



Help Guide for creating a

Hofstra Continuing Education

-

Saturday Classes for Young People

-

Summer Camps

Student Portal Account

&

Register for classes/summer camp

&

Make Additional Payments to your account

(only applicable to Hofstra Summer camps)

How to Create or Login into Your Hofstra Continuing Education Student Portal Account

- Login onto Continuing Education's website at www.ce.hofstra.edu/login.

The screenshot shows the left-hand navigation menu of the Hofstra Continuing Education website. The menu items are: Student Portal Login, About CE », Registration », Professional Development », Corporate Training, Personal Enrichment », Lifelong Learning », and Certificates. Below the menu is a 'Live Help' banner featuring a woman's face and the text 'Click to chat with us now!'. Underneath is a 'HOFSTRA SUMMER CAMPS' banner with the tagline 'A choice that can change your child's life!' and icons for 'learn', 'play', and 'grow'. At the bottom of the menu are two video thumbnails: 'Personal Trainer' and 'Sports-casting'.

The screenshot shows the 'Student Account Log In' page. At the top is a dark blue navigation bar with links for Home, Find a Course, Academics, My Account, and Search. The main content area is divided into two columns. The left column is titled 'Student Account Log In' and contains a message: 'Please log in below, or call Hofstra CE at 516-463-7200, if you forgot the login name to your account.' Below this are input fields for 'Login:' and 'Password:', and a green 'LOGIN' button. The right column contains two sections: 'Create a new Customer Account' with a link 'Click here to create a new account.', and 'Forgot Your Password' with a link 'Click here to look up your account and have a new password emailed to you.' Below the login section, there is a paragraph: 'Please print your account information and retain for your records. For future registrations kindly utilize same account information. If you create multiple student accounts you will have multiple student records.' This is followed by another paragraph: 'If you are registering multiple children either for Summer Camps and/or Saturday Classes for Young People you must create separate student accounts and submit different registration requests.' Below that is a paragraph: 'You cannot submit multiple children enrollment requests under a single registration form.' The final paragraph reads: 'If you would like to make any program changes (withdrawal, transfer, etc) please contact:' followed by a bulleted list: '• Summer Camps: 516-463-CAMP', '• Saturday Classes for Young People: 516-463-7400', and '• Other Continuing Education Programs: 516-463-7200'.

If you already have a Student Portal Account

- Under the “**Student Account Log In**” section – enter your username in the “**Login**” and password in the “**Password**” fields respectively.
- Then click “**Login**”
- You will then be logged into your account and can now enroll in classes.

Student Account Log In

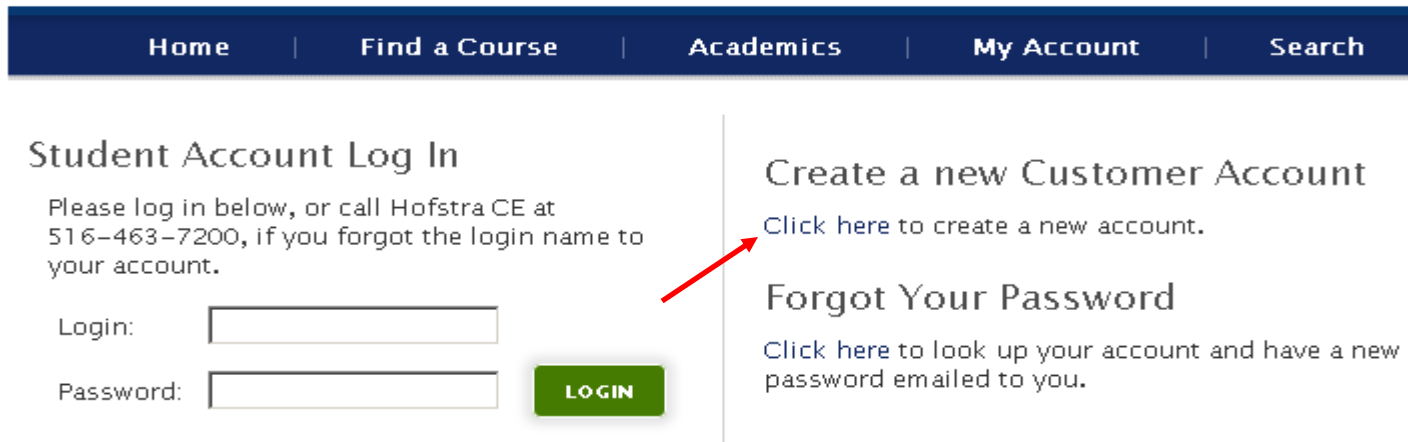
Please log in below, or call Hofstra CE at 516-463-7200, if you forgot the login name to your account.

Login: 

Password:  

How to Create a New Customer Account (Student Portal Account)

- Under the “**Create a new Customer Account**” – must click on the “**Click here to create a new account**” link



The screenshot shows a navigation bar with links: Home, Find a Course, Academics, My Account, and Search. Below the navigation bar, there are two main sections. The left section is titled "Student Account Log In" and contains a login form with fields for "Login:" and "Password:", and a green "LOGIN" button. The right section is titled "Create a new Customer Account" and contains a link "Click here to create a new account." and a "Forgot Your Password" section with a link "Click here to look up your account and have a new password emailed to you." A red arrow points from the "Click here to create a new account." link to the "Forgot Your Password" section.

- Under the “**Create a New Student Account**” section – enter the appropriate information in the required fields.
- Once you created your account – you will now be able to successfully login into you account.
- Once you have logged into your account – under “**My Account**” – “**Profile Maintenance**” – YOU MUST – update your contact information by entering a billing address, phone number and other required information. If you do not update your contact information you will not be receiving important scheduling and course confirmation information.

How to reset your password

- If you forgot your password or if you need to reset it – under the “**Forgot Your Password**” section – click on “**Click here** to look up your account and have a new password emailed to you.
- Note: all information is case sensitive.

Home | Find a Course | Academics | My Account | Search

Student Account Log In

Please log in below, or call Hofstra CE at 516-463-7200, if you forgot the login name to your account.

Login:

Password:

[LOGIN](#)

Create a new Customer Account

[Click here to create a new account.](#)

Forgot Your Password

[Click here to look up your account and have a new password emailed to you.](#)

How to reset your password Continued...

- Step 1 – enter your login name and click on “**Lookup**”

Forgot Password

Please enter your login below

Login:



- Step 2 – enter your “**Secret Answer**” and click “**Submit**”. A new password will be emailed to your email address on file. When you receive this new password – it is recommended that you log into your portal account and

Forgot Password

Please enter your login below

Login:

Please enter your secret answer to your secret question which you set when you create your account below. A new password for your account will be generated and sent to your preferred email address.

Secret Question :

hofstrace

Secret Answer :



How to Enroll in Classes

- In order to register for a course you must first be logged into your Student Portal Account.

Student Portal Login

About CE »

Registration »

Professional Development »

Corporate Training

Personal Enrichment »

Lifelong Learning »

Certificates

Offline

Please leave a message

HOFSTRA SUMMER CAMPS

A choice that can change your child's life!

Home | Find a Course | Academics | My Account | Search

Login

Hofstra University Continuing Education Course Catalog

Catalog Name

*Available Fall 2012 Sections: Register Now

*Available Spring 2013 Sections: Register Now

*Fall 2012 New Courses

*Free Events and Information Sessions

Adult CPR-AED Certification Program

Arts, Sciences, & Humanities: Acting

How to Enroll in Classes Continued...

- Select the appropriate course you wish to register for from our catalog offerings and click on the “**Get Details**” button.
- Then in order to add the course to your checkout screen click on “**Add to Cart**”.

Available Sections

U2012_13/U0001-01

Cost: \$ 0.00

ADD TO CART

U2012_13/U0001-01 Fact Sheet

Section Notes:

Fall 2012

Start Date: Oct 3, 2012

End Date: Oct 3, 2012

Start Time: 6:30 PM

End Time: 7:30 PM



[FULL SCHEDULE AND LOCATION](#)

Instructors

Hofstra CE Staff

ADD TO CART

How to Enroll in Classes Continued...

- After adding the course to your cart - you will be taken to your shopping cart - where you can chose to either continue shopping or to proceed to the checkout by submitting your order.
- To finish your enrollment select continue checkout and from there follow the directions to complete your payment and registration.

How to Enroll in Waitlist

- If the course schedule does not meet with your needs, or if there is no schedule listed for a particular course, there is a waitlist available for most classes.
- In order to add the waitlist course to your checkout screen click on **“Add to Cart”**.

Available Sections

U2012_13/U0001-01

Cost: \$ 0.00

ADD TO CART

U2012_13/U0001-01 Fact Sheet

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[FULL SCHEDULE AND LOCATION](#)

Instructors

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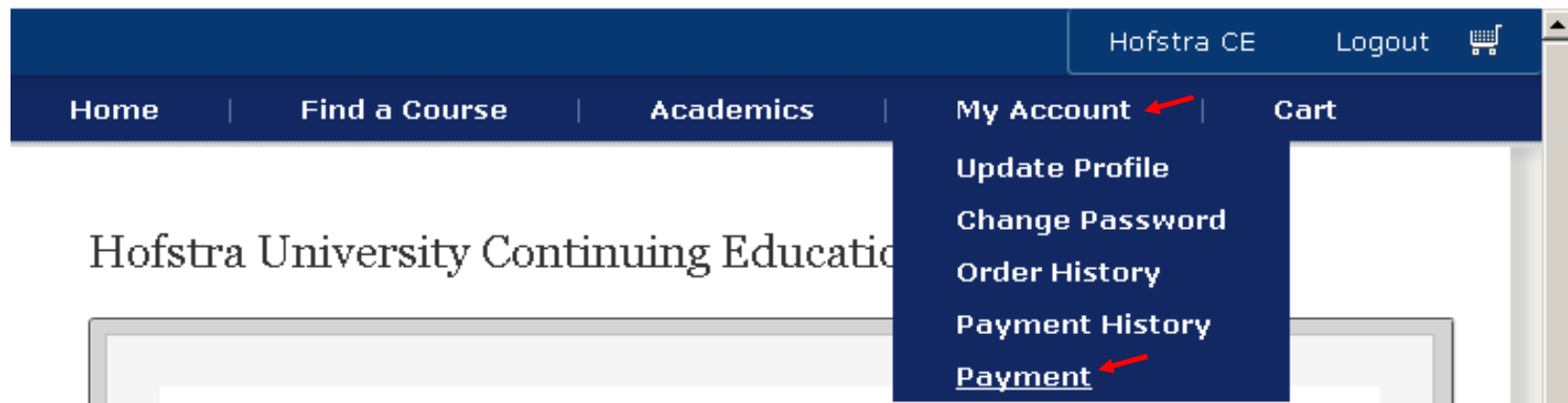
ADD TO CART

How to Enroll in Waitlist Continued...

- After adding the Waitlist to your cart - you will be taken to your shopping cart - where you can chose to either continue shopping or to proceed to the checkout by submitting your order.
- To finish your enrollment select continue checkout and from there follow the directions to complete your registration.
- Once your name has been added to a waitlist course - Continuing Education staff will contact you when there is an available next class section.

Making Additional Payments Via Your Student Portal Account

- Under your **“My Account”** icon in your portal account select **“Payment”**.
- Then under **“Your Balances”** select the appropriate course(s) to remit additional payments for by clicking the **“Pay”** icons.
- Under **“Payment Amount”** enter the desired amount of money you wish to pay and click **“Make Payment.”** Then following system prompts to successfully remit payment.



Making Additional Payments Via Your Student Portal Account Continued...

- Then under “**Your Balances**” select the appropriate course(s) to remit additional payments for by clicking the “Pay” icons.
- Under “**Payment Amount**” enter the desired amount of money you wish to pay and click “Make Payment.” Then following system prompts to successfully remit payment.

Your Balances

Order ID	Order Date	Item	Payment Due Date	Balance	Pay	Payment Amount
66156	Nov 30, 2012	S2012_13-10/10111 10111: Adventure Education (Grades 2-5)	May 1, 2013	\$ 1,565.00	<input checked="" type="checkbox"/>	<input type="text" value="500"/>
66156	Nov 30, 2012	S2012_13-12/20024 20024: Reach Program for Teens! (Entering Grades 10-11)	May 1, 2013	\$ 1,650.00	<input checked="" type="checkbox"/>	<input type="text" value="500"/>
66156	Nov 30, 2012	S2012_13-11/10005 10005: Rob Anspach Wrestling Camp (Entering grades 2 - 12)	May 1, 2013	\$ 1,150.00	<input checked="" type="checkbox"/>	<input type="text" value="500"/>
				Total payment:		\$ 1,500.00

Payment Options: Authorize Payment

MAKE PAYMENT

Any questions

- Contact Hofstra Continuing Education office at (516) 463-7200 or email us at ce@hofstra.edu.