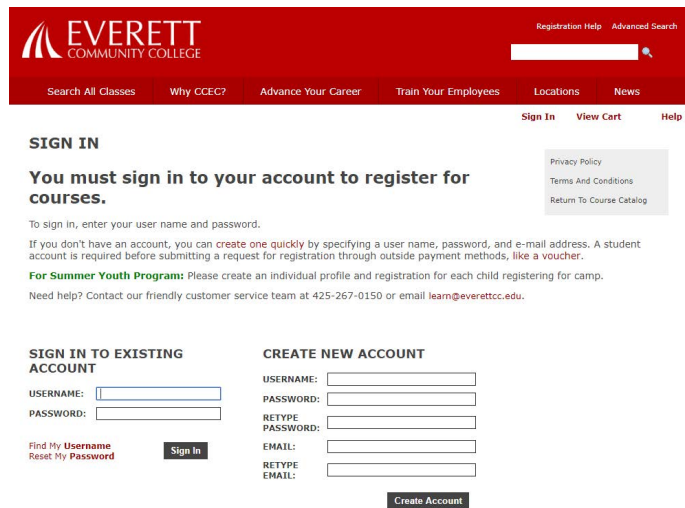


REGISTRATION WITH AN OUTSIDE FUNDING SOURCE

Registration with an outside payment source, or voucher, is a two-step process.

1. Create an accurate student profile at: <https://www.campusce.net/everett/category/category.aspx>
 - a. You may skip this step if you have taken previous classes with CCEC and already have a student account. Verify your credentials through the "Sign in to Existing Account" side before continuing to step 2. Update your previous profile information, if necessary.
 - b. For a new account, enter your desired username, password and a current email address under the "Create New Account" side and select "Create account."



The screenshot shows the registration page for Everett Community College. At the top, there is a red navigation bar with the college logo and various menu items like "Search All Classes", "Why CCEC?", "Advance Your Career", "Train Your Employees", "Locations", and "News". Below the navigation bar, there is a "SIGN IN" section with the heading "You must sign in to your account to register for courses." and instructions on how to sign in or create a new account. There are two main sections: "SIGN IN TO EXISTING ACCOUNT" with fields for "USERNAME:" and "PASSWORD:" and a "Sign In" button; and "CREATE NEW ACCOUNT" with fields for "USERNAME:", "PASSWORD:", "RETYPE PASSWORD:", "EMAIL:", and "RETYPE EMAIL:" and a "Create Account" button. There are also links for "Privacy Policy", "Terms And Conditions", and "Return To Course Catalog".

- b. Fill out the account profile form using your personal information. Please remember to enter your student ID if you already have one, and then select "submit."
 - c. Once you have created an account, you will not need to do it again. You can use it to log in and view your classes, transcripts, and transaction receipts at any time.
2. Use the class information listed on the website to complete your voucher application with your company.
Boeing employees: Register within 60 days of the class start date. Contact Worklife service center at 866-473-2016 or via e-ticket for any voucher/LTP-related questions.

Once you receive your voucher from your company, **email it to learn@everettcc.edu** or walk it into our offices at 2333 Seaway Blvd., Everett. We will use your voucher to register you, and you will receive a confirmation email once your registration has been completed. **Please note: You will not be considered registered until this email has been received.**

If you have any questions, or you do not receive registration confirmation within two business days of submitting your voucher, please **contact us at learn@everettcc.edu or 425-267-0150.**