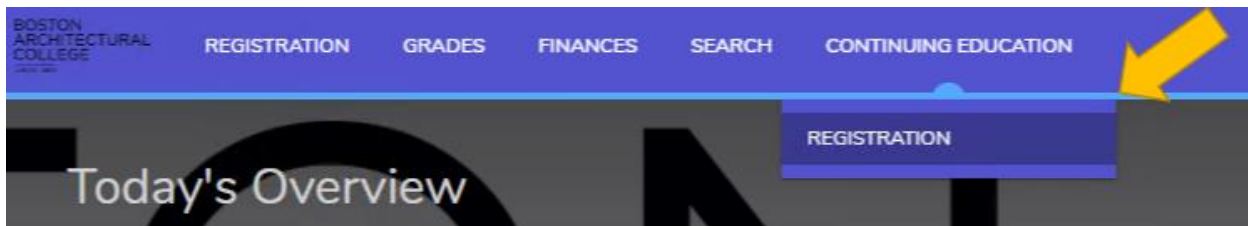


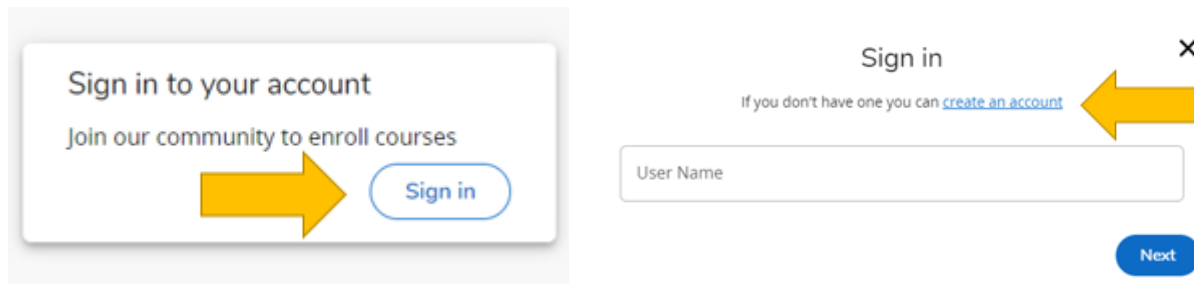
How to Register for Continuing Education Classes in Self-Service for New Students

Follow the steps below to register online. Full payment is due at the time of registration.

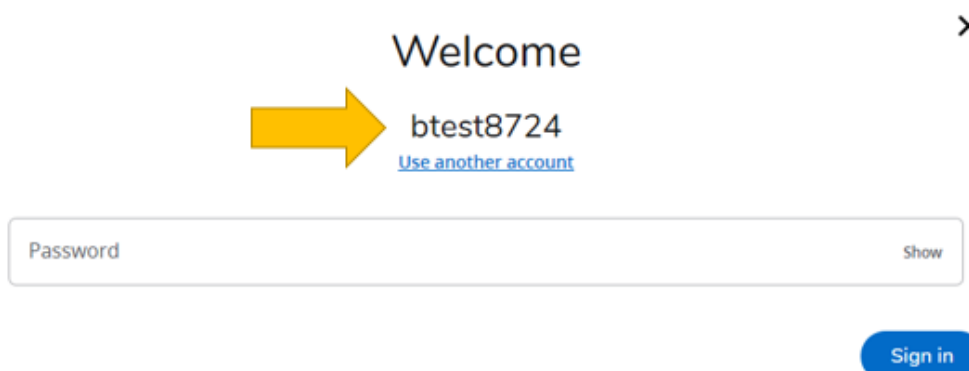
1. Go to <http://selfservice.the-bac.edu/>. Hover your cursor over *CONTINUING EDUCATION* at the top of the page, when the drop down appears, click *REGISTRATION*. This will take you to the Continuing Education Registration page.



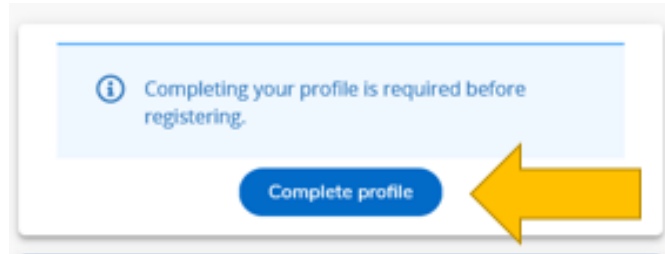
2. On the Continuing Education Registration page, click *SIGN IN* under the Sign in to your account section. In the Sign in pop-up, select *CREATE AN ACCOUNT*.



3. In the Create an Account screen, enter in your information and select *CREATE ACCOUNT*. You will be assigned a username (see example below). **You will use this username to log in. After you are enrolled in your first class, you will receive a new username.** On this screen, enter the password you used to create your account to proceed and click *SIGN IN*.



- You are now logged in and will be redirected to the home screen. Go to the *CONTINUING EDUCATION* tab at the top of the page and select *REGISTRATION*. On the right of the page, you will need to complete your profile to proceed with registration.



- After you complete your profile, you're ready to register. On the Continuing Education Registration page, under *Find your next course* you can use the search bar as a keyword or exact name search. You can also enter course codes (i.e. DME2009 shown below). Press enter to search.


Continuing Education

Find your next course

Search
photography

[Advanced search](#) [New search](#)

4 Results

[DME2009: On-Site Photography](#)  [Add](#)

This course is intended for designers and other interested individuals to learn, explore and understand the uses, issues and problems of photography in the field. Students will explore photography as a means of documenting and explaining the built environment. Projects may include photographing hist...

4:00 PM - 7:00 PM
Monday

CEU: 0.00
Applicable fees
Boston Architectural College, Online, Room Online

Starts Monday, October 19, 2020

[DME2009: On-Site Photography](#)

4:00 PM - 7:00 PM
Monday

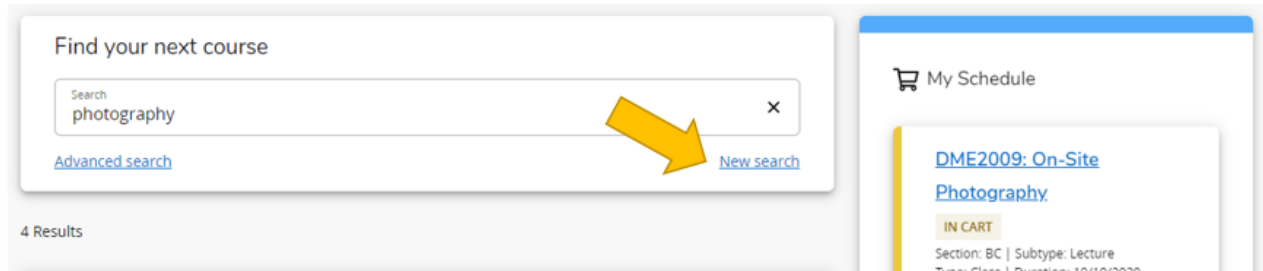
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CEU: 0.00
Boston Architectural College

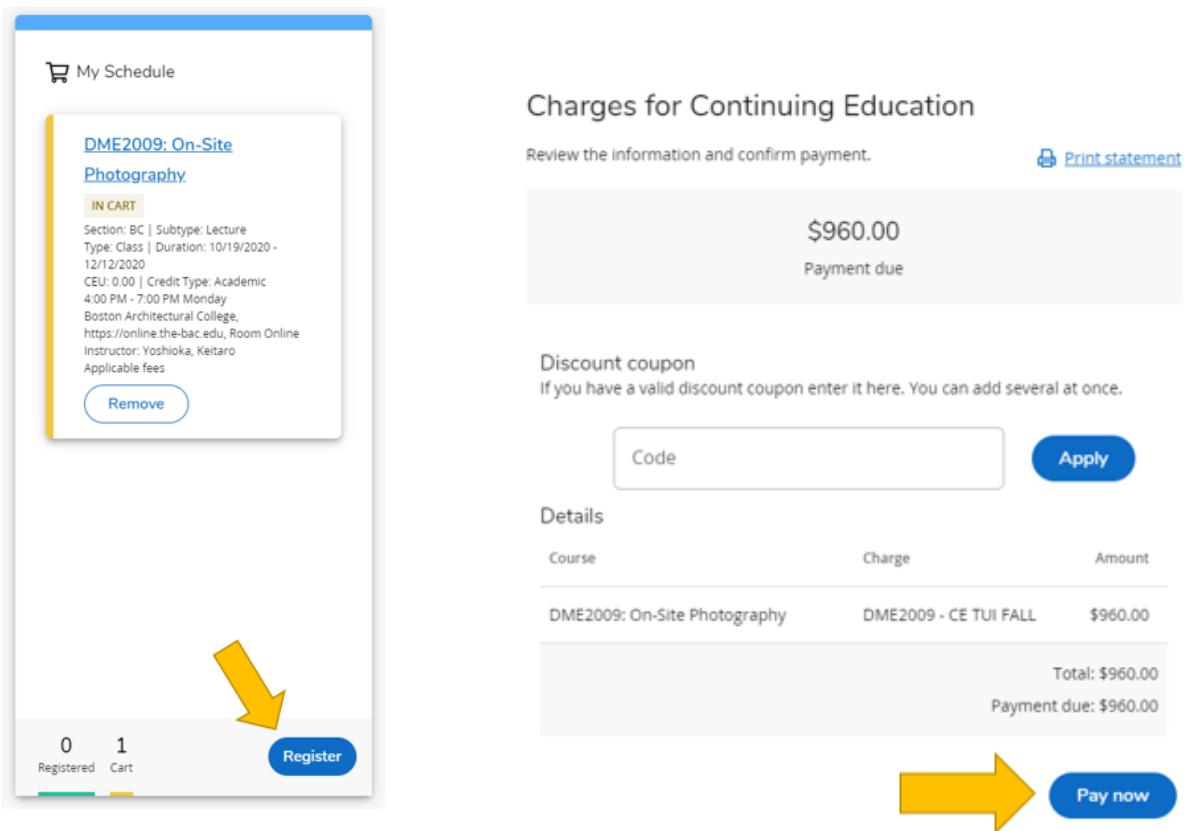
Starts Monday, March 29, 2021

After the search results appear, if there is an *ADD* button then the class is open for registration. If there is no *ADD* button then the class may be full or not open for registration. You can contact us at ce@the-bac.edu for details or questions.

- To register for an available class, click the **ADD** button. The class will move to your **MY SCHEDULE**. If you are registering for additional classes, you can click **NEW SEARCH** in the search bar to add more classes.



- After you are done selecting your classes, click **REGISTER** in the bottom right of the **MY SCHEDULE** box. You will be redirected to the Charges for Continuing Education screen. Click the **PAY NOW** button to proceed to our payment portal, Official Payments. (A pop-up will tell you that Payment is conducted through a third-party website. Click **CONTINUE** to proceed.)



- On the Official Payments page under the **PAYMENT METHOD**, you will have the option to pay with a debit or credit card by selecting **New Card** from the drop down, or you can select **New Bank Account** to pay with an electronic check. Enter your payment information and click **CONTINUE** following the prompts to complete your payment.

9. After submitting your payment information and receiving the Official Payments confirmation page, you can select continue to be redirected back to Self-Service. If your payment is successful, you will receive a successful payment message. If the payment failed, you will receive a payment failure message. **Your online registration will only be completed after payment is successfully received.**
10. You can view your schedule in your account under the *MY SCHEDULE* on the Continuing Education Registration page. Please contact us at ce@the-bac.edu with any questions.