

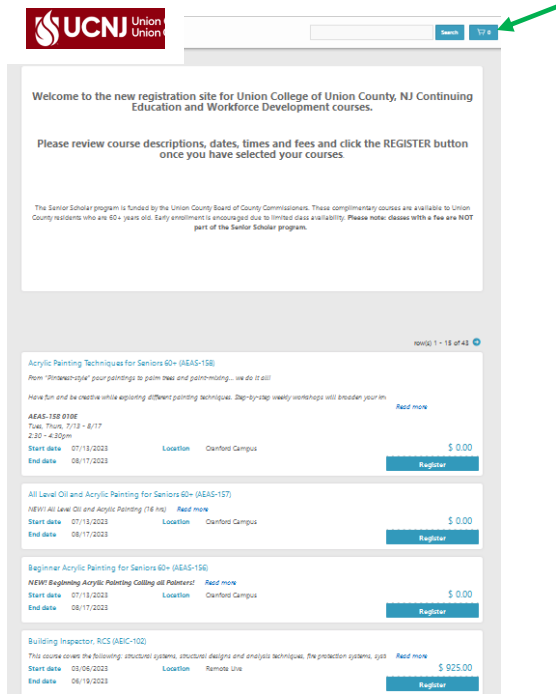
UCNJ Continuing Education and Workforce Development

To Register for Continuing Education classes, click the link below

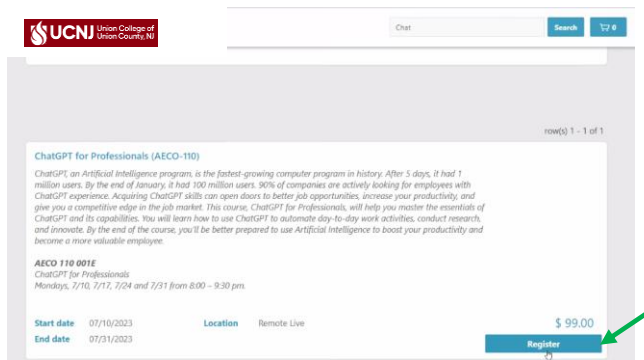
https://us-elevate.elluciancloud.com/app/ucc/f?p=WEB_CATALOGUE:HOME::::RP,1,::#top

You will be directed to the 'Register for Classes' site

Note: Your Shopping Cart will be empty



Select 'Register' for a class



When the 'Register' button is clicked the shopping Cart at the top will include that class.

Note: You may register for multiple classes.





When you have completed the 'Registration' > click the 'Shopping Cart' to Checkout

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The class will appear with the scheduled dates.
Select 'Checkout'

Shopping Cart

ChatGPT for Professionals	
07/10/2023 - 07/31/2023	\$ 99.00
<hr/>	
\$ 99.00	

BACK CHECKOUT 

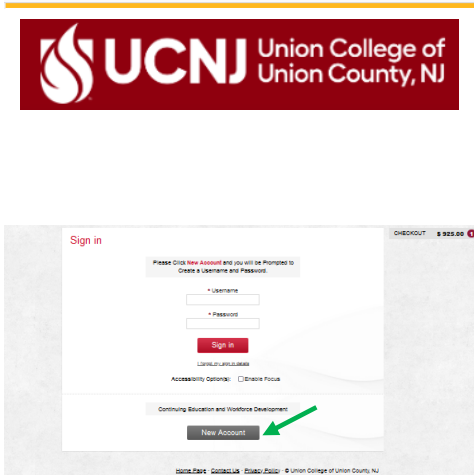
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Once the 'Checkout' is completed you will be directed to the Sign-in Page.

You must Create a 'New Account'

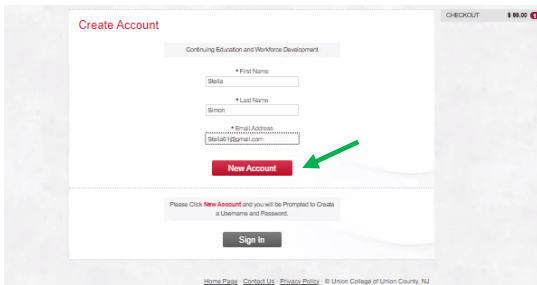
Setting up a New Account

Click the 'New Account' Button



Complete the Required Fields (*)

First Name, Last Name, Email Address > 'New Account'



Complete the Required Fields (*)

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Click the Terms and Conditions box > 'Next'

A screenshot of the "Your Details" registration form. The form includes fields for Title, First Name, Middle Name, Last Name, Email, and Date of Birth. A green box highlights a checkbox labeled "I have read the Terms and Conditions and agree to proceed." with a "Next" button to its right. A green arrow points to the "Next" button. A sidebar on the right shows a "CHECKOUT \$ 00.00" summary with links for "Your Details", "Address", "Checkout for Professionals", "Payment", and "Review".

Required Fields (*)

Choose a 'Username' which is your Email Address

Create a 'Password' and 'Confirm' it

Security question Reminder, Answer & Confirm Answer > 'Next'

A screenshot of the "Choose Username & Password" registration form. It includes a "Password policy" section with requirements: be between 8 and 16 characters long, include at least 1 uppercase character, 1 lowercase character, and 1 numeral, and not include any part of your name. The form has fields for Username, Password, Confirm Password, Security Reminder Question (with a dropdown menu), Answer, and Confirm Your Answer. A "Previous" button is on the left and a "Next" button is on the right. A green arrow points to the "Next" button. A "Next" button is also visible at the bottom right of the page.

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Complete the Address Details
Required Fields (*) > 'Next'

The screenshot shows the UCNJ logo at the top. Below it is a form titled "Address" with the instruction "Please enter your mailing address". The form is divided into "Home Address" and "Mailing Address (Optional)". The "Home Address" section includes fields for Country (United States), Address Line 1 (1033 Springfield Avenue), Address Line 2 (Clark, NJ 07016), City (Clark), State (New Jersey), Email (skidell@gmail.com), Zip code (07016), Phone, and Mobile (908-555-1345). The "Mailing Address (Optional)" section has a checkbox labeled "Same as Home Address" which is checked. At the bottom of the form are "Previous", "Save & Exit", and "Next" buttons. A green arrow points to the "Next" button. On the right side, there is a "CHECKOUT \$ 99.00" section with a list of steps: "Your Details", "Address", "CheckPT for Professionals", "Payment", and "Review".

Note: You may get this Address verification – Click 'Use Suggested'

The screenshot shows the UCNJ logo at the top. Below it is a form titled "Home Address" with the instruction "The address you entered might be invalid." The form displays "You entered" and "We suggest" sections, both showing the address: "1033 Springfield Avenue, Clark, NJ 07016, New Jersey, 07016". A "List Again" button is next to the "You entered" section. At the bottom of the form are "Use Entered" and "Use Suggested" buttons. A green arrow points to the "Use Suggested" button. On the right side, there is a "CHECKOUT \$ 99.00" section with a list of steps: "Your Details", "Address", "CheckPT for Professionals", "Payment", and "Review".

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Curriculum summary > 'Next'



Course	Type	Start Date	End Date
AECO-110 - CECPTT for Professionals	Core Subject	07/10/2023	07/11/2023

Payment Screen summary (review for accuracy before moving to the next screen) > 'Next'



Program	Amount (\$)
CECPTT for Professionals - AECO-110 001E (2023)	\$90.00

Fees \$90.00
Total \$90.00

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You will be directed to the Payment screen – input your credit card information > ‘Continue’

Campus Branding Important Information

Payment Method Confirmation

Transaction Course Fee
Amount \$99.00

Card Information
Card number 1234 000015232236

Cancel Continue

Debit and Credit Cards - We accept credit or debit cards with the following logos:
VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Payment billing summary – provide all information > ‘Continue’

Campus Branding Important Information

Payment Method Confirmation

Transaction Course Fee
Amount \$99.00

Card Information Billing Information
Card number [input] Country United States
Expiration date 06/2026 Address 1 1033 Springfield Ave
Card security code 280 Address 2 optional
Name on card Stella Simon Address 3 optional
Personal Information City Cranford
Email stella61@gmail.com State New Jersey
Postal code 07016

Cancel Continue

Debit and Credit Cards - We accept credit or debit cards with the following logos:
VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Payment Confirmation (save/print) > ‘Continue’

Campus Branding Important Information

Payment Method Confirmation

Review the information below before continuing. You will be returned to the host system to complete your transaction.

Transaction	Course Fee \$99.00
Payment date	6/8/23
Payment method	Stella Simon Visa card ending in ****7610 expires 06/2026
Billing address	1033 Springfield Ave Cranford, NJ 07016 United States
Email	stella61@gmail.com
Business Correspondence Address	UNION COUNTY COLLEGE ELEVATE 1033 SPRINGFIELD AVE CRANFORD, NJ 07016 USA

Cancel Back Continue

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Your payment has been processed.

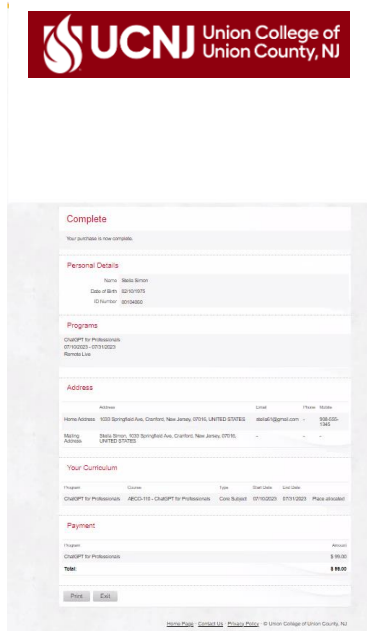
A screenshot of a payment confirmation page. The page title is "Payment" and it states "Your payment has been successfully processed!". Under "Your Fees", there is a table with columns for "Description", "Amount", and "Status". The table lists "CEWPPT for Professionals - 08/01/19-08/31/2023" for \$9.00. Below the table, it shows "Amount Paid: \$9.00" and "Amount Due: \$9.00". There is a "Next" button at the bottom right.

Review Personal Details and select the form was completed accurately box > **Submit**

A screenshot of a review page for personal details and programs. The page is titled "Review" and contains sections for "Personal Details", "Programs", and "Address". The "Personal Details" section shows Name: Sarah Simon, Date of Birth: 02/20/1975, and ID Number: 0004090. The "Programs" section shows "CEWPPT for Professionals" with dates 7/30/2023 - 7/31/2023. The "Address" section shows Home Address: 1833 Springfield Ave, Cranford, Union, New Jersey, 07016, UNITED STATES, Email: sarahs1@earthlink.net, and Phone: 908-555-1345. At the bottom, there is a checkbox labeled "I declare that the form was completed accurately" which is checked. A red "Submit" button is highlighted with a green arrow. There is also a "Previous" button.

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Registration is now Completed – this page can be printed. Click exit and you will receive the final confirmation screen (see below). An email will be forwarded to you with the complete class details.



UCNJ Union College of Union County, NJ

Complete

Your purchase is now complete.

Personal Data:

Name: Heidi Simon
Date of Birth: 04/10/1975
ID Number: 0074800

Programs

ChatGPT for Professionals
07/10/2023 - 07/19/2023
Remote Live

Address

Address	Label	Phone	Mobile
Home Address: 4033 Springfield Ave, Clarkton, New Jersey, 07016, UNITED STATES	email@gmail.com	908.255.1284	
Mailing Address: 4033 Springfield Ave, Clarkton, New Jersey, 07016, UNITED STATES			

Your Curriculum

Program	Course	Year	Start Date	End Date	Place Available
ChatGPT for Professionals	JACD-113 - ChatGPT for Professionals	Core Subject	07/10/2023	07/19/2023	Place Available

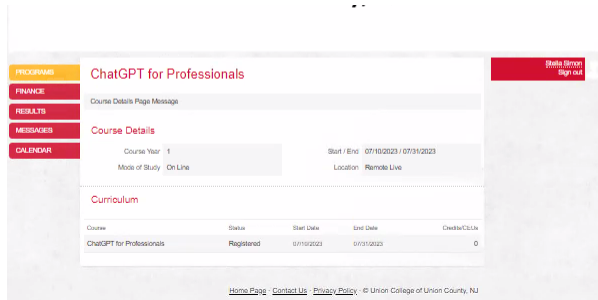
Payment

Program	Amount
ChatGPT for Professionals	\$ 99.00
Total:	\$ 99.00

[Print] [Exit]

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Registered



PROGRAMS ChatGPT for Professionals [With Screen Time out]

FINANCE Course Details Page Message

RESULTS

MESSAGES

CALENDAR

Course Details

Course Year	1	Start / End	07/10/2023 / 07/19/2023
Mode of Study	On Line	Location	Remote Live

Curriculum

Course	Status	Start Date	End Date	Enrollment
ChatGPT for Professionals	Registered	07/10/2023	07/19/2023	0

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