REGISTERING FOR COMMUNITY EDUCATION CLASSES VIA MCV

Complete the following steps to register for a Chaffey College Community Education (Economic Development) course via My Chaffey VIEW.

NEW STUDENT

1. Access the Chaffey College website, and then click on the Community Education link, and then the Register link located on the left side of the screen.

2. On the Community Education page, click on the “Register Online: link (*)：“

[Image of My Chaffey VIEW interface with instructions and options for registration]
A screen similar to the following displays:

3. If you are a **NEW STUDENT** (have NOT attended Chaffey College before), click the **Continue** button. A screen similar to the following displays:

4. If the class section number is know, enter the number in the Class Number field, **OR**, click in the “Click here to Display ALL active Classes” box, and then click **Submit**.
A list of available Community Education classes will display:

5. Locate the desired class, click in the “Select” box next to the class, and then scroll DOWN to the bottom of the screen, and click the Submit button.
A screen similar to the following displays:

6. Fill in the fields with the necessary information. Enter the phone number in the ###-###-#### format.
The completed screen should appear similar to the following:

7. After filling in all required information, click in the “You Must Certify in order to Proceed…” box (*), and then click the **Submit** button.

A screen similar to the following displays the class(es) registered for:
8. Click on the drop-down arrows to give answers to the “Reasons for Taking” and “How You Learned of this Class” questions (not required), and then click the Submit button.

PAYING FOR CLASSES

The payment screen will display showing the class registered and the fees owed:

Enter the information as follows:

1. Choose one of the following: If NOT further classes are needed, choose the “Register Now (Check Out)” option from the drop-down menu, OR, select the appropriate response.

2. Payment Type: Select the appropriate payment method from the drop-down menu. A valid credit card MUST be used when registering for Community Educations online (via My Chaffey VIEW).

3. After making the appropriate selections, click the Submit button.
A screen similar to the following displays:

![My Chaffey VIEW ECom Test Processing My Credit Card Payment]

4. Click on the **Continue** button. A screen similar to the following displays informing the student that they are now leaving the My Chaffey VIEW website, and being passed over to the payment carrier’s website:

![My Chaffey VIEW ECom Test Start Payment]

A screen similar to the following displays:

![Chaffey College Test Server Payment Information]

Please note you will not be charged until you submit at the end.
5. Enter the valid credit card information, and then click the “Continue” button:

A screen similar to the following displays:

6. Click the Accept Terms link to continue.
A screen similar to the following displays:

7. Verify that the account information is correct, and if necessary, enter the valid information for the cardholder, and then click on the Continue button.

**NOTE:** Daytime Phone information MUST be entered in the ####### format (NO dashes):
After clicking on the **Continue** button, a screen similar to the following displays:

![Screen displaying payment information](image)

8. Review the information for accuracy, and when complete, click the **Submit** button once.

**NOTE**: Once the **Submit** button has been clicked, the student’s card **will be charged** for the amount displaying.

As screen similar to the following displays:

![Payment status](image)
Please **WAIT** until the system has completed processing the payment before clicking on the screen, or attempting to close the screen!!

Once the payment has processed successfully, a screen similar to the following displays:

![Payment Confirmation Screen](image)

9. Click on the **Print** button to print a copy of your receipt. A screen similar to the following displays:

![Printed Receipt Screen](image)

**NOTE:** The receipt does NOT automatically print out once the Print key is clicked!

10. Press **CTRL + P** to get an actual printed copy of the receipt (looks like the screen above).
11. Once the receipt has successfully printed, click the **Back** button to return to the “successful payment screen”, and then click the **Continue** button.

A screen similar to the following displays:

12. Click **OK**. A confirmation screen with the student’s login ID (*) similar to the following displays, and is sent via e-mail to the student:

13. Click **OK**. The student is returned to the Community Education webpage, and now is able to login to My ChaffeyVIEW (if needed), and change their password (sent via e-mail).