

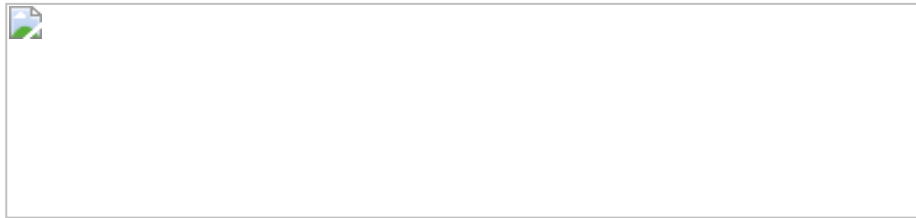
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How do I use the Continuing Education Portal?

👤 Authored by Timothy Hilbie

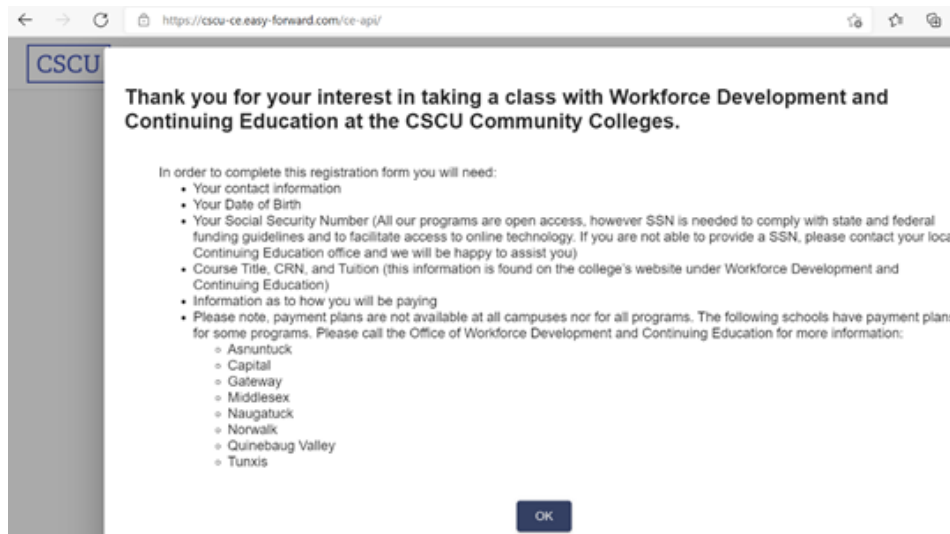
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This article will show you how to use the Continuing Education Portal to submit a course application.

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



- Fill out all the fields with your personal information. Note: Any fields with a "*" are required in order to submit the form:

CSCU Workforce Development and Continuing Education Registration Form

College *

Student Information

Have you ever taken a credit or non-credit course at one of the CT Community Colleges? *

YES
 NO

First Name * Last Name *

Middle Initial Previous Name

Street Address * City *

Apt # State * Zip Code *

+1 Primary Phone * Primary Phone Type *

- Once the form is completed, click on the "SEND" button located at the bottom of the registration form:

I certify that the information provided above is, to the best of my knowledge, true and correct. I consent to the disclosure of the information on this registration form and information pertaining to my program participation to the Connecticut State Colleges and Universities for the purposes of maintaining accurate student records and to monitor grant performance, if applicable. I understand I am responsible for the charges associated with registration and the college will communicate with me via my COLLEGE EMAIL address. Detailed information about this and other college policies can be found on the college website. It is the responsibility of each student to read the policies of the Community College. The college reserves the right to cancel classes or limit class size. Refund Policy: A student who withdraws by the last business day prior to the class start date is entitled to a full refund. No refund will be made after the first class meeting of the course except in cases of documented serious illness, call to active military duty, or other extenuating circumstances. Your signature on this form is acknowledgement of receipt of this statement and acceptance of the terms and conditions of all policies.

Signature *
Jane Doe

SEND

- A verification of completion will pop up letting you know your registration form has been completed, click "OK":

Your form has been sent. Once your form is submitted below, you will receive an email in 1-2 business days from the College with directions for credit card payment.

OK

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For further assistance, please visit the Service Portal.

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