This article will show you how to use the Continuing Education Portal to submit a course application.

- Navigate to the Continuing Education Portal (cscu-ce.easy-forward.com)
- You will be directed to the portal as shown below, click "OK":

![Image of the Continuing Education Portal]

Thank you for your interest in taking a class with Workforce Development and Continuing Education at the CSCU Community Colleges.

In order to complete this registration form you will need:
- Your contact information
- Your Date of Birth
- Your Social Security Number (All our programs are open access, however SSN is needed to comply with state and federal funding guidelines and to facilitate access to online technology. If you are not able to provide a SSN, please contact your local Continuing Education office and we will be happy to assist you)
- Course Title, CRN, and Tuition (this information is found on the college's website under Workforce Development and Continuing Education)
- Information as to how you will be paying
- Please note: payment plans are not available at all campuses nor for all programs. The following schools have payment plans for some programs. Please call the Office of Workforce Development and Continuing Education for more information.
  - Ashmont
    - Capital
    - Gateway
    - Middlesex
    - Naugatuck
    - Norwalk
    - Quinnipiac Valley
    - Thames

![Image of the registration form]

[https://cscu.service-now.com/sp/?id=kb_article_view&sysparm_article=KB0011012&sys_kb_id=cd12c61c87e8c550ccccf29acebb35d0&spa=1](https://cscu.service-now.com/sp/?id=kb_article_view&sysparm_article=KB0011012&sys_kb_id=cd12c61c87e8c550ccccf29acebb35d0&spa=1)
• Fill out all the fields with your personal information. Note: Any fields with a “*” are required in order to submit the form:

![Continuing Education Portal Registration Form](image)

• Once the form is completed, click on the “SEND” button located at the bottom of the registration form:

![Send Button](image)

• A verification of completion will pop up letting you know your registration form has been completed, click "OK":
For further assistance, please visit the Service Portal.