Prince George's Community College SAGE Program

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 Spring 2027 semester opens online November 9, 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 Spring 2027 Riderwood PGCC Course Catalog in-person on November 9, 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, November 9, 2026, for in-person Classes at Riderwood and for Zoom and non-Riderwood PGCC SAGE classes.

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 Monday, November 9, 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 this form to Celebrations, where CEC volunteers review and collect their materials and submit their registration to PGCC SAGE. Checks will be collected after registration, so residents pay the correct balance once they know what classes they got into.

Riderwood staff leaves a confirmation of classes in student cubbies by 8:00 p.m. on Tuesday, November 17 for those that registered in person. With the course confirmation will be the amount the resident owes for their classes registered and an envelope for submitting payment by check.

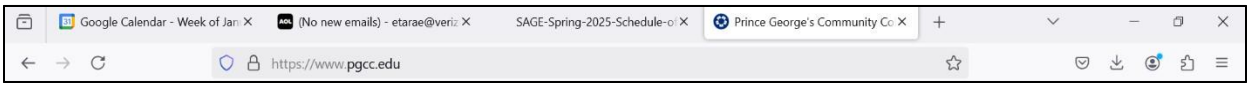
Monday, November 23 to Wednesday, November 25 students should drop off their check at the Front Desk on their building in the Philanthropy slot which will be marked with a sign. Students who do not drop off their check for payment due by November 25 can mail their payment directly to SAGE.

If you have questions please reach out to:

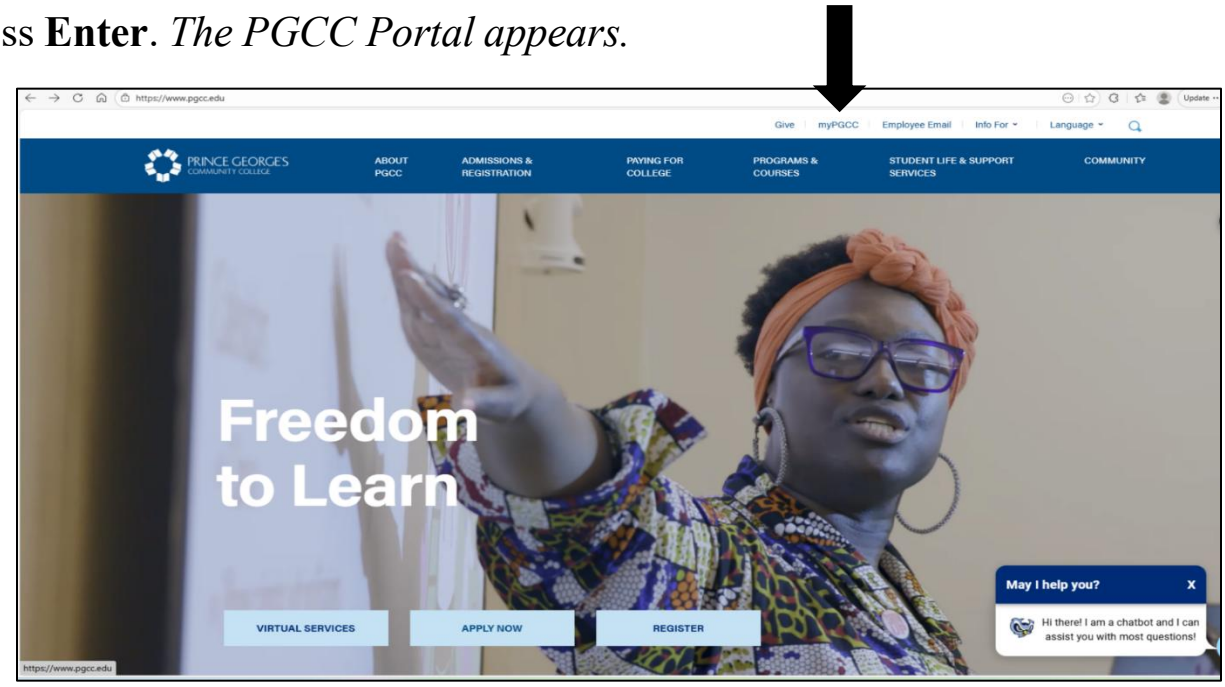
Sydney Siegel
Community Resources Coordinator
301-572-8392
Sydney.Siegel@erickson.com
Office location: Town Center, across from the mailboxes

Find steps for late registration and payment online under Continuing Education Committee section on RiderwoodLife.com or MyErickson (Resident Resources icon) after Registration Day.
Last day to register is January 25.

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

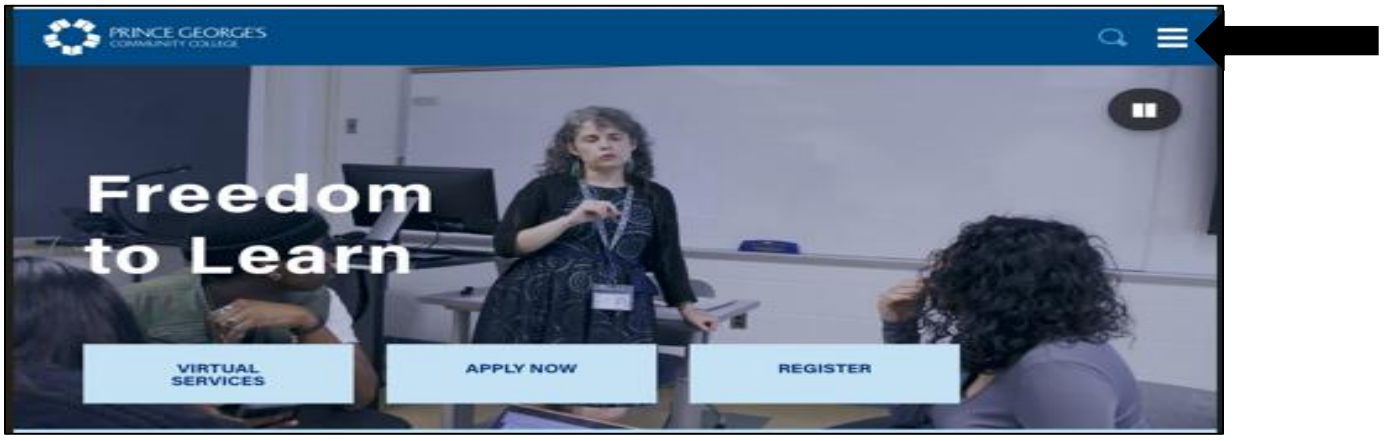


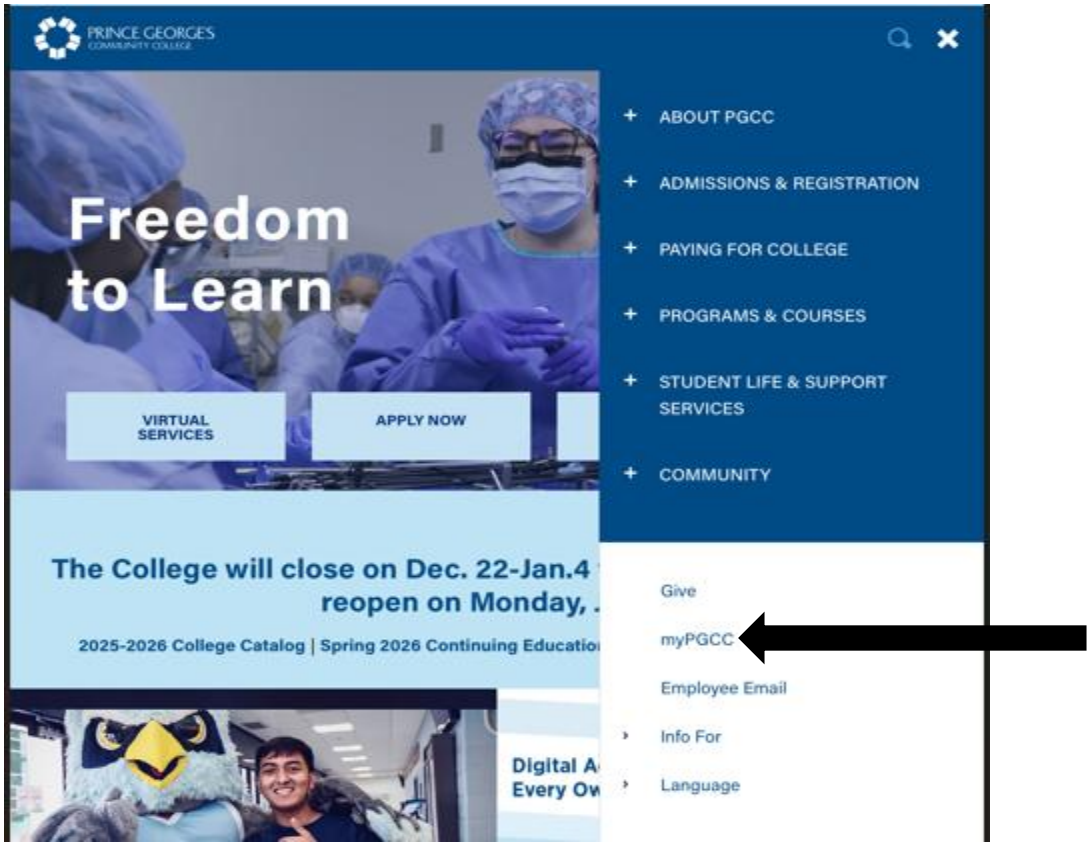
2. Press **Enter**. *The PGCC Portal appears.*



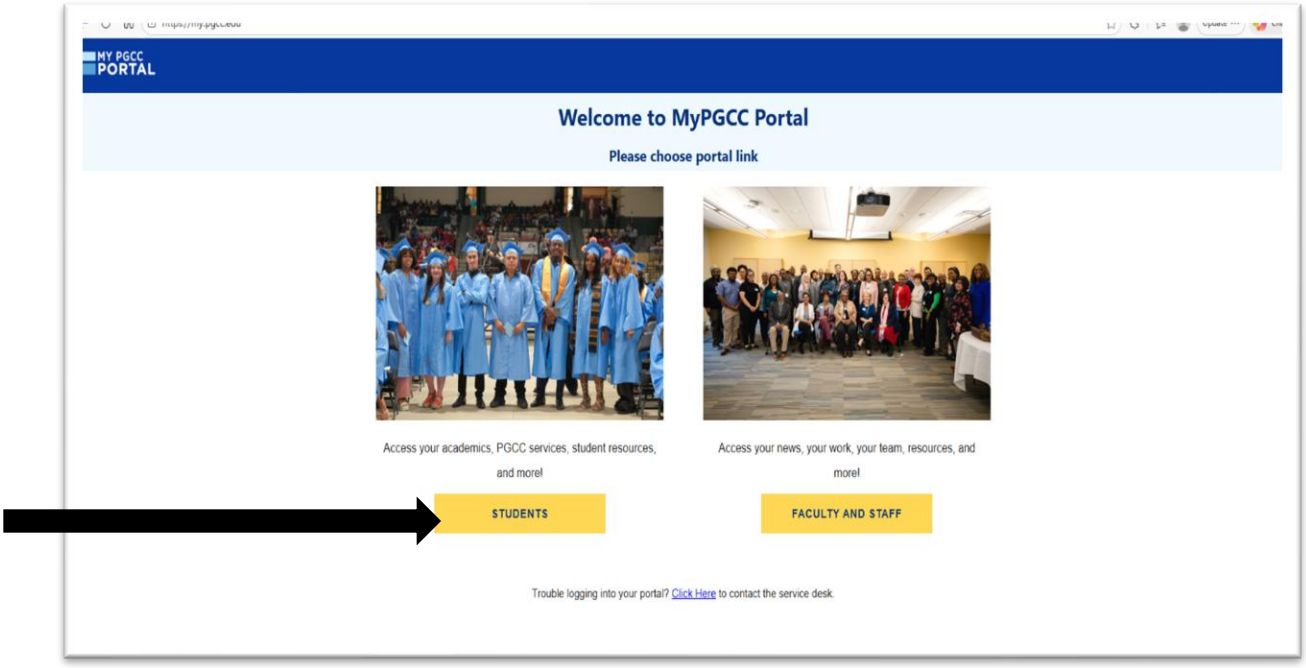
3. Click on "MyPGCC" (myPGCC) located at the top of the tool bar (as pictured above).

   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



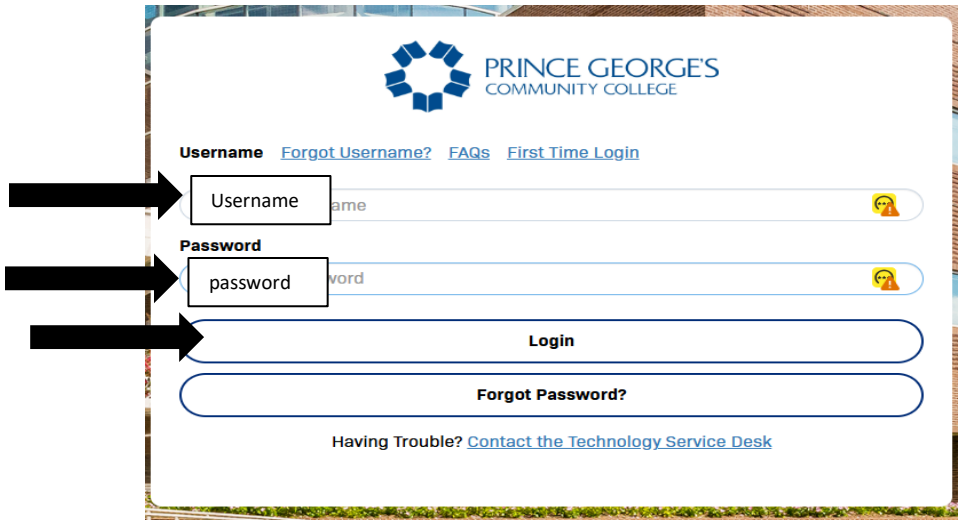


4. *The Welcome to MyPGCC Portal appears.* Click on Students.

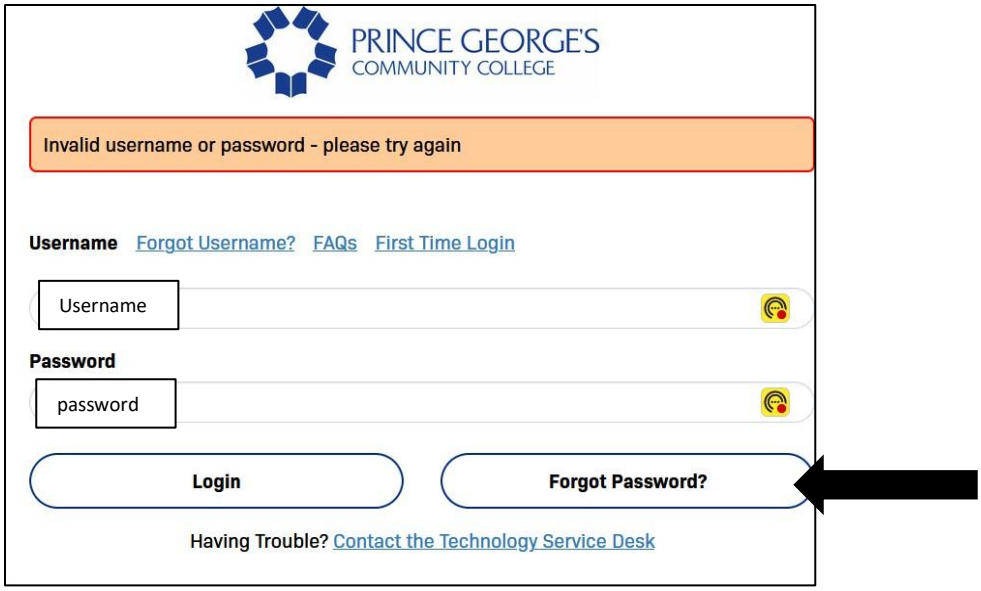


5. *The PG Community College Log In page appears.*

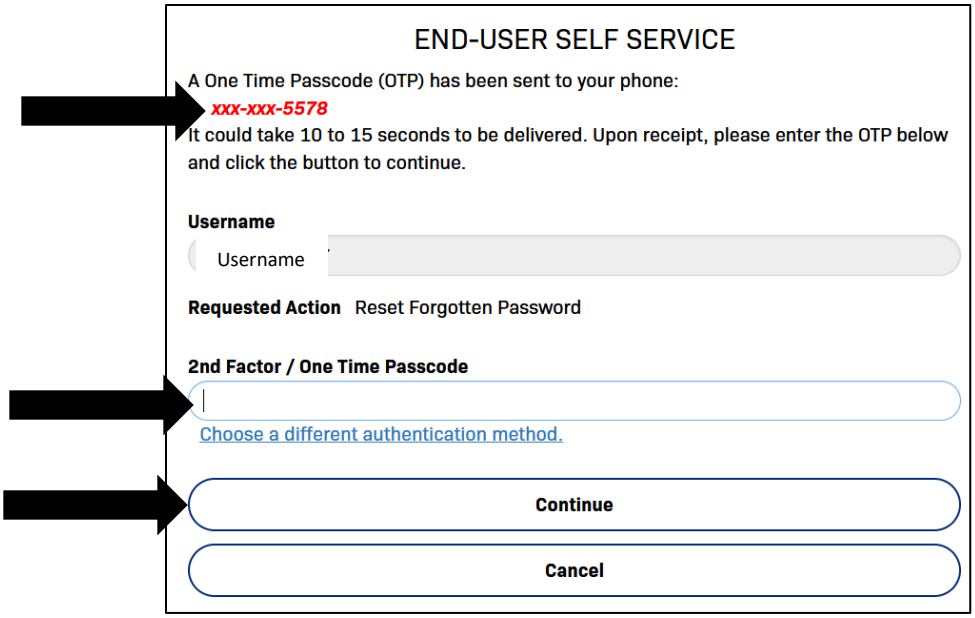
6. In the Username textbox, if necessary, type your username, and in the Password textbox, type your password.



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.**

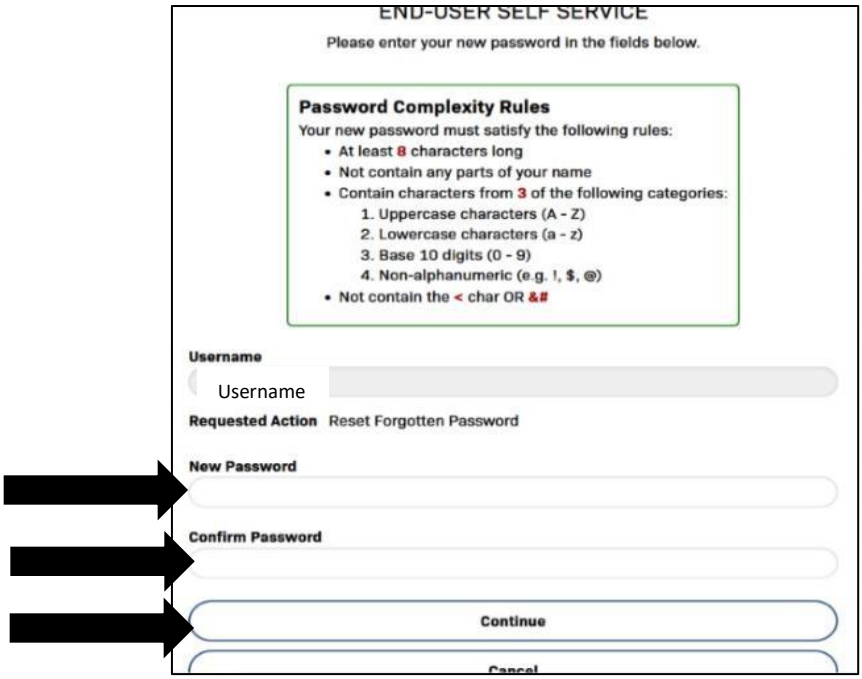


8. *The End User Self-Service dialog box appears.*



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.

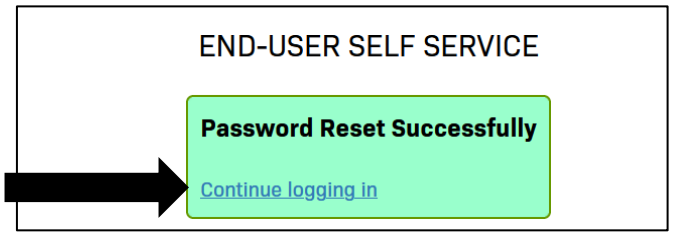
10. Click **Continue**. *The Password Complexity Rules dialog box appears.*



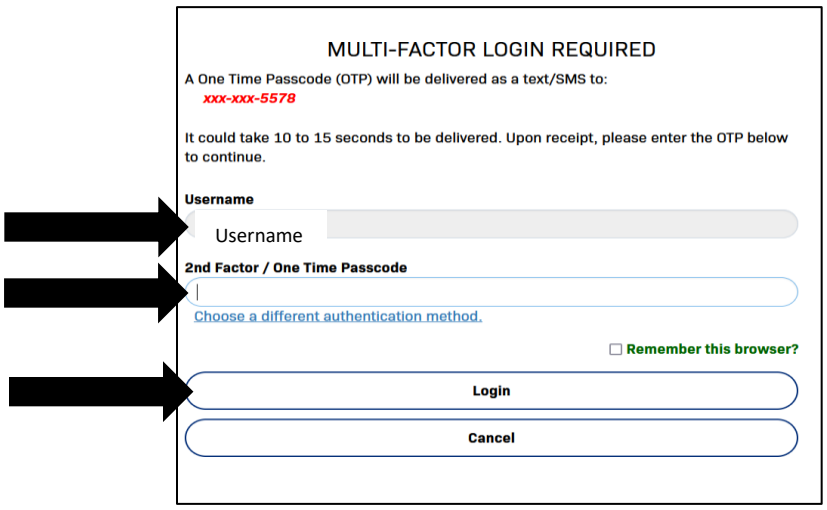
11. In the *New Password* textbox, follow the rules to type your new password.

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

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

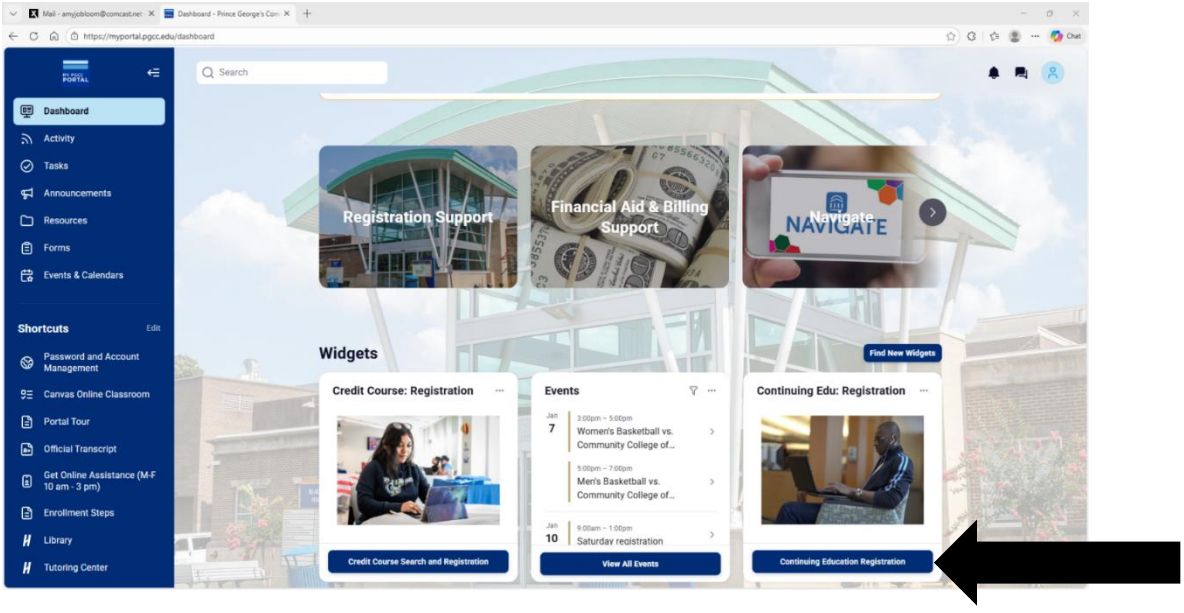


14. Click **Continue logging in**. *The Multi-Factor Login Required page appears.*

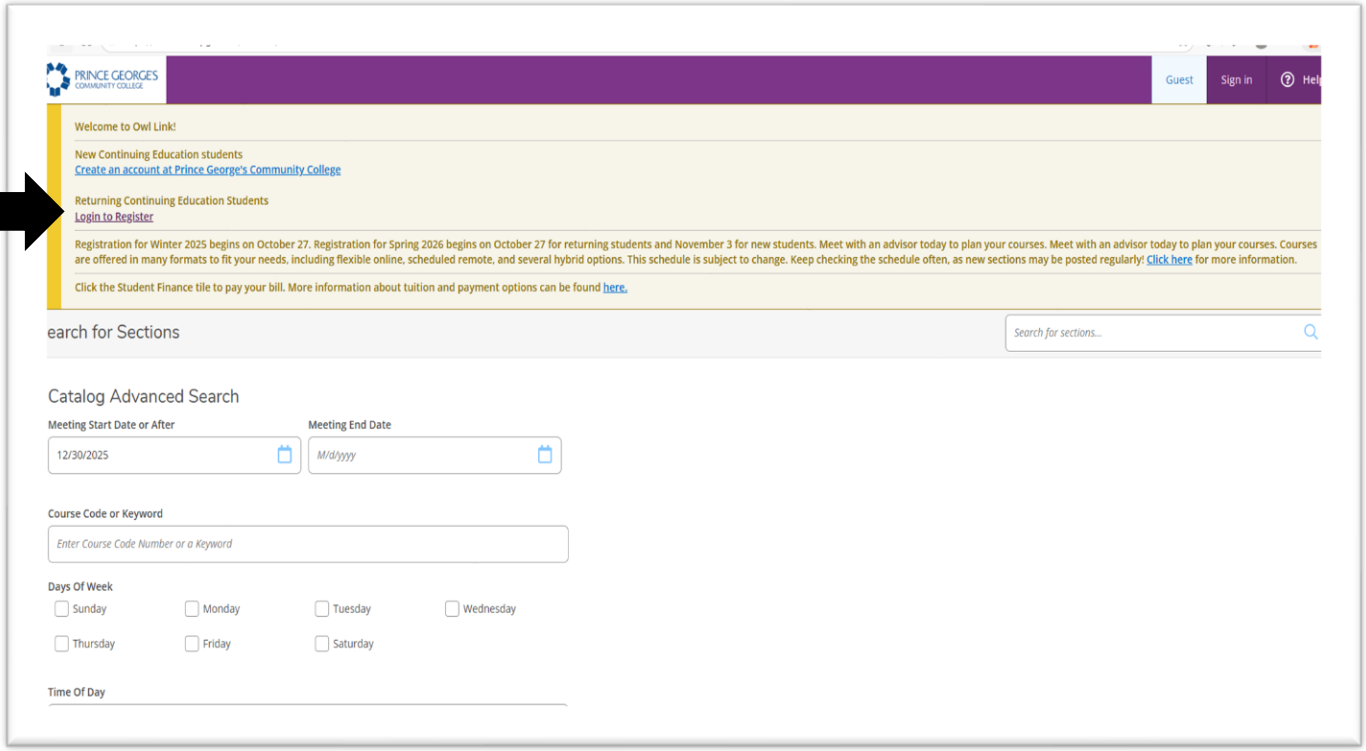


15. Near the top of the page, the website indicates in red whether the One-Time Passcode went to your phone number or your email address. The example above indicates the passcode went to the student's phone via text message. If the code went to a phone number, in your mobile phone text message app, find 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.

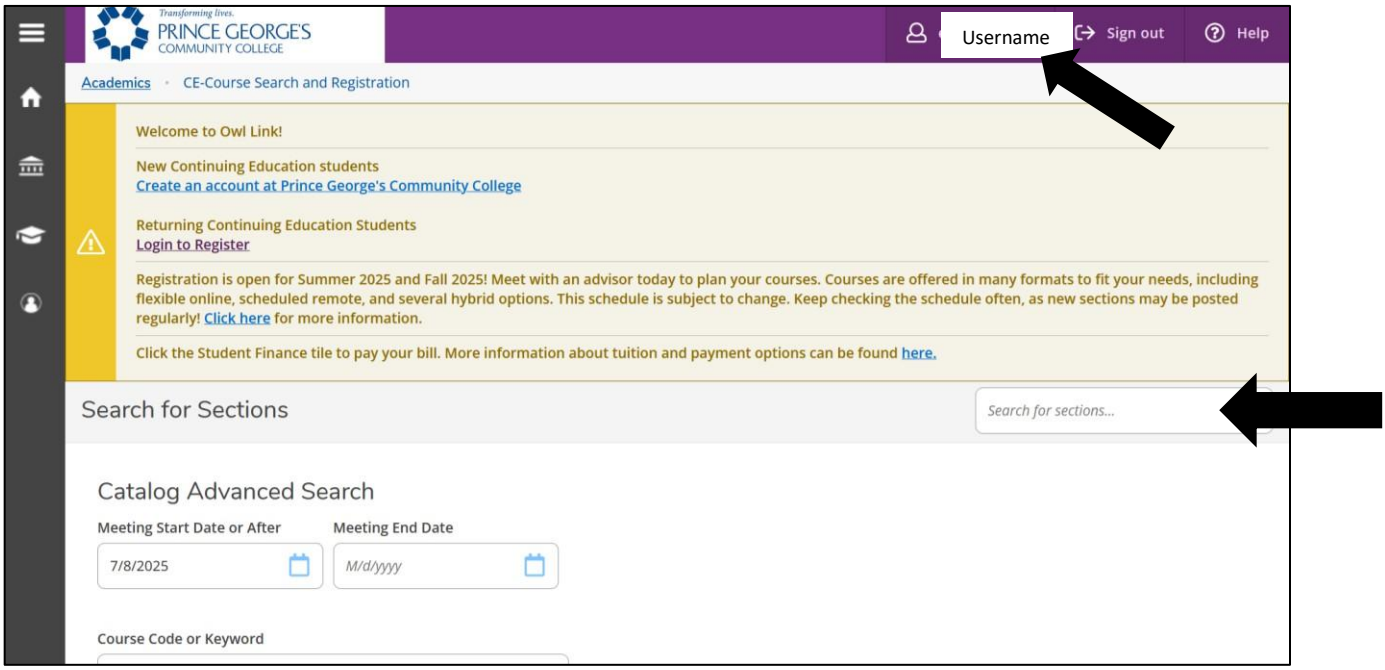
16. Click **Login**.
If PGCC accepted your password, the MyPGCC dashboard appears. Click on the Continuing Education Registration widget.



17. *The Welcome to Owl Link Academics CE-Course Search and Registration page appears.* Click on Login to Register. **Note: you must click on this link even though you have already logged into PGCC so that Registration recognizes your user ID.**

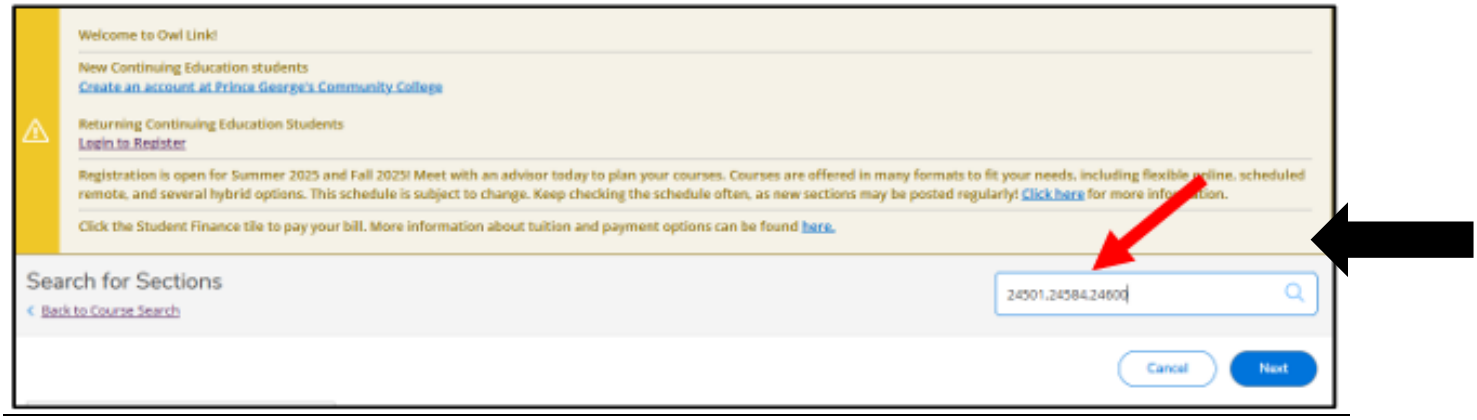


18. *The Welcome to Owl Link Academics CE-Course Search and Registration page will refresh.* You will see your username on the upper right side of the top bar.



19. Find your classes and their SYN numbers in the *Riderwood PGCC SAGE Course Catalog – Spring 2027*.

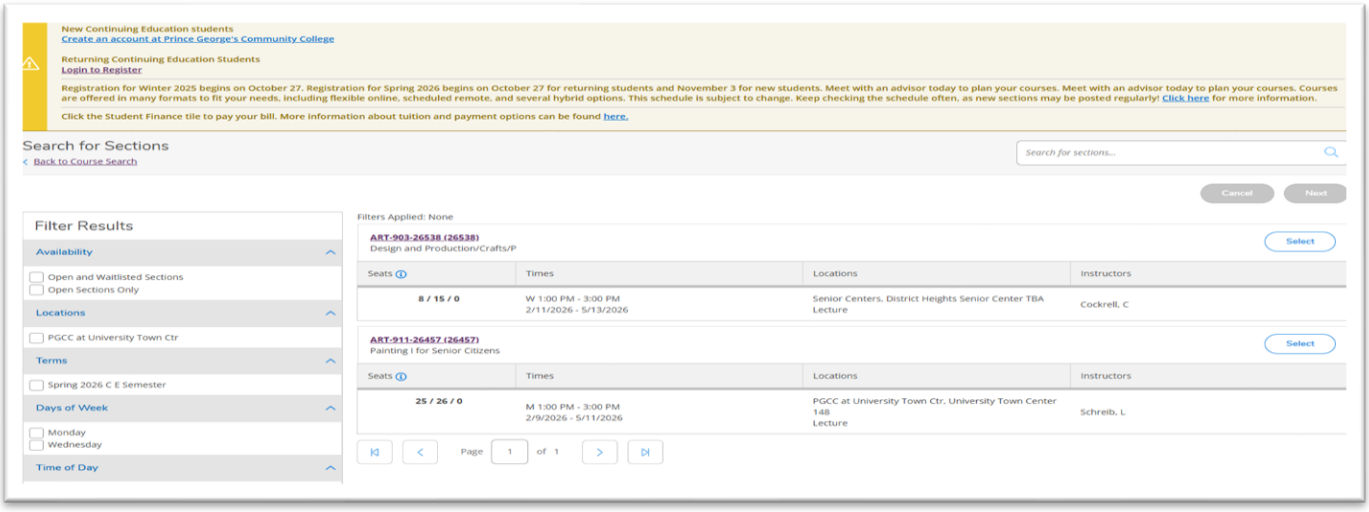
20. Type in the SYN number(s) you are registering for in the "Search for sections" box in the top right corner where the arrow indicates in the image below. *Do not* use the "Course Code or Keyword" search box in the center of the page. If you have multiple classes type them in at the same time separated 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.



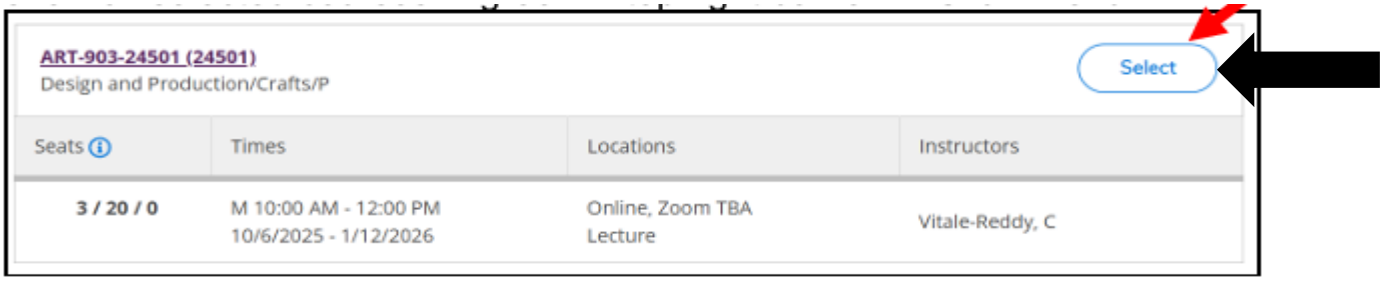
NOTE 1: As of July 1, 2026, the college requires students to type all SYN numbers in the search bar at the same time, as described above. If you type the SYN numbers in one at a time, you will be required to pay for classes one at a time. The system will not allow you to add additional sections to your 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 November 9 in the Celebrations Room between 9am-11am or find steps for late registration and payment online under Continuing Education Committee section on RiderwoodLife.com or MyErickson (Resident Resources icon) after Registration Day. Last day to register is January 25.

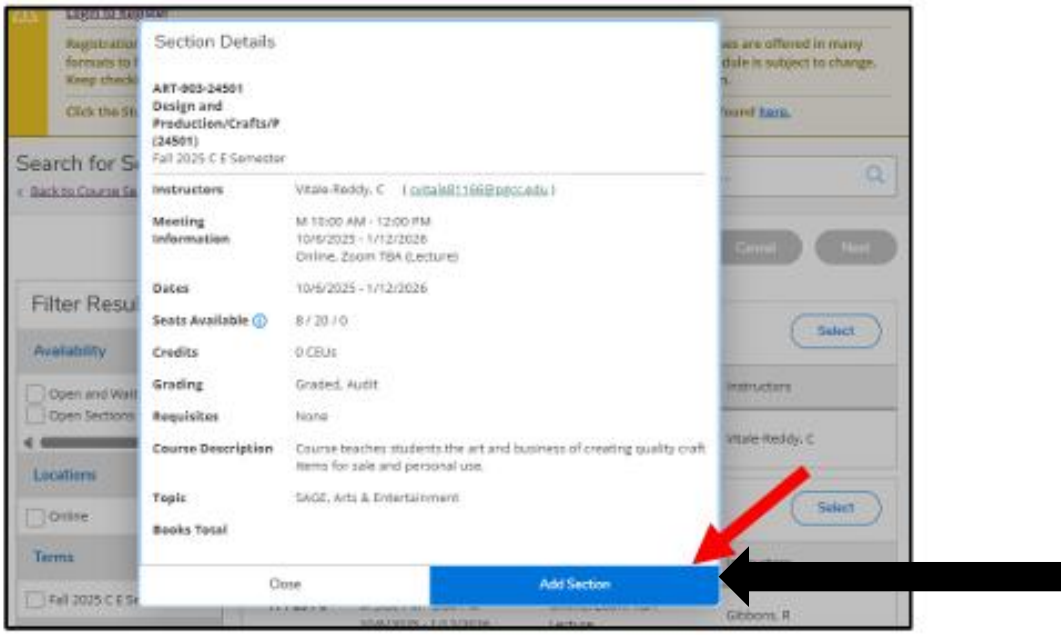
After you press Enter, the selected course(s) will appear on your screen.



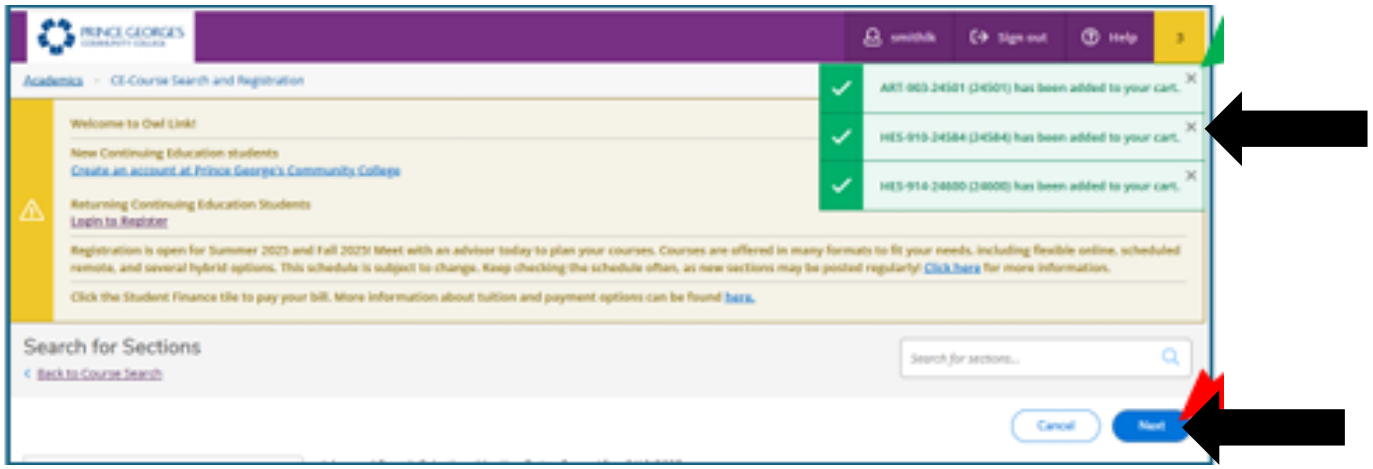
21. For each course, click **Select**.



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



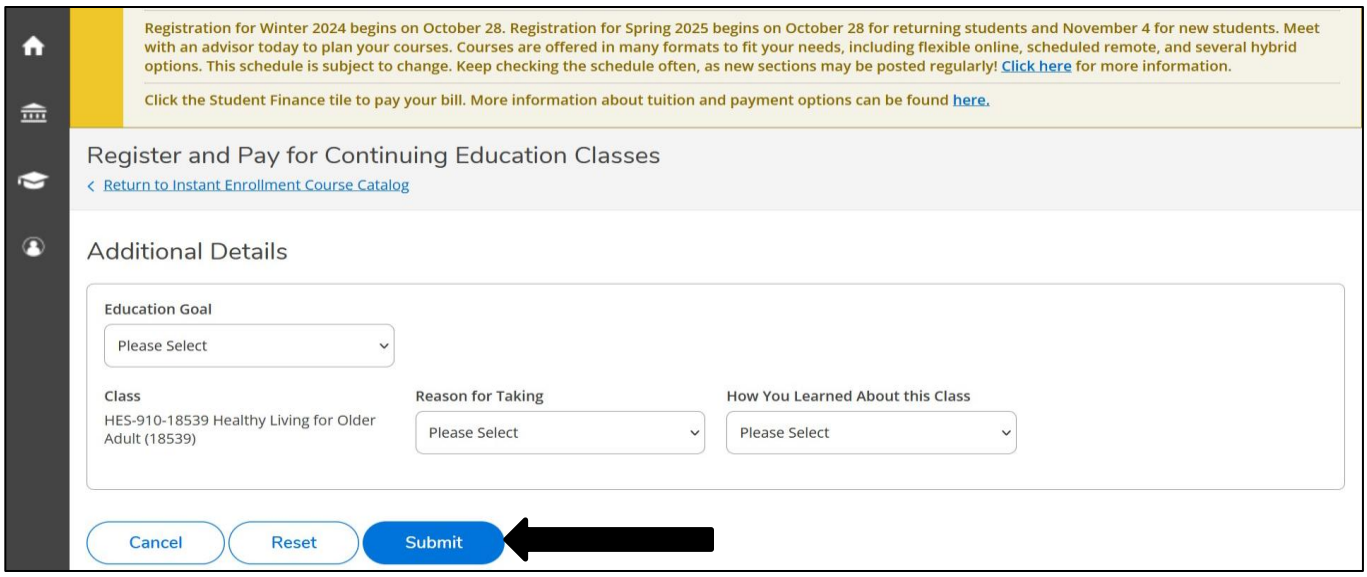
23. Your Cart will show the selected course(s) in Green in the top right corner.



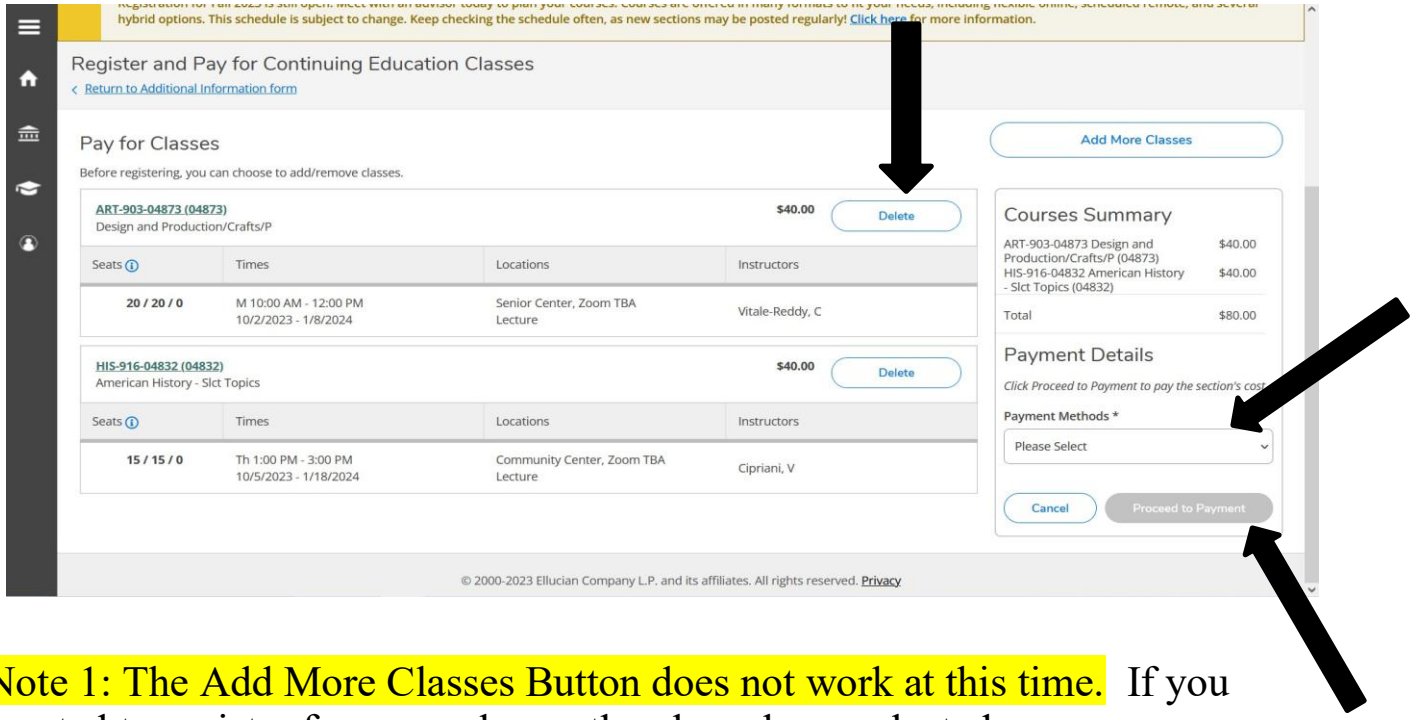
24. If you have more than one course, continue steps 21 – 24 to **Select**, and **Add Section** until all courses appear in the shopping cart in Green in the top right corner (see picture above).

25. 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**.

26. *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 you must start over. Click Reset and Cancel and the screen will return you to the Course Selection Page (refer to step 20).



27. *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 then 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).

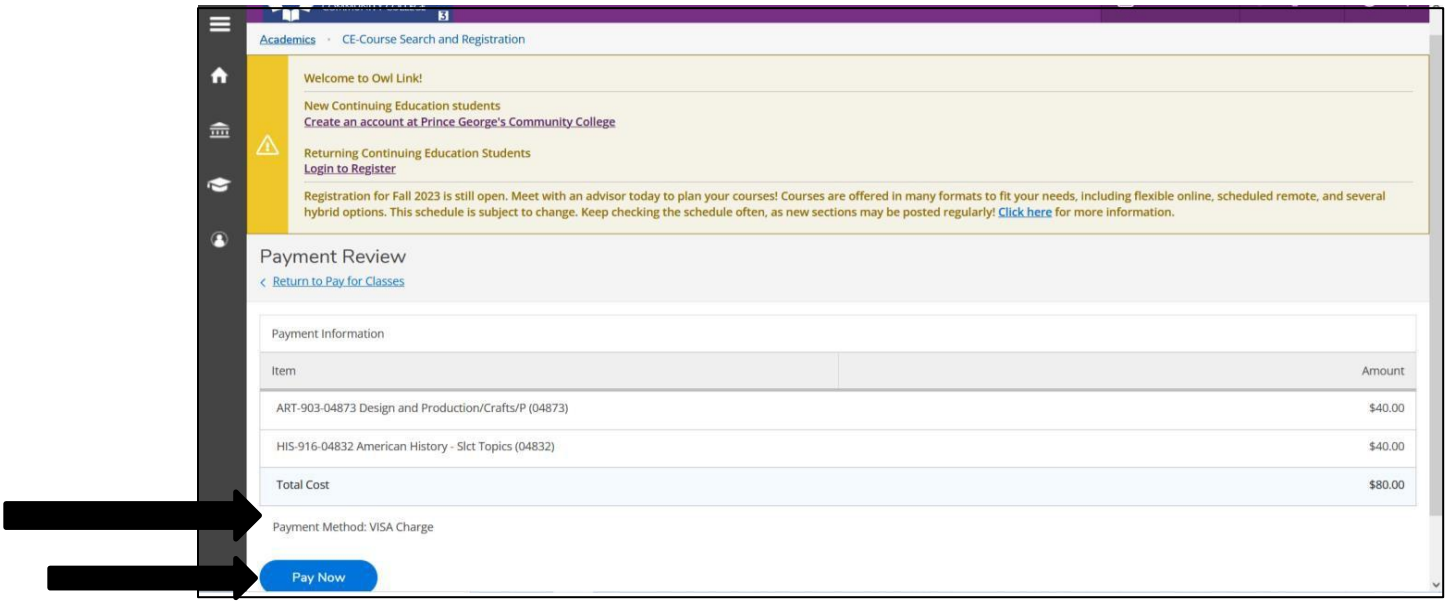
Note 2: If you do not want to register for a specific class listed, Click the Delete button. This is your Last Chance to Delete a class if you decide you do not want to pay for it.

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 November 9, 2026.

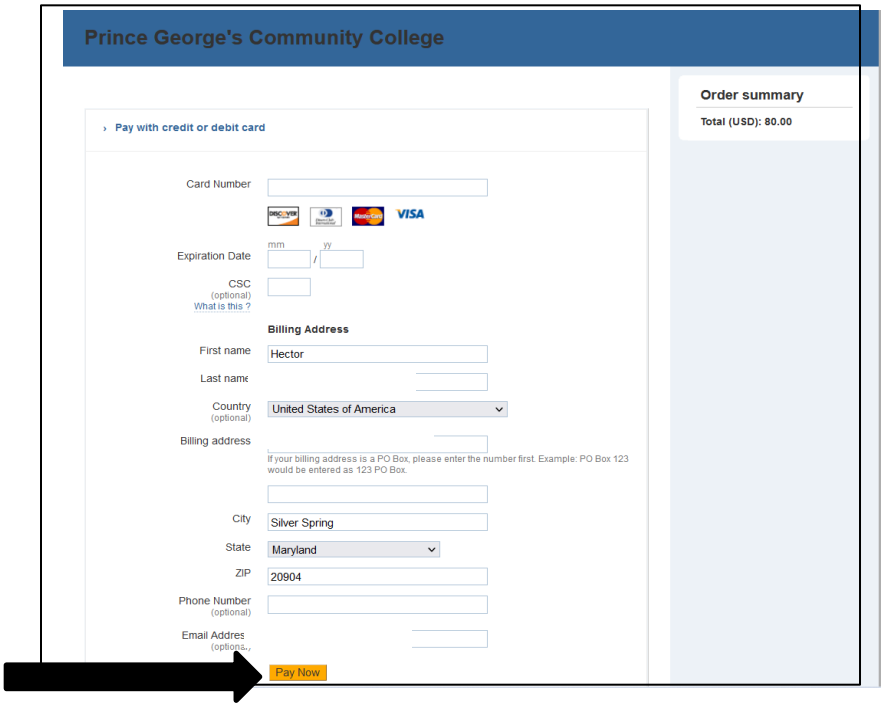
Remember, you can receive a scholarship for all additional classes after paying for two or more, but you cannot request scholarship online. If you are requesting a scholarship, you will only add and pay for 2 courses using Owl Link. To register for additional courses via scholarship you must submit your registration form at the in-person Registration session on the morning of November 9 in the Celebrations Room between 9am-11am or find steps for late registration and payment online under Continuing Education Committee section on RiderwoodLife.com or MyErickson (Resident Resources icon) after Registration Day.

Last day to register is January 25.

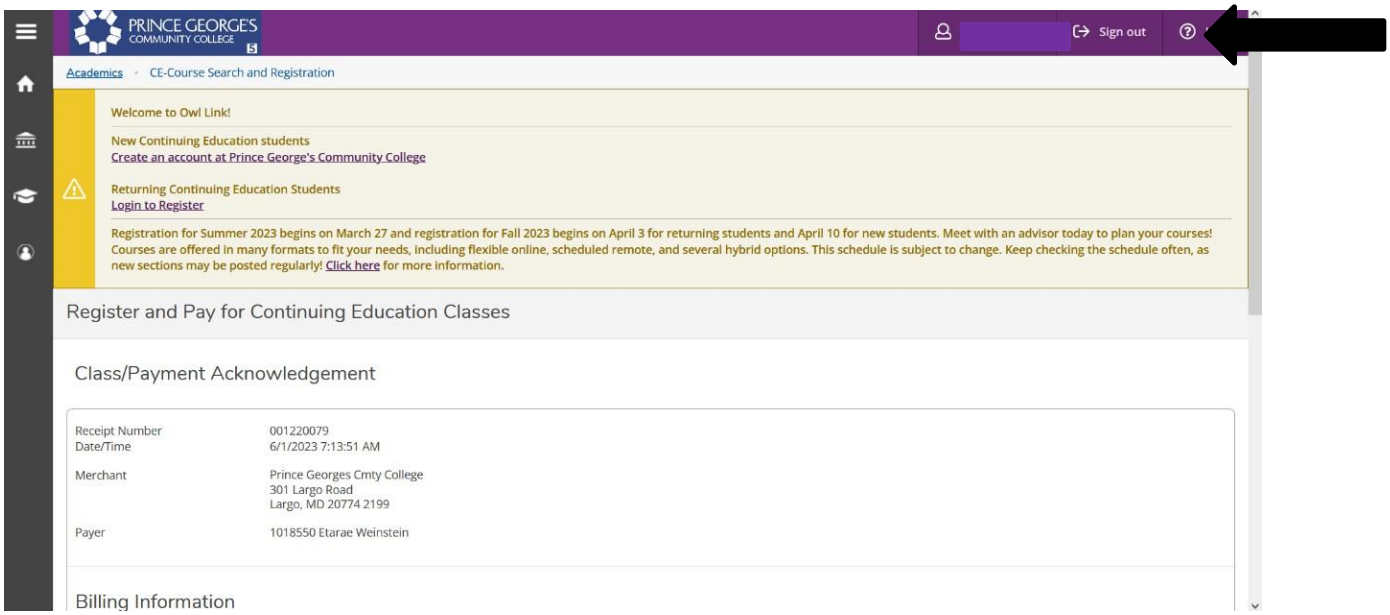
28. The *Payment Review page appears.* Make sure that the courses you want are listed. If you need to change the course list (delete a selected course) click **Return to Pay for Classes** to make your corrections. Then proceed again to the Payment Review. area. When you are satisfied with your course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



29. *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**.

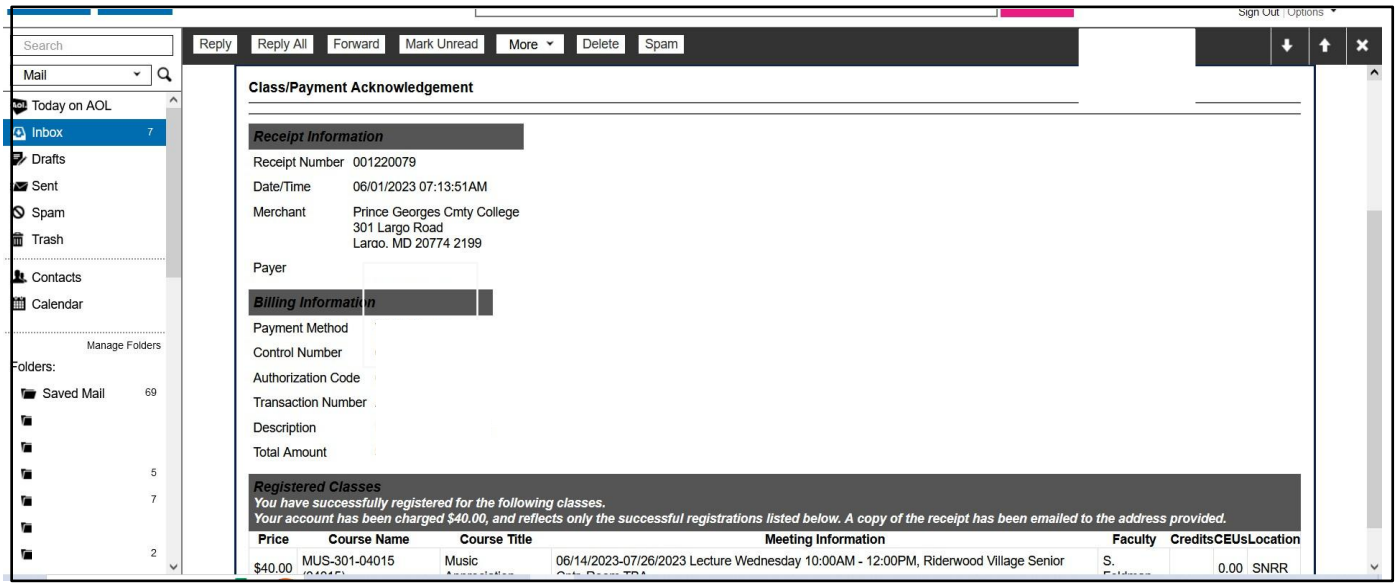


30. *The Class/Payment Acknowledgement area appears.*
Print the confirmation page and keep it for your records.



31. 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.



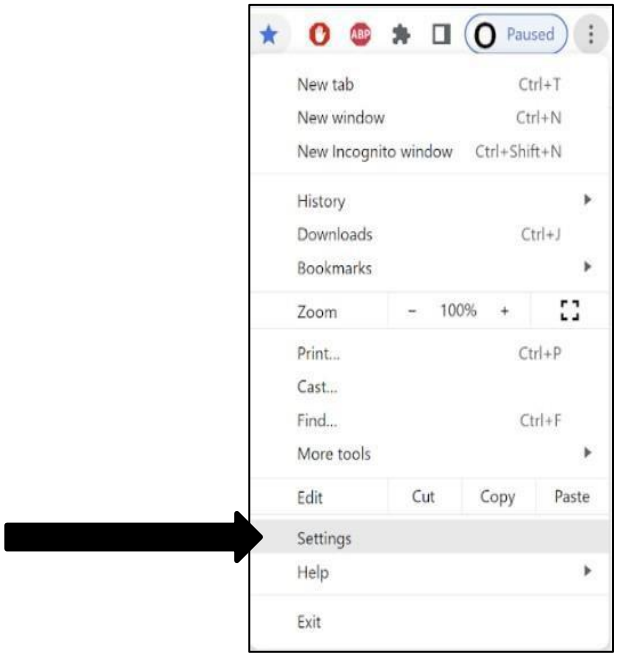
Deleting Your Personal Information from a Public Computer

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.

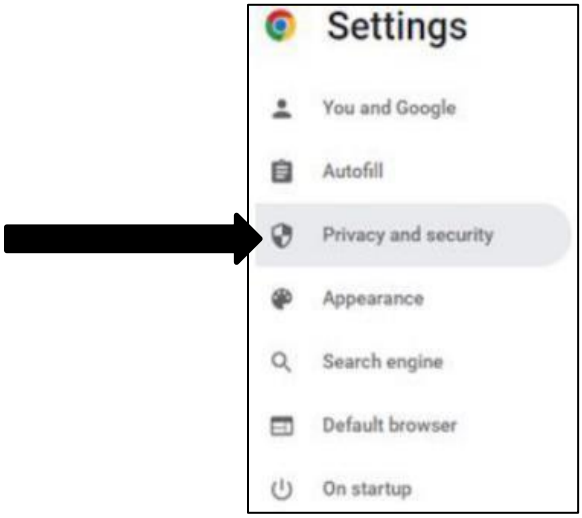
1. Near the browser's top right corner, click the ⋮ icon.



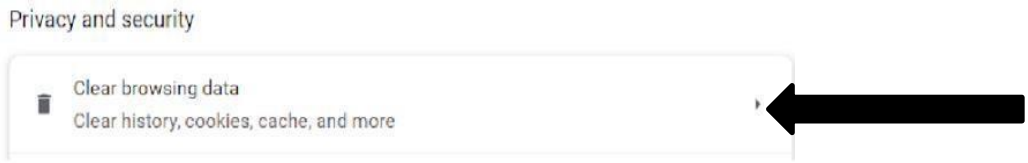
A pop-up menu appears.



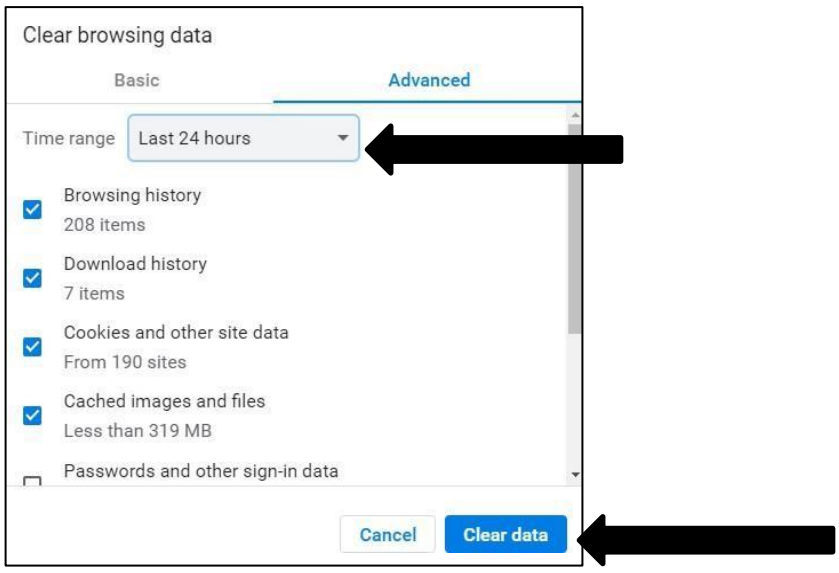
2. Click **Settings**. *The Settings menu appears.*



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.*