ACC Continuing Education Workforce Development would like to thank you for choosing to register online! To help you successfully register online, here are some helpful pointers:

- Have the following information on hand before you begin:
  - Social security number and date of birth
    (SSN must be that of the student)

- When entering information on the **Personal Identification** screen, **ALL** the information must be the student’s. Using a parent/spouse’s social security number in place of a student’s will cause record damage with the college’s registrar.

- Please note on the top of the **Personal Identification** screen the message regarding address and/or phone number changes; if you are a returning student and your address/phone/email have changed within the last 3 months you must contact the CEWD office at 281.756.3787 to have that information updated. **Just entering the new information on the Personal Identification screen will not over-ride the old information in our database. It is important our office has your current information in case of class cancellations or changes.**

- **Pay for Classes.** This screen will show you the classes you have selected. If you search for more classes or recalculate the total amount, it will result in you having to start over. Please only check the “Register now” (check out). You will also need to select your payment type. **Note. If you have financial aid or want to set up a payment plan, you must register in person at the main campus.**

- When entering your payment information, the student’s name will automatically populate the “Payer’s Name” line. You must change this to the name on the check or credit card.

- **Class/Payment Confirmation** this will show you the classes in which you are now officially registered. In the paragraph below the classes you will find your user id (to log back in to registration if needed). Your password will be emailed to you.

- If you feel you have been charged an incorrect amount or your record is on hold, please call the CEWD Office at 281-756-3787.