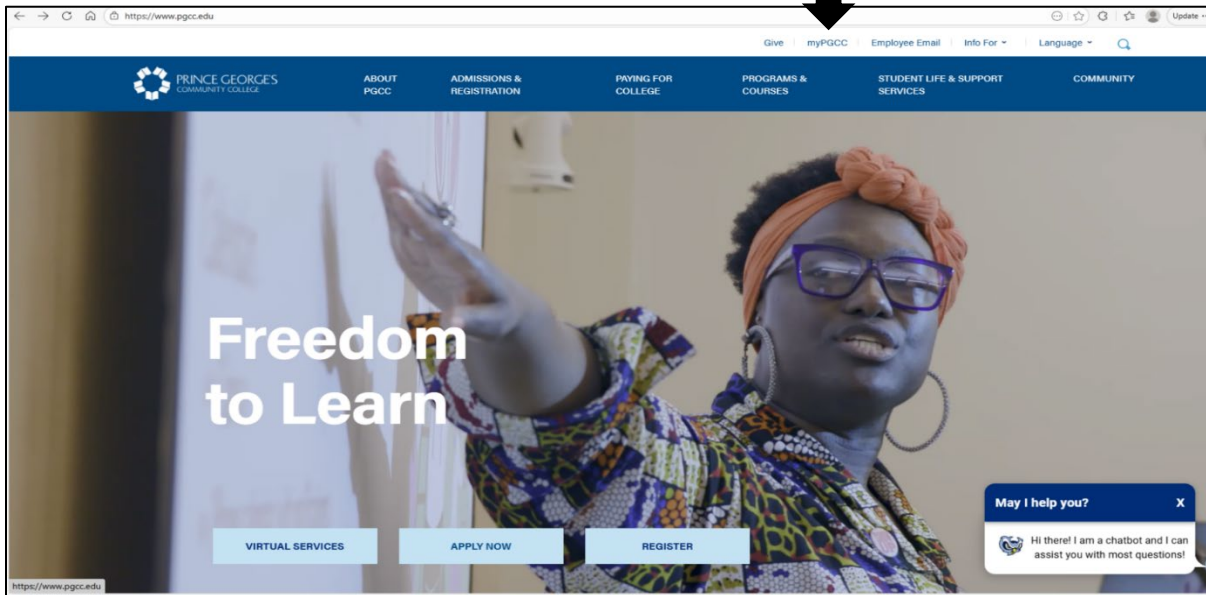
If registering in-person in Celebrations, students may only pay by check. They fill out the registration form (last page of the catalog) and bring their checks to Celebrations, where CEC volunteers review and collect their materials. Riderwood staff leaves a confirmation of classes in student cubbies by 8:00 p.m. that Friday, May 15 for those that registered in person.

Can't make Registration Day? Contact Community Resources Coordinator, Sydney Siegel, at 301-572-8392 or Sydney.Siegel@erickson.com before February 20 to register and pay by check. Last day for scholarship requests is May 18.


1. In your browser's search field, type [pgcc.edu](https://www.pgcc.edu).

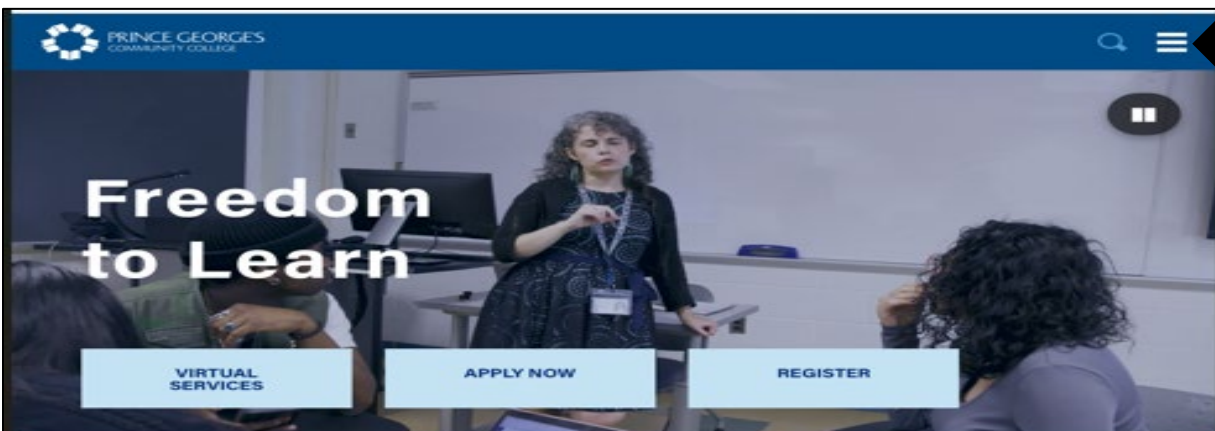


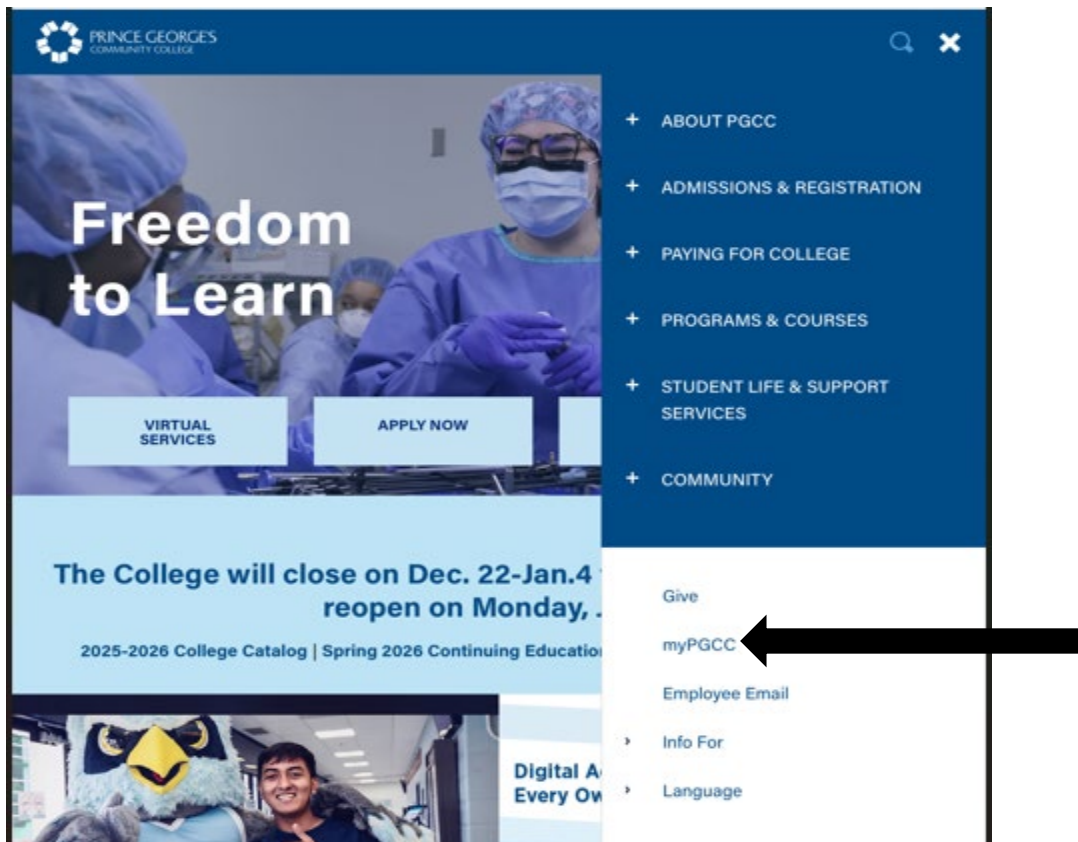
2. Press **Enter**. *The PGCC Portal appears.*



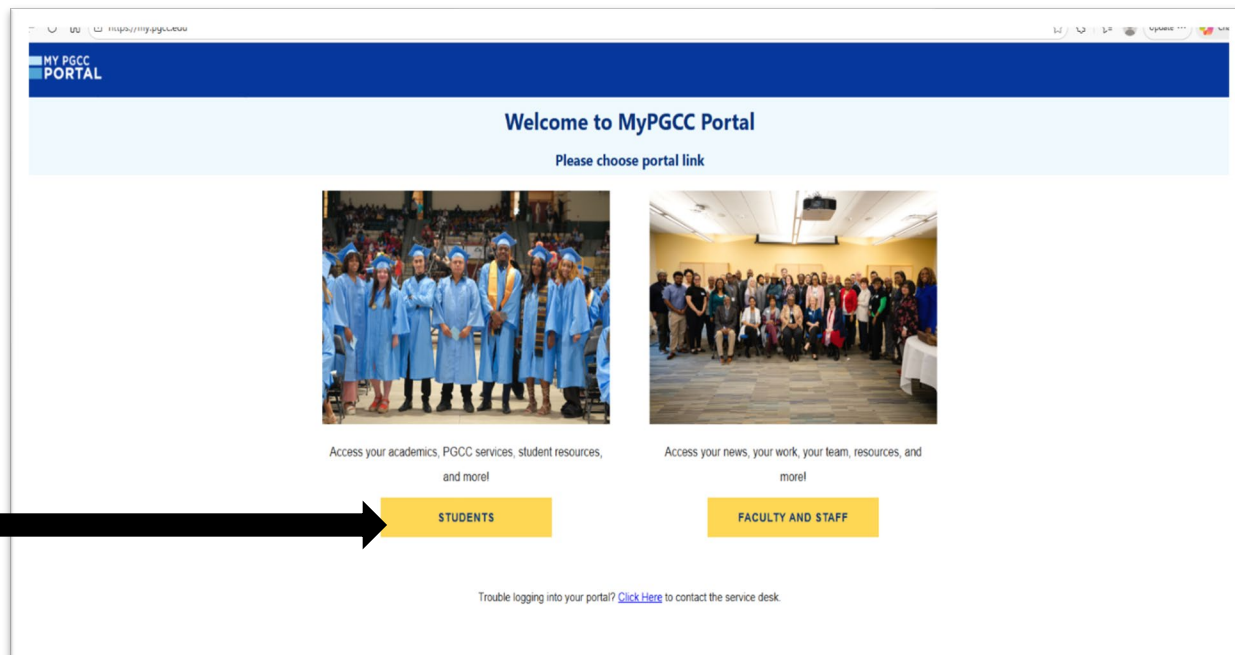
3. Click on “MyPGCC” ([myPGCC](#)) located at the top of the tool bar (as pictured above).

Or If your computer screen does not display options across the blue menu at the top of your webpage then click on the **3 parallel lines** [] at the top right corner of the page to activate the drop-down menu. The drop-down menu will appear. Scroll Down the menu and Click on MyPGCC





4. *The Welcome to MyPGCC Portal appears. Click on Students.*



5. The PG Community College Log In page appears.

PRINCE GEORGE'S
COMMUNITY COLLEGE

Username [Forgot Username?](#) [FAQs](#) [First Time Login](#)

Enter your username (e.g. jsmith123)

Password

Enter your password


Login [Forgot Password?](#)

Having Trouble? [Contact the Technology Service Desk](#)

6. In the Username textbox, if necessary, type your username, and in the Password textbox, type your password.

7. Click **Login**.

- a. If all your data is correct, the Multifactor Login Required dialog box appears.
Go to Step 14.
Or
- b. If your Password has expired, the Change Password Dialog box appears. See separate document titled “Retrieving Your Username and/or Updating Your MyPGCC Password” for step-by-step instructions.
Or
- c. If your Username or Password is Incorrect, the Invalid username or password dialog box appears. Check that you entered your username correctly and if necessary, correct it and try to log in again. (If successful refer to step a.) If your username is correct, but you still see the Invalid username or password screen – click **Forgot Password**.


PRINCE GEORGE'S
 COMMUNITY COLLEGE

Invalid username or password - please try again

Username [Forgot Username?](#) [FAQs](#) [First Time Login](#)

Password

Having Trouble? [Contact the Technology Service Desk](#)

8. *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

Requested Action Reset Forgotten Password

2nd Factor / One Time Passcode

[Choose a different authentication method.](#)

9. Near the top of the page, the website indicates in red whether the One-Time Passcode went to your phone number or your email address. The example above indicates the passcode went to the student's phone via text message. If the code went to a phone number, 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. If the code went to an email address, check your email Inbox for a new message with a one-time passcode and type it into the 2nd Factor/One Time Passcode textbox.

10. Click **Continue**. *The Password Complexity Rules dialog box appears.*

The screenshot shows a dialog box titled "END-USER SELF SERVICE" with the instruction "Please enter your new password in the fields below." A green-bordered box titled "Password Complexity Rules" lists the following requirements: "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 &#". Below the rules, the form includes a "Username" field with the text "Username", a "Requested Action" field with "Reset Forgotten Password", a "New Password" field, a "Confirm Password" field, and "Continue" and "Cancel" buttons at the bottom. Three black arrows point to the "New Password", "Confirm Password", and "Continue" fields.

11. In the *New Password* textbox, follow the rules to type your new password.

12. In the *Confirm Password* textbox, type the same new password. Make a note for yourself of your new password.

13. At the bottom of the dialog box, click **Continue**. *The Password Reset Successfully dialog box appears.*

The screenshot shows a dialog box titled "END-USER SELF SERVICE" with a green box containing the text "Password Reset Successfully" and a blue link "Continue logging in". A black arrow points to the "Continue logging in" link.

14. Click **Continue logging in**. *The Multi-Factor Login Required page appears.*

MULTI-FACTOR LOGIN REQUIRED

A One Time Passcode (OTP) will be delivered as a text/SMS to:
xxx-xxx-5578

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

Username

Username

2nd Factor / One Time Passcode

[Choose a different authentication method.](#)

Remember this browser?

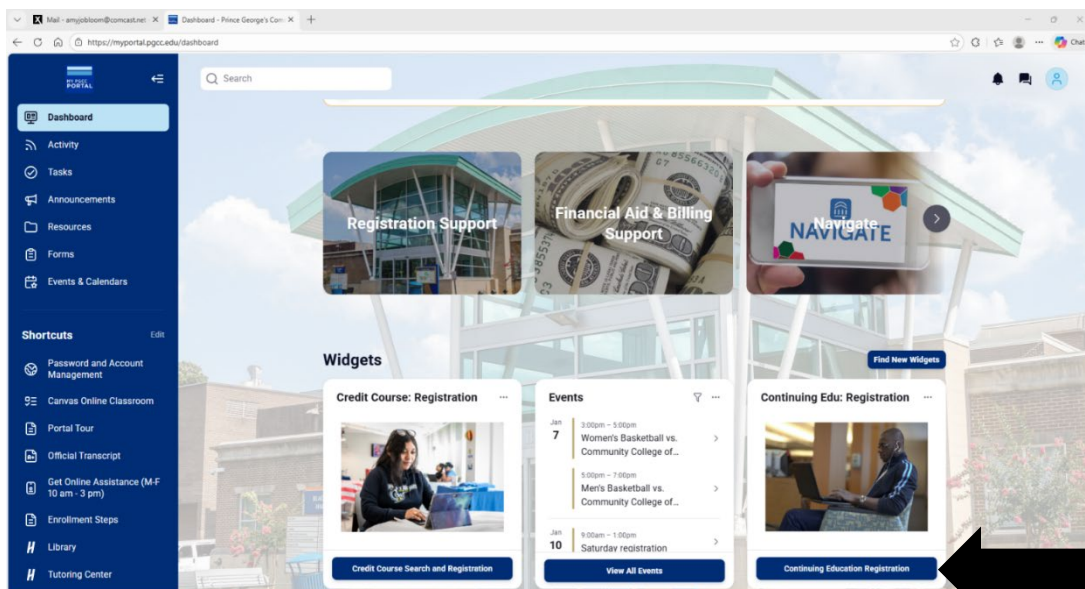
Login

Cancel

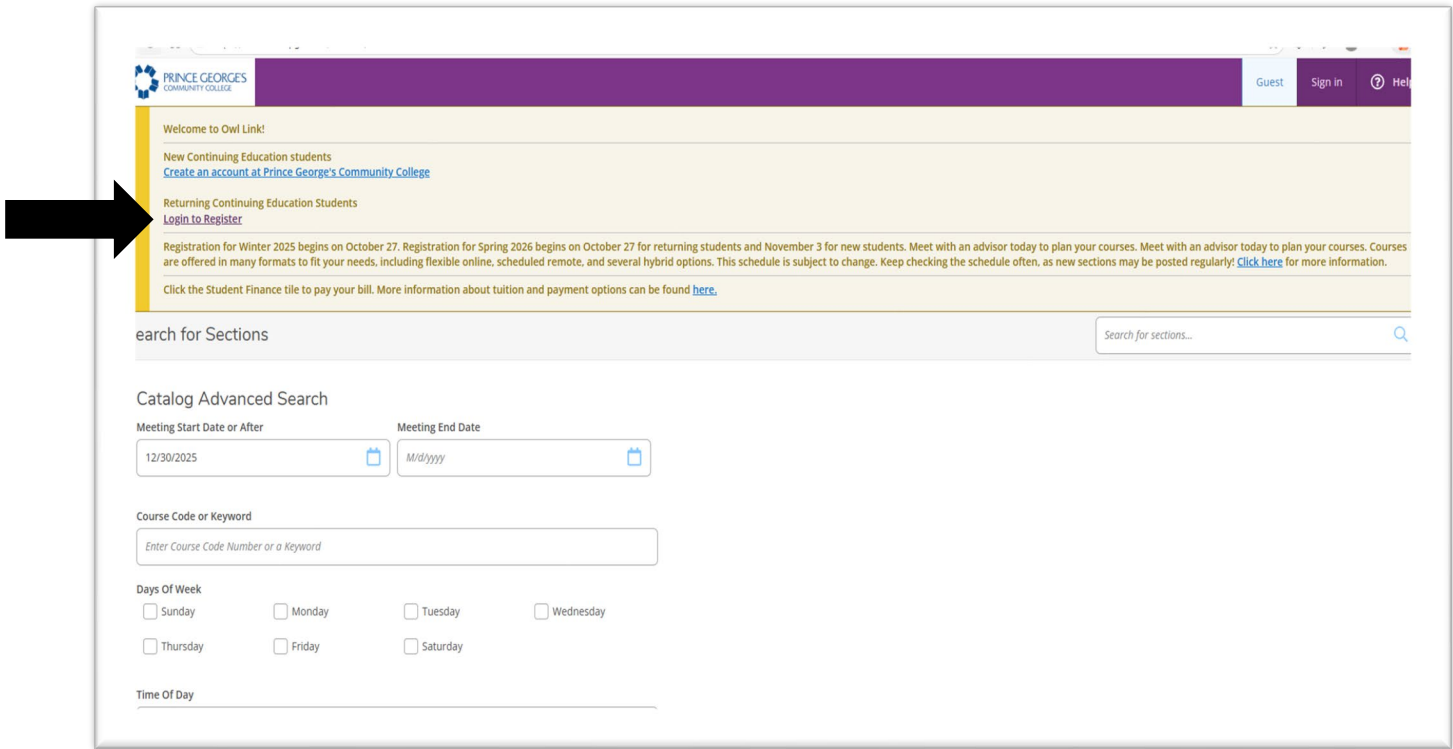
15. Near the top of the page, the website indicates in red whether the One-Time Passcode went to your phone number or your email address. The example above indicates the passcode went to the student's phone via text message. If the code went to a phone number, in your mobile phone text message app, find your 2nd Factor/One Time Passcode and type it into the 2nd Factor/One Time Passcode textbox. If the code went to an email address, check your email Inbox for a new message with a one-time passcode and type it into the 2nd Factor/One Time Passcode textbox.

16. Click **Login**.

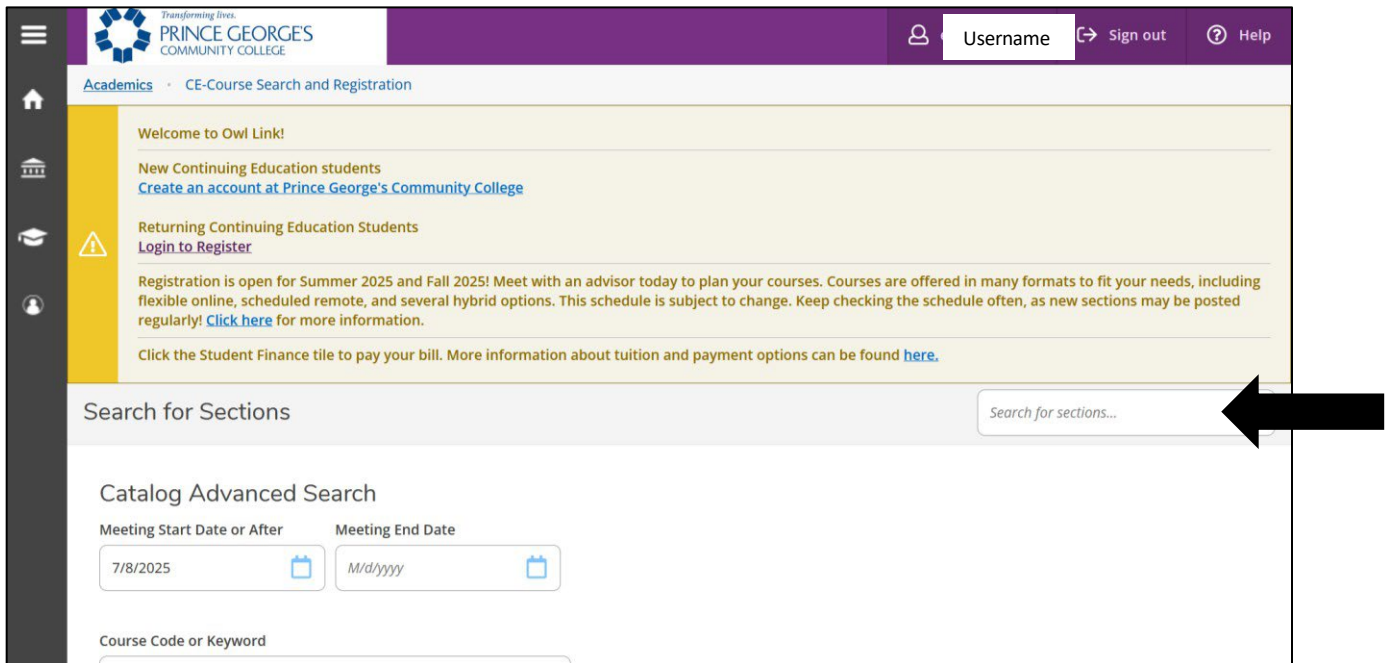
If PGCC accepted your password, the MyPGCC dashboard appears. Click on the Continuing Education Registration widget.



17. The Welcome to Owl Link Academics CE-Course Search and Registration page appears. Click on Login to Register.

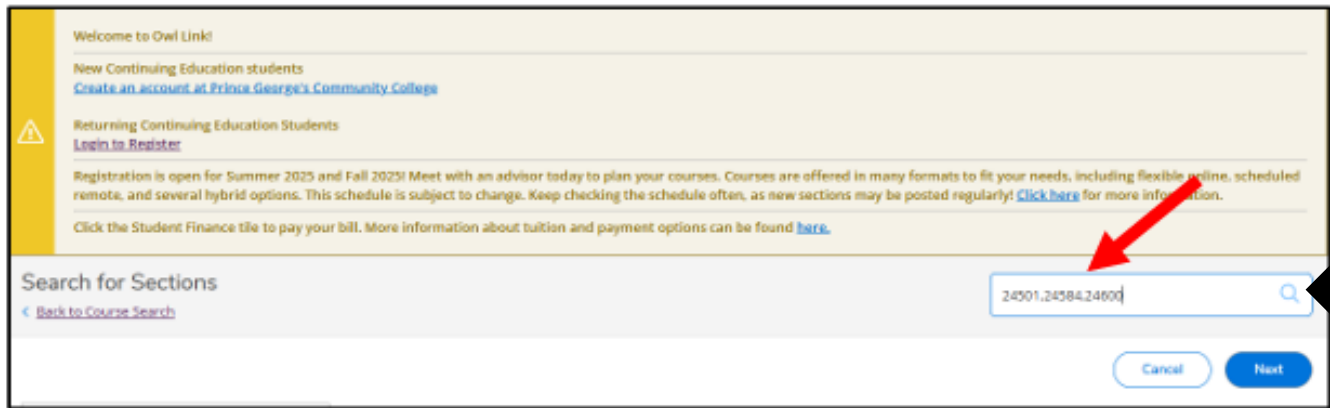


18. The Welcome to Owl Link Academics CE-Course Search and Registration page will refresh. You will see your username on the upper right side of the top bar.



19. Find your classes and their SYN numbers in the *Riderwood PGCC SAGE Course Catalog – Summer 2026*.

20. Type in the SYN number(s) you are registering for in the “Search for sections” box. If you have multiple classes type them in at the same time separated by a comma. You must enter a space between the comma and the next number (e.g.: 23444, 23445, 23446). When you have entered all of your class SYN numbers Press “Enter” on your keyboard or click on the magnifying glass icon next to your syn(s) numbers.

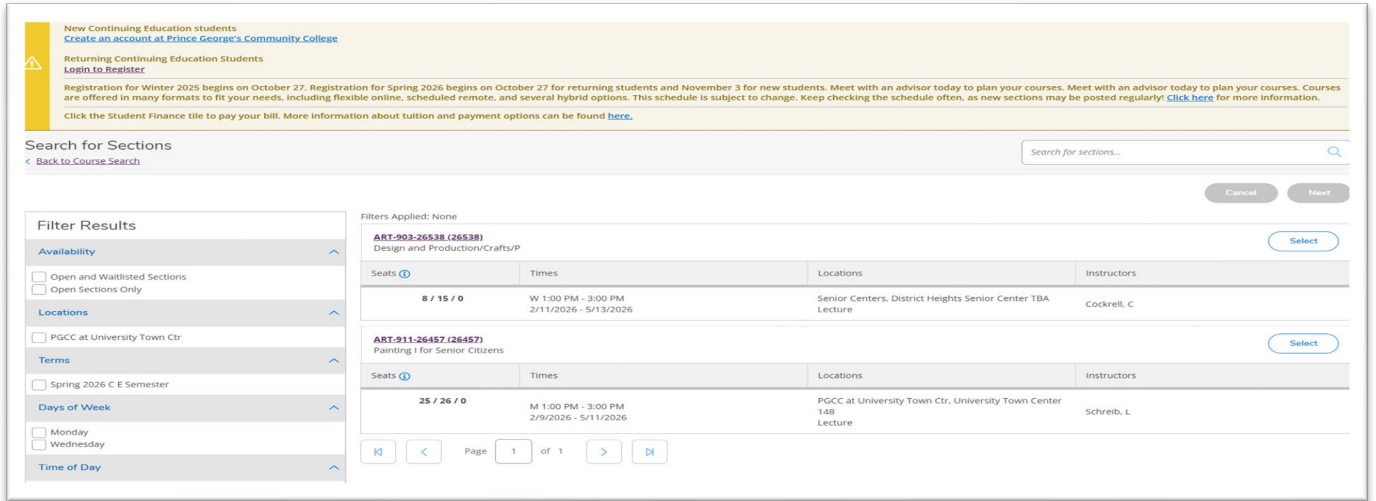


The screenshot shows the Owl Link registration page. At the top, there is a welcome message and links for new and returning continuing education students. Below this is a search bar labeled "Search for Sections" with a magnifying glass icon on the right. The search bar contains the text "24501,24584,24600". A red arrow points to the search bar, and a black arrow points to the magnifying glass icon. Below the search bar are "Cancel" and "Next" buttons.

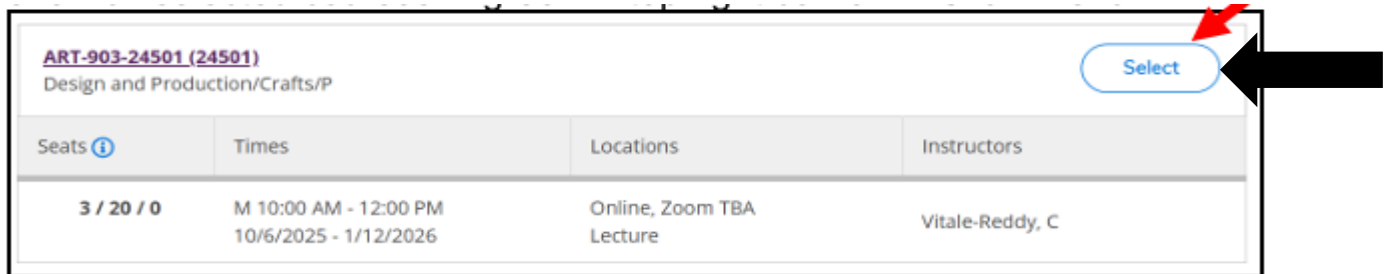
NOTE 1: If you have multiple courses, you MUST type all sections in at the same time (see example above). The system will not allow you to add additional sections to your cart after you press Enter. You may if you wish, register for 1 class at a time going thru all of the registration steps thru 31, and then repeat the registration process starting from the beginning of this document to register for any other classes.

NOTE 2: If you are requesting a scholarship, you will only add and pay for 2 courses using Owl Link. To register for additional courses via scholarship you must submit your registration form at the in-person Registration session on the morning of May 12 in the Celebrations Room or contact Community Resources Coordinator, Sydney Siegel, at 301-572-8392 or Sydney.Siegel@erickson.com after Registration day. The last day to register for a Scholarship class is May 18.

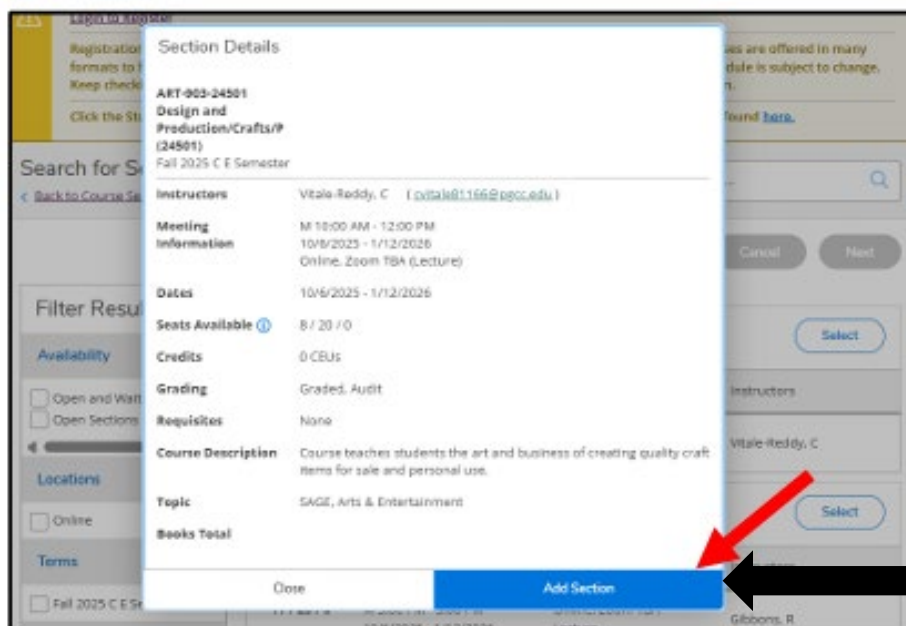
21. After you press Enter, the selected course(s) will appear on your screen.



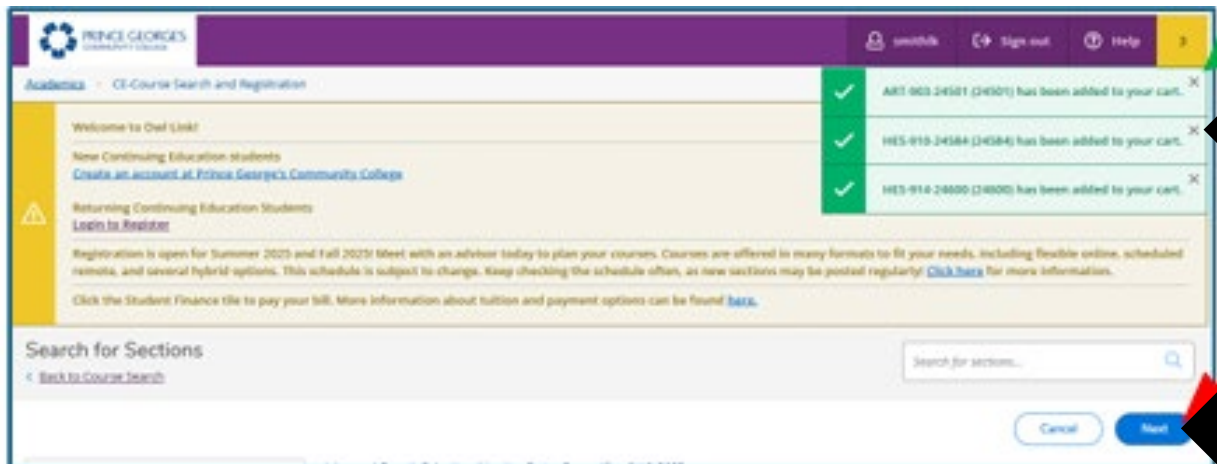
22. For each course, click **Select**.



23. The "Section Details" pop-up appears. Click **Add Section**.



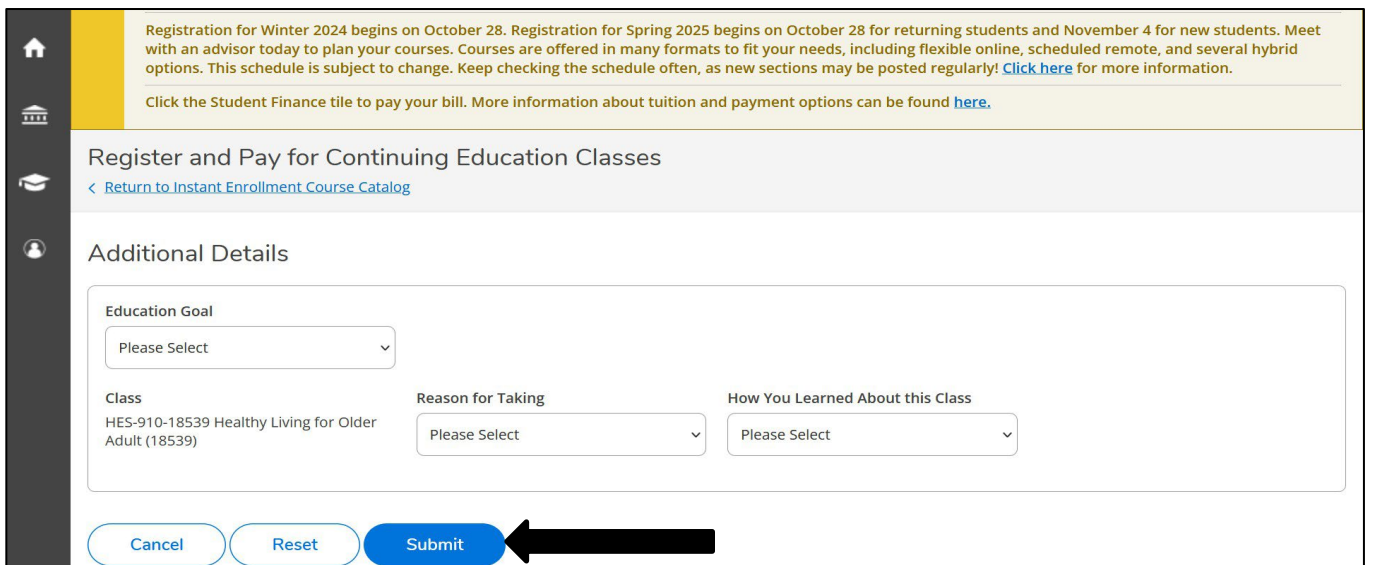
24. Your Cart will show the selected course in Green in the top right corner.



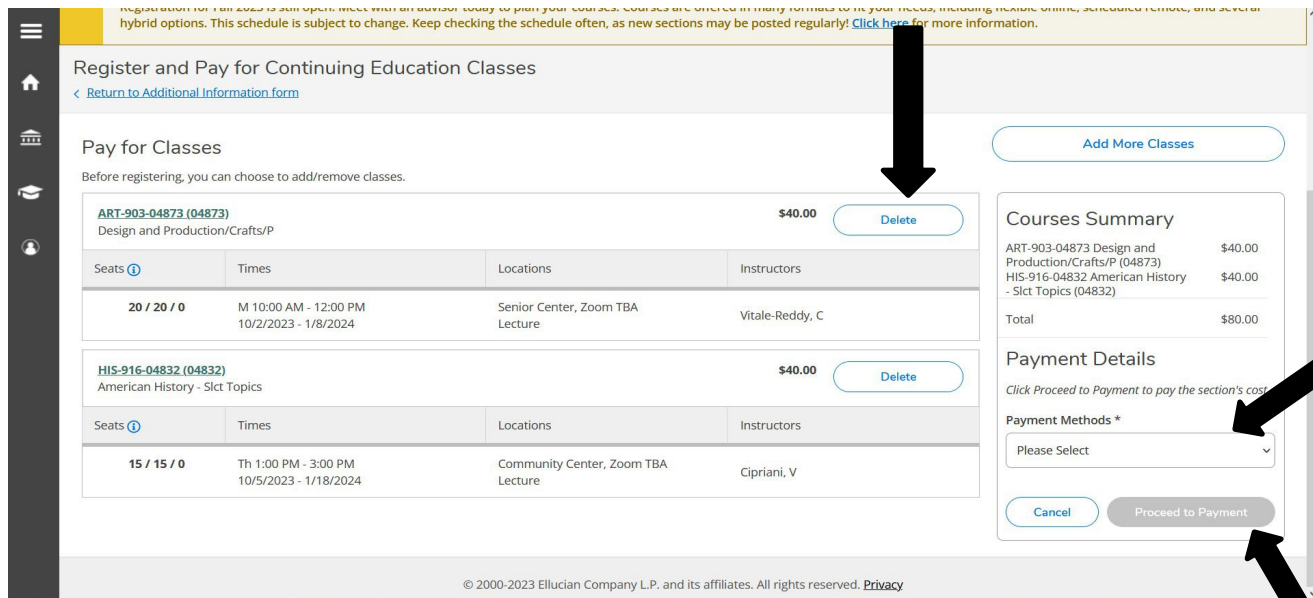
25. If you have more than one course, continue steps 22 – 24 to **Select**, and **Add Section** until all courses appear in the shopping cart in Green in the top right corner (see picture above).

26. Review shopping cart course(s) listed in the Green Shopping Cart. You can remove any class you do not want by clicking the x next to this class. When ready to register for all shopping cart classes listed Click **Next**.

27. *The CE Register and Pay for Continuing Education Classes – Additional Details page appears.* You do not have to complete the Additional Details section. If all is OK Click Submit. If this is not what you wish to register for Click Reset and Cancel and the screen will return you to the Course Selection Page (refer to step 20).



28. The Register and Pay for Continuing Education Classes page appears displaying your selected class(es). Review your payment summary page. When satisfied with your class listing Select your **Payment Method** from the drop-down list and then Click the **Proceed to Payment** button.



Note 1: The Add More Classes Button does not work at this time. If you wanted to register for more classes than have been selected, you can DELETE all the classes and start over, this time filling in ALL of the courses you want to take in the Search for Sections box at the same time (See Step 20).

OR

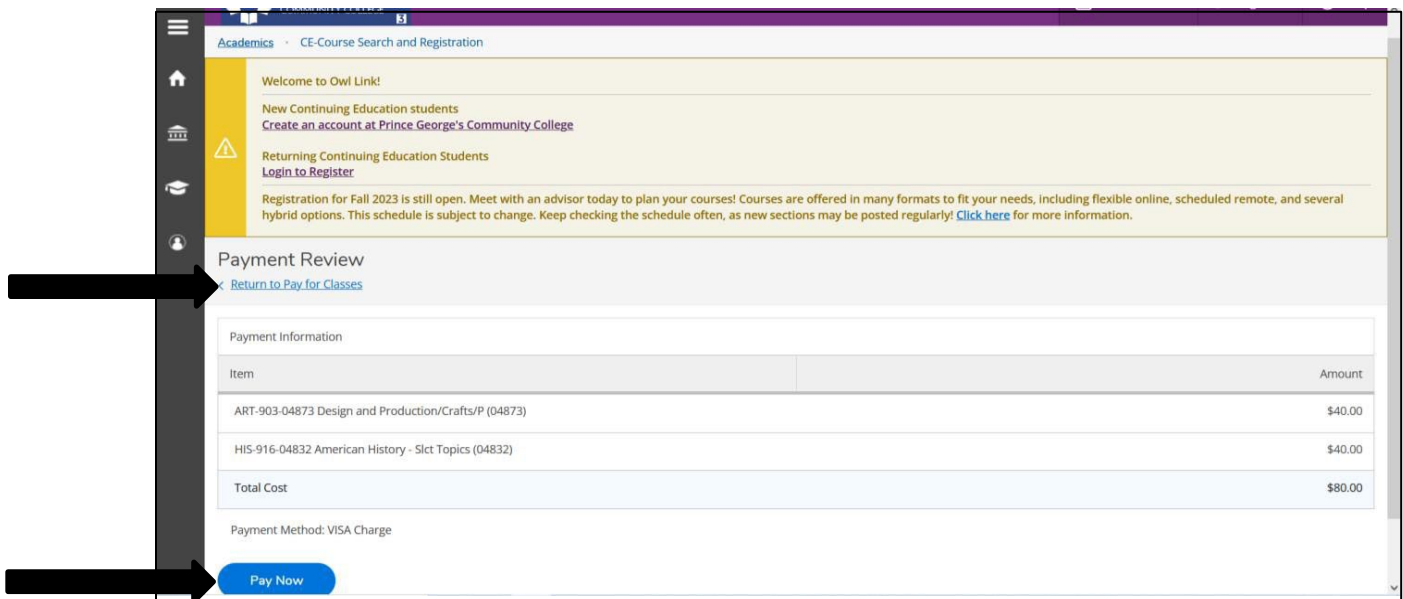
You can pay for the class(es) you have selected and then repeat the registration process to register for any additional class(es).

Note 2: If you do not want to register for a specific class listed, Click the Delete button. This is your Last Chance to Delete a class if you decide you do not want to pay for it.

Note 3: If the charge per class is any more than \$40, you may have been flagged as an out-of-county resident. Please contact the SAGE office at sage@pgcc.edu or 301-546-0923 to register or come to the in-person Registration Day in Town Center Celebrations Room from 9am-11am on May 12.

Remember, you can receive a scholarship for all additional classes after paying for two or more, but you cannot request scholarship online. You must request the scholarship by submitting your registration form at the in-person Registration session on the morning of May 12 in the Celebrations Room or contact Community Resources Coordinator, Sydney Siegel, at 301-572-8392 or Sydney.Siegel@erickson.com after Registration day.

29. The *Payment Review page appears*. Make sure that the courses you want are listed. If you need to change the course list (delete a selected course) click **Return to Pay for Classes** to make your corrections. Then proceed again to the Payment Review area. When you are satisfied with your course listings and charges, Click **Pay Now**.



30. The PGCC Pay with credit or debit card page appears. Input your Credit Card information into the boxes. When the form is complete, at the bottom of the page, click the Final **Pay Now**.

Prince George's Community College

Order summary
Total (USD): 80.00

Pay with credit or debit card

Card Number

Expiration Date mm / yy /

CSC (optional)

What is this ?

Billing Address

First name Hector

Last name

Country (optional) United States of America

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 Silver Spring

State Maryland

ZIP 20904

Phone Number (optional)

Email Address (optional)

Pay Now

31. The Class/Payment Acknowledgement area appears.

PRINCE GEORGES COMMUNITY COLLEGE

Academics · CE-Course Search and Registration

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 Summer 2023 begins on March 27 and registration for Fall 2023 begins on April 3 for returning students and April 10 for new students. 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.

Register and Pay for Continuing Education Classes

Class/Payment Acknowledgement

Receipt Number	001220079
Date/Time	6/1/2023 7:13:51 AM
Merchant	Prince Georges Cmty College 301 Largo Road Largo, MD 20774 2199
Payer	1018550 Etarae Weinstein

Billing Information

32. In the top right corner, 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 should appear in your email Inbox if you entered a valid email address when paying. An example is shown below. If you want to double check, see document titled “Checking Your PGCC SAGE Class Registration” on MyErickson and RiderwoodLife.com.

Class/Payment Acknowledgement

Receipt Information

Receipt Number 001220079
 Date/Time 06/01/2023 07:13:51AM
 Merchant Prince Georges Cmty College
 301 Largo Road
 Largo, MD 20774 2199

Payer

Billing Information

Payment Method
 Control Number
 Authorization Code
 Transaction Number
 Description
 Total Amount

Registered Classes
 You have successfully registered for the following classes.
 Your account has been charged \$40.00, and reflects only the successful registrations listed below. A copy of the receipt has been emailed to the address provided.

Price	Course Name	Course Title	Meeting Information	Faculty	Credits	CEUs	Location
\$40.00	MUS-301-04015	Music	06/14/2023-07/26/2023 Lecture Wednesday 10:00AM - 12:00PM, Riderwood Village Senior	S. Ridge		0.00	SNRR

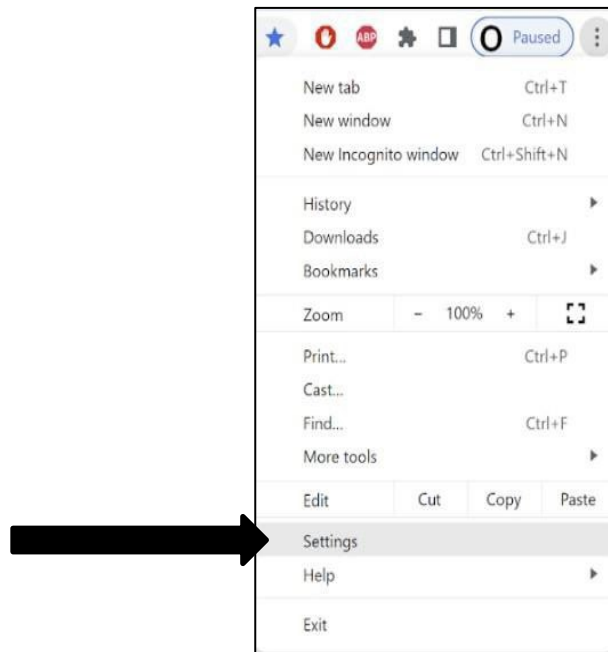
Deleting Your Personal Information from a Public Computer

Recommended: If you are using a public computer, such as a computer in the Media Center, remove your personal information from the computer before leaving the computer. In Chrome, the top of the browser window looks like the first image below.

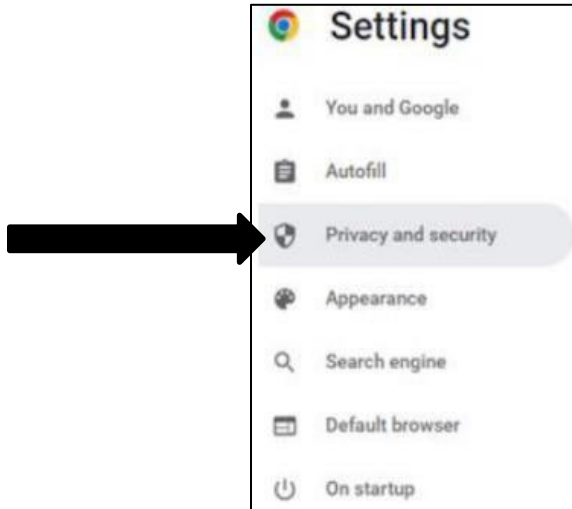
1. Near the browser's top right corner, click the  icon.



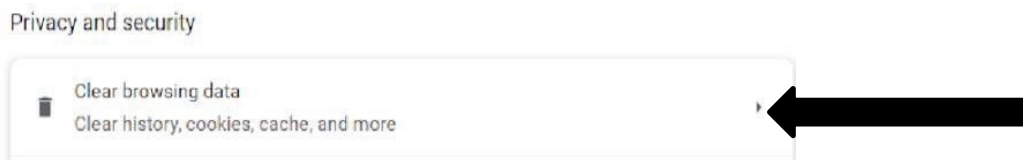
A pop-up menu appears.



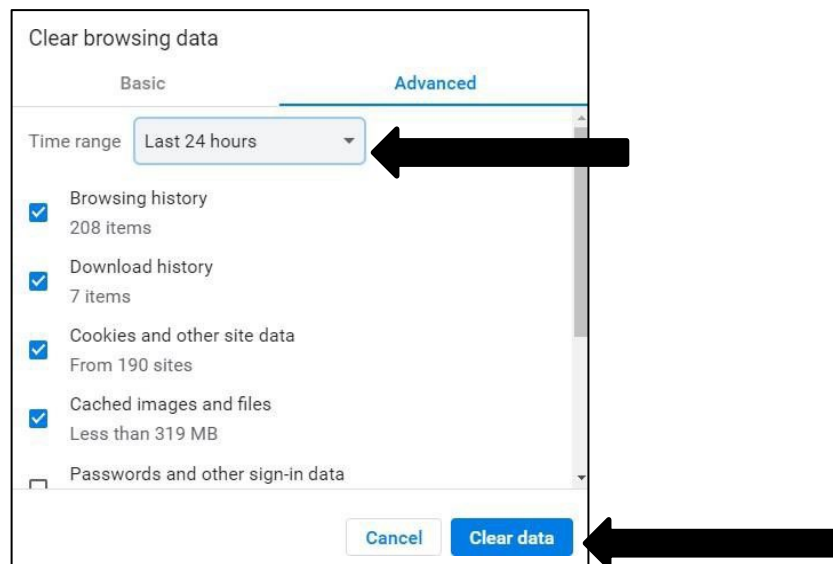
2. Click **Settings**. *The Settings menu appears.*



3. Click **Privacy and security**. *The Privacy and Security area appears.*



4. To the right of Clear browsing data, click the arrow. *The Clear browsing data check list appears.*



5. From the Time range drop-down list, click **Last 24 hours**.

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