



YOUTH@WORK/SYEP

10 SIMPLE STEPS FOR REGISTERING ONLINE for the Job Training Course

- There are **no fees or costs** for students who register for Youth@Work courses.
- To register online, you must have a valid e-mail address. Please note that **the email address used for registration must belong to the student**. DO NOT use a @pgcps.org email address.
- For any questions regarding the Job Training Program at Prince George's Community College, call 301-546-1580.
- **Before you register**, please use the search feature to verify that there are seats available for the location you desire.

To search: Go to www.pgcc.edu ⇒ select Owl Link ⇒ Workforce Development & Cont. Ed. Students ⇒ Search Cont. Ed. Classes ⇒ look for Course Code Number (e.g., ART-327) ⇒ ⇒ **Submit**

Note for Returning PGCC Students

If you have previously enrolled in a course at Prince George's Community College, you are required to log into Owl Link to 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 2, 3, 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 a 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 2-3.
8. Click "Register for Courses."
9. Find the field for "Course Code Number" and type the course code that corresponds with your age: **JCL-530 (age 14-17)** or **JCL-531 (age 18-22)**
10. Select 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). Do not choose a payment type; click SUBMIT.

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

PLEASE COMPLETE YOUR REGISTRATION TODAY.