SYEP/YOUTH@WORK JOB TRAINING PROGRAM
10 SIMPLE STEPS FOR REGISTERING ONLINE

- **There are <u>no fees or costs</u> for students who register for Youth@Work courses.**
- **To register online you must have a valid e-mail address. It is STRONGLY suggested that the email address used for registration <u>belong to the student</u>.**
- **For ANY questions regarding the Job Training Program at Prince George's Community College, call 301-546-3502.**

Note for Returning PGCC Students

If you have previously enrolled in a course at Prince George's Community College, you will be required to log in to Owl Link before you can register. Go to www.pgcc.edu and select Owl Link. If you know your User ID and password information, select the Login prompt in the upper left corner. Then follow steps 8, 9, and 10 below.

For help with your user name and password, call 301-546-0637.

Instructions for New PGCC Students

1. Go to www.pgcc.edu and select **Owl Link**.

2. Go to "Workforce Development& Cont. Ed. Students."

3. Click "Enroll and Register."

4. Click on Create your account. Complete all the demographic information (required fields are noted by a red *) and check the box at the bottom of the page before hitting the SUBMIT button. You may skip the field marked social security number.

5. After receiving the confirmation email, make note of the User ID and temporary password.

6. Go back to the Owl Link welcome screen, click "Log In" and use the User ID and temporary password that you received by email.

7. Change your password to something you will remember and repeat steps 3-4; then click "Register for Courses."

8. Find the field for Course Code Number and type *JCL 525* Be sure to add a space between the letters and numbers.

9. Choose the section you want and click SUBMIT.
   - *Note: The Pay for Class screen will come up. There is **no cost** for this class, but you must click 'Choose one of the following' and select Register Now (Check out). <u>Do not</u> choose a payment type, just click SUBMIT*

10. Please print the confirmation page and keep it for your records.

PLEASE COMPLETE YOUR REGISTRATION TODAY.