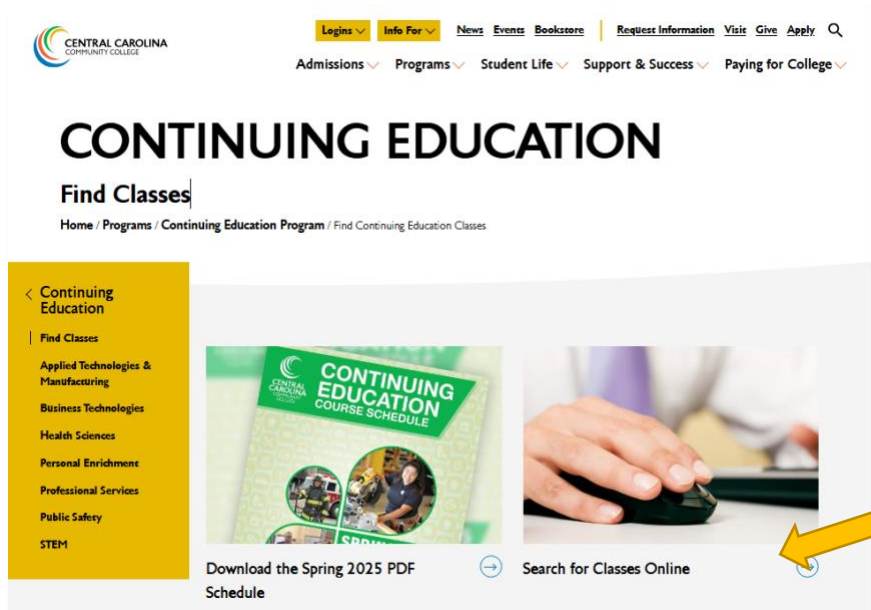# Continuing Education
Instant Enrollment Online Registration Tutorial

1. From Central Carolina Community Colleges Continuing Education Find Classes Page, select **Search for Classes Online** to be taken to the online schedule.

2. Search for a class by keyword <u>or</u> course number.
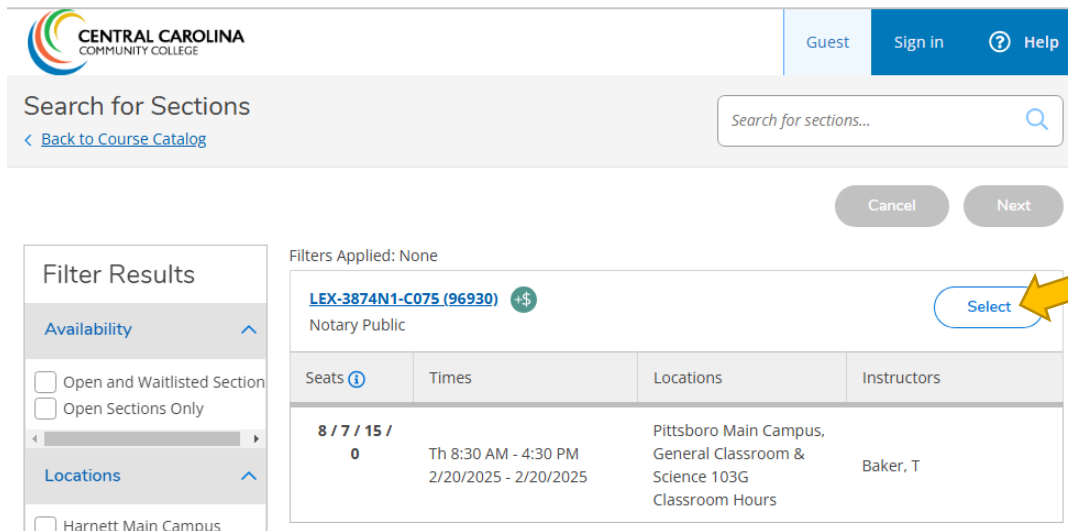
To browse <u>all</u> classes, leave the criteria blank and click the search icon.
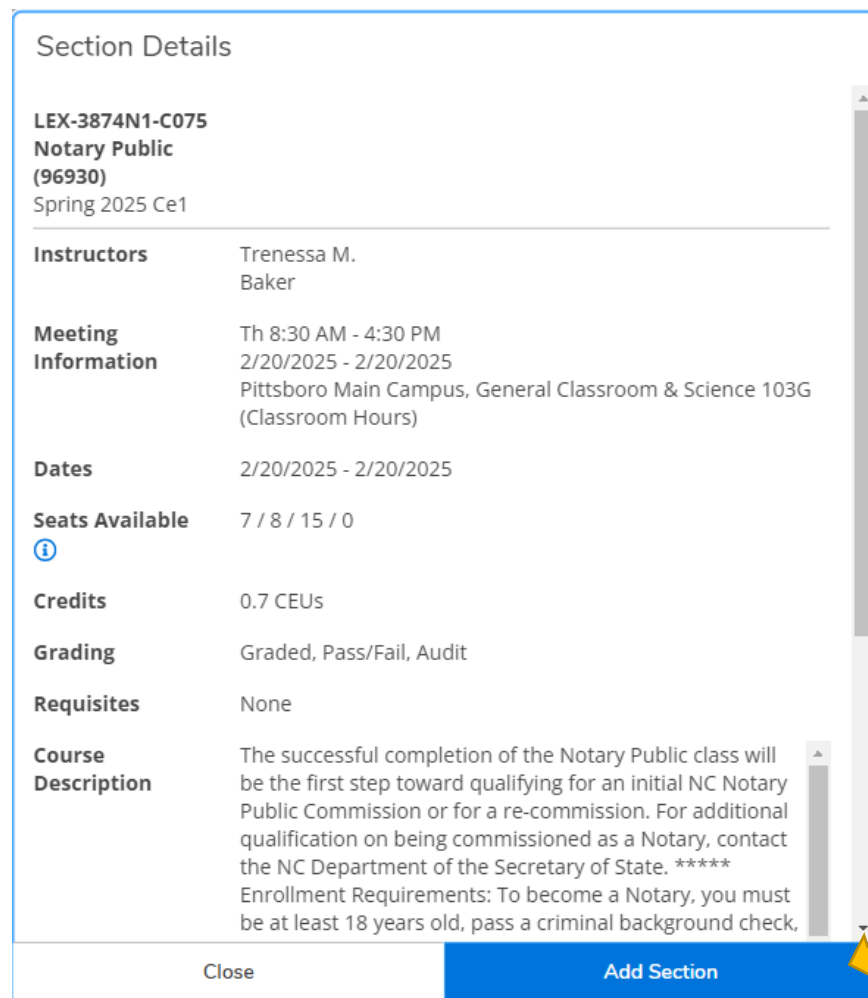
3. To view the details of the class, click **Select**.

4. If this is the class that you would like to register for, click **Add Section**. If it is not, return to the search menu by selecting the Close button.

5. Click **<u>Checkout</u>** to begin the checkout process, or continue to select additional classes.

6. Enter your personal identification information and click **<u>Submit</u>**.

If you are a returning student and cannot be uniquely identified, you should call the CE enrollment office for assistance at 919-718-7500.

7. Answer the additional checkout questions and click **Submit**.

8. Review your class information and total charges and then select your **Payment Method** from the drop-down list. Click **Proceed to Payment** when you are ready to check out using your credit card. We accept Mastercard, Visa or Discover.

Upon successful registration, you will receive an email confirmation.

For assistance with web registration, call 919-718-7500.