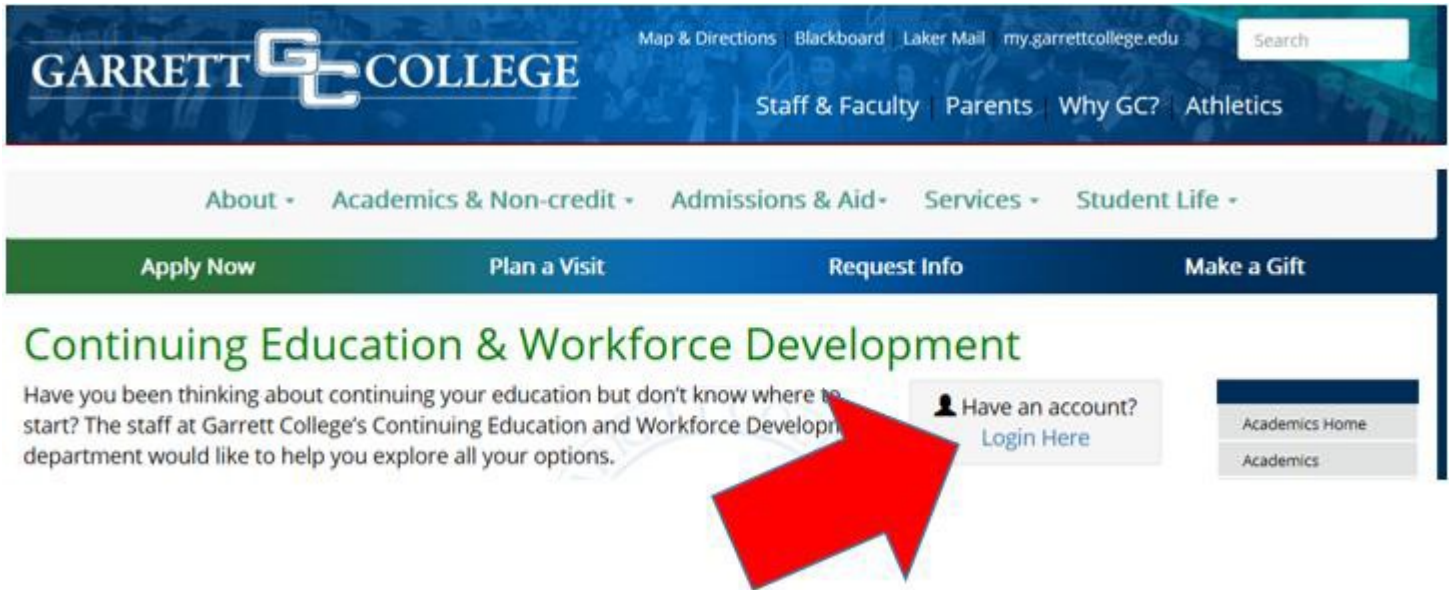


## Student Online Login Guide

Accounts must be activated by office staff before students can access/view their account. Please call 301-387- 3136 to initiate this invitation. Students will then have one hour to login or the invitation will need to be resent.

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To start, go to [www.garrettcollege.edu/cewd](http://www.garrettcollege.edu/cewd) and click on “Login Here”



You will be redirected to this screen to login to your account:



You can verify that you are logged in successfully when your name is shown in the top right corner of your screen.

To make a payment online, go to **My Account > Pay Balances** to view your remaining balance or payment schedule:



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**MY ACCOUNT**

Your Balances

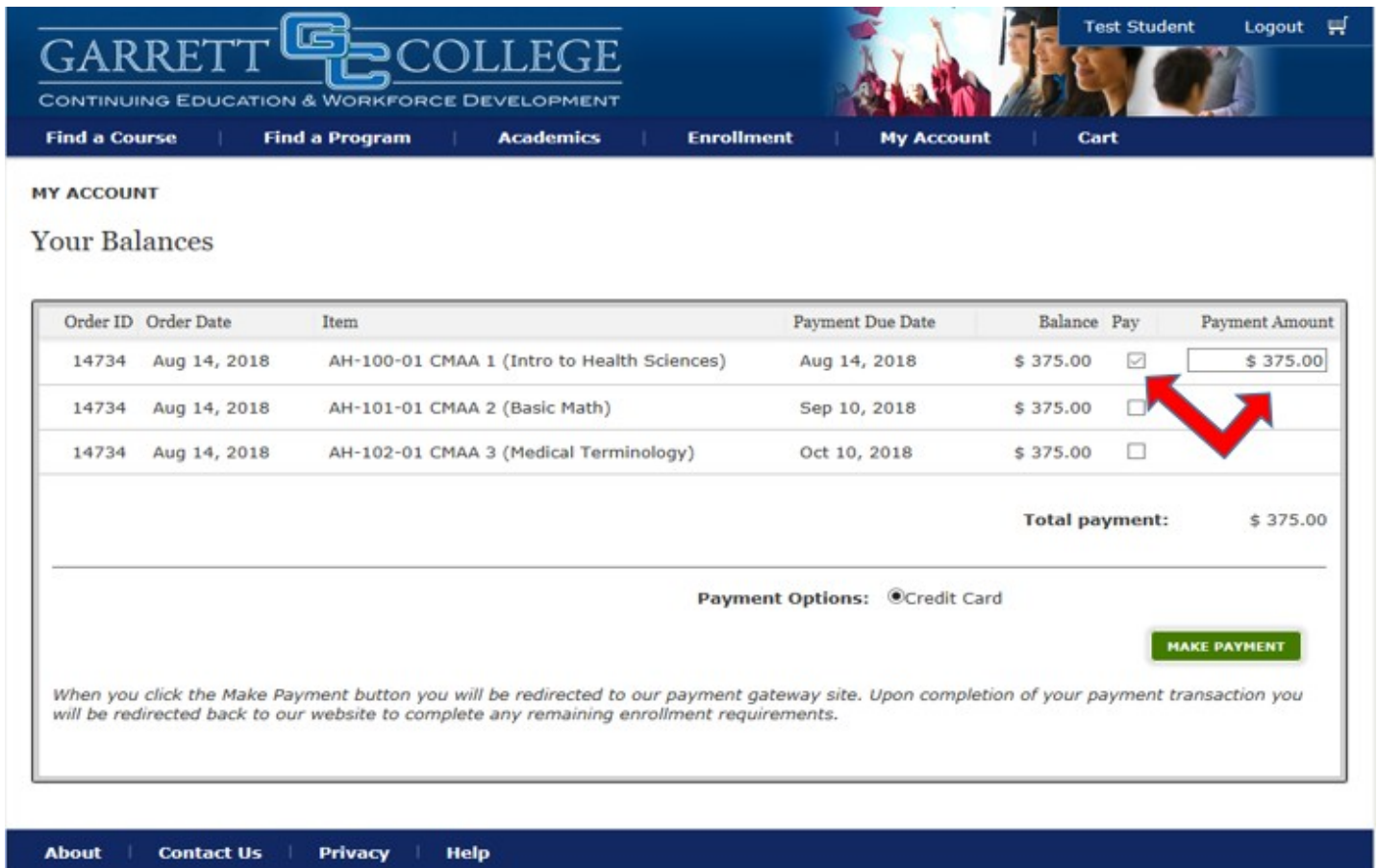
Update Profile  
Change Password  
Order History  
Payment History  
**Pay Balances**  
Membership

Order ID	Order Date	Item	Payment Due Date	Balance	Pay	Payment Amount
14734	Aug 14, 2018	AH-100-01 CMAA 1 (Intro to Health Sciences)	Aug 14, 2018	\$ 375.00	<input checked="" type="checkbox"/>	\$ 375.00
14734	Aug 14, 2018	AH-101-01 CMAA 2 (Basic Math)	Sep 10, 2018	\$ 375.00	<input type="checkbox"/>	

- To make a payment, the small checkbox under “Pay” must be checked with an amount listed in the box under “Payment Amount.”
- Students can make payments on any of the remaining balances at any time.

**NOTE:** In some cases, listed payment plan amounts may be combined when viewing online.

Make sure that the Total Payment amount is correct, then click on “**Make Payment.**” You will be redirected to a secure site where you may enter your card information. Immediately upon successful submission, you will receive an electronic receipt of payment.



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Your Balances

Order ID	Order Date	Item	Payment Due Date	Balance	Pay	Payment Amount
14734	Aug 14, 2018	AH-100-01 CMAA 1 (Intro to Health Sciences)	Aug 14, 2018	\$ 375.00	<input checked="" type="checkbox"/>	\$ 375.00
14734	Aug 14, 2018	AH-101-01 CMAA 2 (Basic Math)	Sep 10, 2018	\$ 375.00	<input type="checkbox"/>	
14734	Aug 14, 2018	AH-102-01 CMAA 3 (Medical Terminology)	Oct 10, 2018	\$ 375.00	<input type="checkbox"/>	

**Total payment:** \$ 375.00

**Payment Options:** ☒ Credit Card

**MAKE PAYMENT**

When you click the Make Payment button you will be redirected to our payment gateway site. Upon completion of your payment transaction you will be redirected back to our website to complete any remaining enrollment requirements.

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Thank you for your payment. Total \$ 375.00 has been applied to your balance.

Order ID	Order Date	Item	Payment Due Date	Balance	Pay	Payment Amount
14734	Aug 14, 2018	AH-101-01 CMAA 2 (Basic Math)	Sep 10, 2018	\$ 375.00	<input type="checkbox"/>	
14734	Aug 14, 2018	AH-102-01 CMAA 3 (Medical Terminology)	Oct 10, 2018	\$ 375.00	<input type="checkbox"/>	
Total payment:						\$ 0.00

Payment Options:

☒Credit Card


When you click the Make Payment button you will be redirected to our payment gateway site. Upon completion of your payment transaction you will be redirected back to our website to complete any remaining enrollment requirements.

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MY ACCOUNT

Payment History

From (MM/dd/yyyy)

08/14/2017

To (MM/dd/yyyy)

08/14/2018

SEARCH

Payment ID:	8606	Payment Date:	Aug 14, 2018	Total Payment:	\$ 375.00 (Visa - External Payment)
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Order ID	Item	Amount	Payment Amount
14734	AH-100-01 CMAA 1 (Intro to Health Sciences)	\$ 375.00	\$ 375.00

pdf format

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## IMPORTANT 1098-T Notice!

Please be aware that Garrett College is **NOT** required to submit 1098-T tax forms for NONCREDIT courses per IRS regulations. Students may submit required receipts with their taxes showing payments made by logging into their account, and going to **My Account > Payment History**. Be sure to update the search parameters to the correct Calendar Year for the transactions that you are wanting to submit.

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Payment History

From (MM/dd/yyyy)

08/14/2017

To (MM/dd/yyyy)

08/14/2018

SEARCH

No records match your criteria.

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