## MontgomeryCC Truck Driver Training Continuing Education Registration

Direct Link to MontgomeryCC Truck Driver Training ConEd Registration:

<u>https://ce.richmondcc.edu/search/publicCourseSearchDetails.do?method=load&courseId=1121479</u> (this link takes you straight to the registration page)

## Step 1: LOGIN/STUDENT LOGIN (Have to login before choosing classes)

Training D1 elivery Options: CLASS				
Course Description ichmond Community College ffers a 9-week truck driver aning program through the cotland County Campus. Upon ompletion of the course. tudents will take the final road ist for their commercial drivers scense at RichmondCC's training collitily in Laurinburg. Students will ot have to go to the DMV.	Name :	Apply Now		
CLASSROOM				
<ul> <li>CDL Permit &amp; Endorsement Instruction</li> <li>Driver Qualification</li> <li>Driver Wellness</li> <li>Federal Motor Carrier Safety Regulations</li> <li>Hours of Service &amp; Map Reading</li> <li>Vehicle Inspection</li> <li>Air Brake Training</li> <li>Defensive Driving</li> <li>Cargo Handling</li> <li>Whistle Blowing Protection</li> </ul>	TRA-MCC - 01DES Available	MontgomeryCC CLASS Truck Driver Training Oct 23, 2023	; 4	
ANGE DRIVING				
Pre-trip Inspection     Basic Vehicle Control     Prove Use of Chitch <sup>8</sup> Contro				

 If you do not have a Richmond Community College email the choose "Create account " and complete application.

		Login
	Home Courses Programs	
Log-In to Student Por	tal	
I have an account already Log in using your external account information.	Log in using your existing account information. Forgot User Name	A user name and password will be emailed to you on completion of this transaction. Please enter your primary email to continue. Email
	User Name (case sensitive) Forgot Password	Retype Email Address
	Password (case sensitive)	Create Account
	Log In	

Step 3: Once you are logged in select Courses (You only need to do this if after you log in it takes you

to the homepage)	
Home Courses Programs	
4: In the Course Search field type "Montgomery" and search	
	Login 👻
Home Courses Programs	
Course Search	
Search for courses using any of the following criteria. Enter a course number, any part of the course title, or a keyword: Montgomery	
Advanced Search Options	+
Reset	Search
5: Select the Montgomery Truck Driver Training course to enroll in	

		F		Login •
	Home Cours	es Programs		
Course Sear	ch Results			Search Again
To view the description, dates a	and times offered, and additional information about a c	ourse, click a course name below.		List Grid
To view the description, dates a	and times offered, and additional information about a c	ourse, click a course name below. Location	Delivery Options	List Grid Availability

## Step 6: After selecting Montgomery Truck Driver Training you will need to select "Apply Now" for the CDL application



Step 7: Apply now (The application says for CDL Students, all items on the application must be submitted and approved prior to finalizing checkout) \*If you go to complete this application and it asks for the course you would like to register in, type in the course box "TRA-MCC" and for section box type in "001" and then complete the CDL application

		Login 👗
	Home Courses Programs	
CDL Application		
This application is for CDL students. These forms will be revi Back	iewed prior to enrollment.	Apply Now

Step 8: Once you have filled out the application by submitting all required documentation and have received an approval email, go back into your profile and submit payment to finalize registration. (If you have not received an email regarding an update on your CDL application with 72 hours, please contact Savannah Quick at srquick@richmondcc.edu)

	📜 📜	Welcome Lee   Log Out
	Home Courses Programs	
Student Home	Student Home	
My Profile		
My Enrollment History		Account Owing: \$999.00 😯
My Course Schedule	Welcome to your Student View.	
My Applications	Max Compart Compare	Upcoming Events
My Account History	My Current Courses	
My Saved Items	TRA-3607 - 001 MontgomeryCC CLASS Truck Driver Training	There are no items to show.
My Invoices	Truck Driver Training	
Forms and Policies		
Special Requests		
Announcements		
Help		

Step 9: Click on "My Invoices" and under Outstanding Invoices check the checkbox then click "Pay Selected Invoices."

			<b>1</b>			Welcome	Lee   Log Out
		Home C	ourses Prog	rams			
Student Home My Profile	My Invoices						
My Enrollment History My Course Schedule My Applications	Select the invoices that you would Please contact the school for assist Outstanding Invoices Invoic	Sector	y, or in full. Trans	sactions paid by a t	hird party do	not appear in you	r account history.
My Account History My Saved Items	Outstanding Invoices						
My Invoices	Date	Invoice No.	Due Date	Total Amount	Invoiced	Balance Due	
Forms and Po	18 Sep 2023 04:14:16 PM	106-1	20 Sep 2023	\$1,710.00	\$999.00	\$999.00	Print Receipt
Announcements Help					I		ay Selected Invoice

## Step 10: Enter in the entire balance due in the box (you must pay the entire balance due) and then click "Continue to Checkout"

			19		Welcome Lee   Log Out
		Home Courses	Programs		
Student Home My Profile	Enter Invoice	Payments			
My Enrollment History	Enter the amount that you wish to	pay for each invoice.			
My Course Schedule	Selected Invoices				
My Applications My Account History	Date	Invoice No.	Due Date	Balance Due	Payment Amount
My Saved Items	18 Sep 2023 04:14:16 PM	106-1	20 Sep 2023	\$999.00	999.00
My Invoices					
Forms and Policies	Back				Continue to Payment
Special Requests					
Announcements					
Help					

Step 11: Enter in your payment information, click on the policy confirmation checkbox and select "Continue to Checkout." From there you will receive a payment confirmation and an email receipt

🚬 🕺		Welcome Lee   Log Out
Home Courses Progra	ms	
Invoice Payment		
Selected Invoices		
Invoice No.		Payment Amount
106-1		\$999.00
Total Due		\$999.00
Payment Method: Credit card		
Credit Card Payment		
Provide payment information		
Name on Card*		
Credit Card No.*		VISA
Date of Expiration*	Security Code	٢
Credit Card Billing Address		
Confirm your credit card billing address		
Address 3 or Business Name*	Address (line two)	
ζηγ <sup>*</sup>	State/Province	Other State
Country*	Zip/Postal	A
Policy Confirmation  I have read and understand the drop, transfer, refund, security, and with my chosen payment method.  Print Registration Policies Back Back	d privacy policies and approve the se	ettlement of any amount owing
	Invoice Payment   Selected Invoices   Invoice No.   106-1   Total Due   Payment Method: Credit card   Credit Card Payment   Provide payment information   Name on Card*   Credit Card No.*   Date of Expiration*   Credit Card Billing Address   Confirm your credit card billing address   Maters 1 or Business Name*   Country*   Oplicy Confirmation   Inver read and understand the drop, transfer, refund, security, an with my chosen payment method.*   Printegistation Policies	Selected Invoices         Invoice No.         106-1         Total Due         Payment Method: Credit card         Credit Card Payment         Provide payment information         Name on Card*         Credit Card No.*         Date of Expiration*         Security Code*         Credit Card Billing Address         Cardiress I of Busines Marm*         Latoress of Busines Marm*         Country*         Country*         Distor Provides and understand the drop, transfer, refund, security, and privacy policies and approve the set with my chosen payment method.*