Continuing Education Portal

https://portal.swtc.edu/CE/

Southwest Tech offers a wide variety of Community and Continuing Education courses at our main campus and Outreach Centers. Some examples include Motorcycle Safety, Drivers Education, EMS, Fire Safety, Culinary, Real Estate, and many more.

The Continuing Education (CE) Portal allows students to find and register for these courses without having to fill out a paper registration. Confirmation is sent via email, and online payment can be completed with credit card, ACH (check / savings account), or a third party billing code.

Other helpful features including links to Google Maps to help you find the class location, and the ability to update your student profile online without needing to contact Student Services.

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I. Create an Account

1. On the Log in screen, click the blue “Create New Account” button:

![Create New Account Button](image1)

2. Enter your email address in the Email field and click “Submit”:

![Enter Email and Submit](image2)
3. Check your email inbox for an email message and click on the link to verify your email address:

4. Now that you have verified your email, begin creating your account by entering demographic data on Step 1. This is the information for the STUDENT registering for a course.
5. Enter additional data on Step 2 & Step 3:

6. Click the Create Account button on Step 3:
II. Register for a Course

1. Find the course you want either by choosing a category or by entering a keyword on which to search:

2. You will see a list of matching courses. Select the course you want to take by clicking on the Course Title:
3. Confirm this is the course you want by reading the description and any notes. Pick the section (location / date & time) that you want by clicking the “Select” button to the left of the Section:

4. This will take you to the “MyCart” page. You can either add more courses or check out by clicking the Register Now button:
5. This will take you to the payment page if the course is not a contract. Select Credit Card, Check, or Billing Code (Third Party Payment). Fill in all the required fields and click on Make Payment:

6. If payment is successful, you will be emailed a confirmation and the screen should display a success message:
III. Register for a Contract Course

1. Enter the contract number on the home page and click Submit:

2. Click on the Course Title of the course you wish to register for:
3. Confirm this is the course you want by reading the description and any notes. Pick the section (location / date & time) that you want by clicking the “Select” button to the left of the Section:

4. On the MyCart page you should not see a Cost because this is a contract course. Clicking “Register Now” will complete the registration:
IV. Create a New Email Address

1. Go to www.outlook.com and click on the “Sign up now” link:
2. Enter the student’s Name and other information, including a User name and password. Microsoft will determine whether the User name you enter is unique. If not, you will be required to change the User name until it is unique.
3. At the bottom of the screen, enter the 6-digit code that you see on the screen, uncheck “Send me promotional offers...”, and click the “Create account” button:

The new email address will be the User name that you choose, plus “outlook.com”. For example, if you chose the User name jack1234, the full email address will be “jack1234@outlook.com”. This is the email address that you will use on the CE Portal.

*Note: The password that you used to create this new email address may or may not be the same as the password you will use to create a new CE Portal account. They are not automatically tied together.*