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/](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 or 617.585.0191.

A new tab will open asking you to sign into your BAC account. Enter your username (including @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 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.

![Search Bar Example](image)

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.

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.
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.)

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 with any questions.