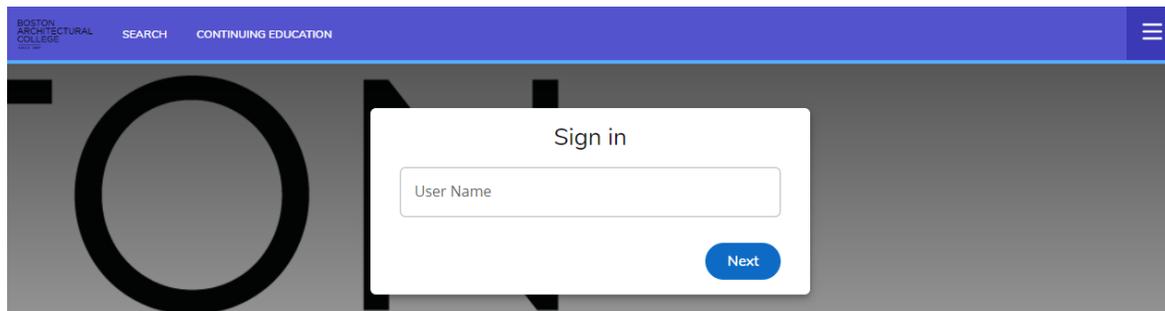


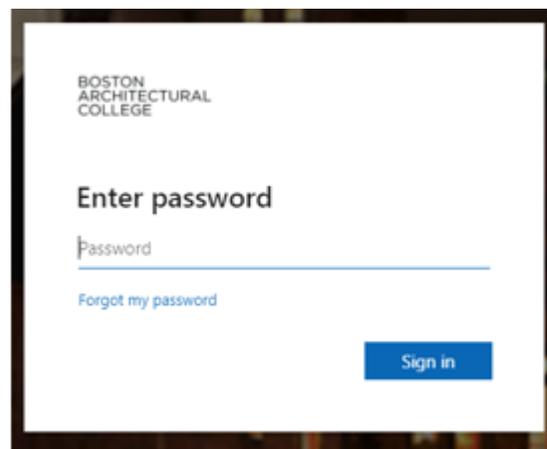
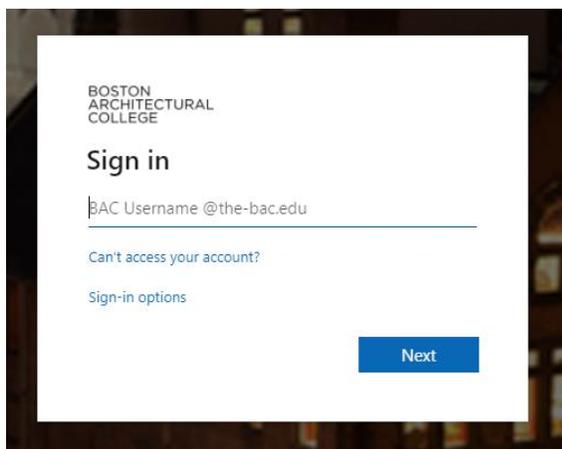
## How to Register for Continuing Education Classes in Self-Service for Current Students

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

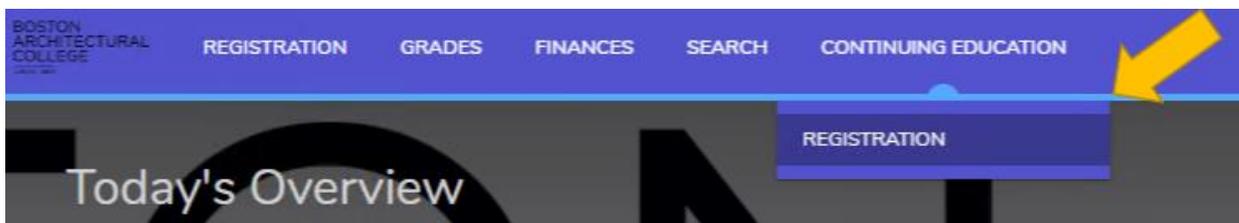
1. Log into Self-Service by going to <http://selfservice.the-bac.edu/>. Enter your BAC Username (the same username for Moodle) click next. **If you need assistance with your log-in credentials, contact the IT Help Desk at [help@the-bac.edu](mailto:help@the-bac.edu) or 617.585.0191.**



A new tab will open asking you to sign into your BAC account. Enter your username (including [@the-bac.edu](mailto:@the-bac.edu)) and click next. You will then be asked to enter your BAC password and click **SIGN IN**. **If you forgot your password, contact the IT Help Desk at [help@the-bac.edu](mailto:help@the-bac.edu) or 617.585.0191.**



2. After you click **SIGN IN** you will be taken to the Self-Service home screen. 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.



3. On the Continuing Education Registration page, 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](#)

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...

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

4:00 PM - 7:00 PM  
Monday

Starts Monday, October 19, 2020

[Add](#)

[DME2009: On-Site Photography](#)

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...

CEU: 0.00  
Boston Architectural College

4:00 PM - 7:00 PM  
Monday

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](mailto:ce@the-bac.edu) for details or questions.

4. 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.

Find your next course

Search  
photography

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

4 Results

### My Schedule

[DME2009: On-Site Photography](#)

**IN CART**

Section: BC | Subtype: Lecture  
Time: Class | Duration: 10/19/2020 -

5. 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.)

**My Schedule**

[DME2009: On-Site Photography](#)

**IN CART**

Section: BC | Subtype: Lecture  
Type: Class | Duration: 10/19/2020 - 12/12/2020  
CEU: 0.00 | Credit Type: Academic  
4:00 PM - 7:00 PM Monday  
Boston Architectural College,  
<https://online.the-bac.edu>, Room Online  
Instructor: Yoshioka, Keitaro  
Applicable fees

[Remove](#)

0 Registered 1 [Cart](#) [Register](#)

**Charges for Continuing Education**

Review the information and confirm payment. [Print statement](#)

**\$960.00**  
Payment due

**Discount coupon**  
If you have a valid discount coupon enter it here. You can add several at once.

[Apply](#)

**Details**

Course	Charge	Amount
DME2009: On-Site Photography	DME2009 - CE TUI FALL	\$960.00

Total: \$960.00  
Payment due: \$960.00

[Pay now](#)

6. 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.
7. 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.**
8. 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](mailto:ce@the-bac.edu) with any questions.