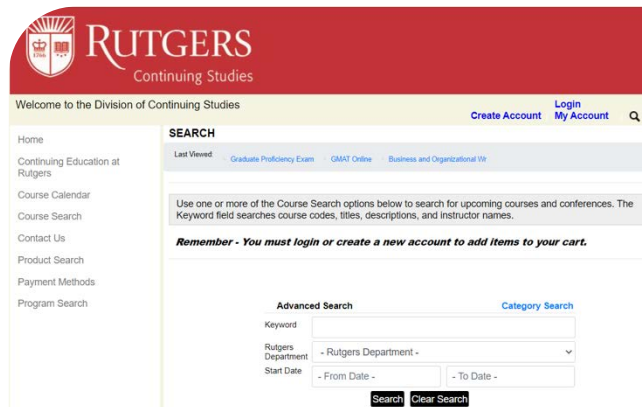


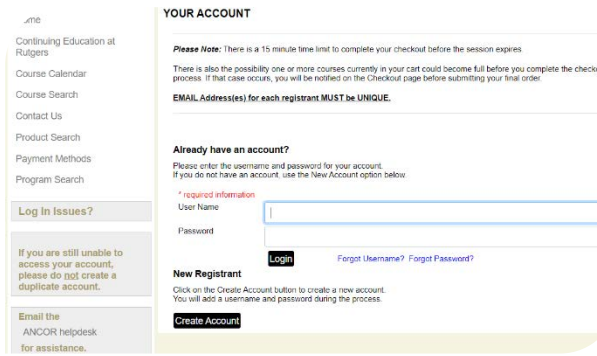
**Revised 1.26.21**

**CLIENTS: ANCOR Registration**

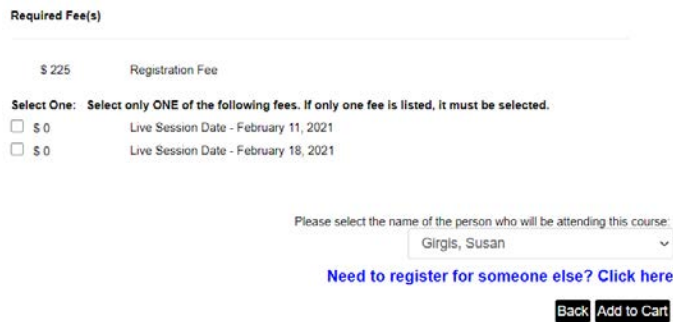
1. After clicking the registration link for the desired course or program on the host Rutgers Department's website, clients will be taken to the ANCOR site to complete registration.
  - a. Alternatively, if clients wish to search the course catalog directly, they can visit:  
<https://ce-catalog.rutgers.edu/search.cfm>
  - b. Search for the course by entering the course name, selecting the Rutgers Department offering the course or entering the date(s) of the course.



2. Either option will take clients to the online registration page for the specific course selected. Scroll to the bottom of the page, in the lower right-hand corner, click on **REGISTER/SIGN-IN NOW**.
3. If a client has an existing Rutgers Continuing Education account, they can enter their user name and password then click on **LOGIN**.
  - a. If they *do not* have an account, click **CREATE ACCOUNT** under New Registrant. Complete the Registrant Profile. **Only fields with an asterisk (\*) must be completed.** Once the profile information is complete, click **SUBMIT**.



4. After successful login, the website will then re-direct back to the course registration page. At the bottom of the page, select the appropriate fee(s) and click **ADD TO CART**. The cart will appear and show the course that has been chosen as well as the fee.



5. Review the item(s) in the cart. If the correct course information is listed with appropriate fees, click **CHECKOUT**.

Item Code	Title / Schedule Registrant / Items	Qty	Item Fee	Total Fees	Pay Amount
WINE-Test2021 <a href="#">remove</a>	Wine Tasting Girgis, Susan Registration Fee	1	0	\$ 0	
Sub-Total:				\$ 0	\$ 0.00
<b>TOTAL:</b>				\$ 0	\$ 0.00
<b>OnAccount Payments:</b>					\$ 0.00
<b>Other Payments:</b>					\$ 0.00

Recalculation is required to save Quantity, Pay Amount, OnAccount, or Promo Code changes before Checkout. Quantity and Discount changes may reset all Pay and OnAccount Amounts to default values.

6. Review the order for a final time, and check the box to accept the **General Refund Policy**. Then click **PLACE ORDER**. The website will then be rerouted to a secure payment portal. Follow the prompts to enter payment information (Credit Card or Electronic Check) and complete the registration process.

Account: Susan Girgis

Registration > Payment > **Review** > Complete

Please verify the order information below, then click on the "Place Order" button to complete your order.

If Pay Amount edit is available, you may enter an amount less than the full amount due. The balance will be billed. Minimum payment amounts may be in effect. Click the Recalculate button after changing the amount to be paid.

Item Code	Title / Schedule Registrant / Items	Qty	Item Fee	Total Fees	Pay Amount
WINE-Test2021 <a href="#">remove</a>	Wine Tasting Girgis, Susan Refund Policy Registration Fee	1	0	\$ 0	
Sub-Total:				\$ 0	\$ 0.00
<b>TOTAL:</b>				\$ 0	\$ 0.00
<b>OnAccount Payments:</b>					\$ 0.00
<b>Other Payments:</b>					\$ 0.00

I have read and accepted the following terms and conditions  
 [General Refund Policy](#)

Your order is bound by the current Refund Policy unless a course specific refund policy is listed. After clicking the "Place Order" button, do not click the "Place Order" button again and do not click the "Refresh" button in your internet browser, or you may be charged more than once. Please be patient until the "Order Complete" page displays.

7. Upon completion of payment, clients will receive:
  - a. Email receipt confirming the completion of payment
  - b. Registration confirmation from the appropriate Rutgers Department