



How to Register Using WebAdvisor

In compliance with Payment Card Industry Data Security Standard (PCI DSS), a set of comprehensive requirements for credit card account data security, College of the Mainland has improved its practices of accepting credit card information. These improvements have been made to protect cardholder information of individuals or entities who utilize a credit card to transact business with us. Credit card information entered into WebAdvisor will be encrypted during transmission of cardholder data.

Step 1 Go to www.com.edu and click on  located at the top right of the screen.


NEEDED You will need your User ID and your COM ID to proceed. If you do not know your User ID or COM ID, click on  located at the top right of the screen. Enter your Last Name and your SSN and click the **Submit** button located at the bottom of the screen. Write your COM ID and Web ID on this form to keep for further enrollments. Click **OK**.

Step 2 Click  located at the top right of the screen. Enter your User ID (Web ID) and your Password (COM ID). Click **Submit**. (If you have used WebAdvisor before and changed your password, you will use the password you created rather than your COM ID. If you do not remember that password, you can use the "hint" question or reset the password.)

Step 3 Click on .

Step 4 Under the **Registration** heading, click on **Register and Pay for Continuing Education Classes**.

Step 5 In the second line titled **Course Code Number** type **SENR**. Click the **Submit** button at the bottom of the form. (You will now see all available Senior Adult classes.)

Step 6 Select the courses in which you wish to enroll by clicking on the white square in the first column titled **Select**. When this is done successfully, a green arrow will appear (). Click **Submit** at the bottom of the screen.

Step 7 The **General Registration Info** screen asked for information that is reported to the State. Click on the drop down arrow and choose the second option **CEGEN.CT - General Continuing Education – Certificate**. Click **Submit**.

Step 8 The **Additional Registration Info** assists us with marketing. Please take a moment to respond to these questions by clicking on the down arrow for each of these questions and choosing the most appropriate response. Then click **Submit**.

Step 9 You will now be required to **Pay for Classes**. Review the registration information that displays on the screen and follow the on-screen instructions if you wish to remove a class. At the bottom of the screen you will see the total amount due. You will be required to **Choose one of the following**. Choose **REGISTER – Register now (check out)**. Then select a payment method by clicking on the down arrow. Then click **Submit**.

Total Amount Due 5.00

Choose one of the following:* REGISTER - Register now (check out) ▼

Select a payment method to complete registration (check out)

Payment Type VSA - WEB - Visa ▼

SUBMIT

Step 10 Enter your credit or debit card information into the **Electronic Card Entry** screen. Verify or correct information that is auto filled. Click **Submit**.

Step 11 Your successful registration will be displayed on the **Class/Payment Confirmation** screen. You may wish to print this page for your records (**File/Print**). To log out, click **OK** at the bottom of the page.

