

# How to Register and Pay for BEST Center Classes Online

Welcome to our new online registration system for The BEST Center at Genesee Community College! All of our scheduled noncredit classes are listed on this online system.

Please note: This online registration site cannot be used to register for **credit** courses. Payment is required at the time of registration. Visa, MasterCard, and Discover are accepted.

This is the home page for the online registration site. If your screen does not look like the one below, you may need to download an upgraded version of Flash. A message and link will appear on the page to take you to the secure website to install the upgrade.

The screenshot shows the SUNY Genesee Community College online registration system. The page is titled "Registration for The BEST Center". It features a navigation bar with links for Home, Schedule Builder, Manage Registration, Saved Plans, and My Profile. The main content area is divided into several sections:

- Are you ready to search for classes?**: A search section with a search box and links for "Browse By Subject" and "Advanced Search".
- The BEST Center Business and Employee Skills Training**: A section with contact information: Phone number: (585)345-6868, Email Address: bestcenter@genesee.edu.
- Welcome to The BEST Center's secured online registration system. PLEASE READ THE INSTRUCTIONS BELOW BEFORE PROCEEDING TO REGISTER**: A section with instructions on how to register and pay online.
- To Search for Classes:**: A section with instructions on how to search for classes.
- How to Register and Pay:**: A section with instructions on how to register and pay online.
- Cancellation and Refund Policy:**: A section with instructions on the cancellation and refund policy.

On the right side of the page, there is a "Sign In" section with a sign-in form and a "Sign In" button. Below the sign-in form, there is a "New to GCC and The BEST Center?" section with instructions on how to create a login during checkout.

Students who have previously taken classes at Genesee Community College or The BEST Center will have a GenESIS ID and password. If you know your log-in information enter it in the **Sign In** box on the right side of the screen and click Sign In. If you do not know your log-in information, contact the Helpdesk at 1-866-614-5004 and identify yourself as a BEST Center student. If your password cannot be immediately reset, you should receive a response within one business day to resolve this issue.

### Sign In

Sign in to see your registration eligibility and manage your registration.  
**RETURNING STUDENTS:** Enter your GeneSIS ID and Password. Need help? Contact the Helpdesk at 1-866-614-5004.

\*Username (GenESIS ID):

\*Password (GenESIS Password):

[Sign In](#)

If you have never been to the College and do not have a GenESIS account you will be able to submit your personal information and create one after you add a class to register.

To see all courses, leave the **Search** box blank and click on the magnifying glass.

To search by course title, type in the **Search** box, then click the **magnifying glass**.

## Registration for The BEST Center

### Are you ready to search for classes?

**Search**

🔍

**Browse**
[By Subject](#)
[Advanced Search](#)

To browse by the subject of a course, click **By Subject**. Then click on the **subject** you would like to view and **Add** the desired course to your schedule builder.

Genesee Community College

[Sign In](#) | [Help](#)

Home
Schedule Builder
Manage Registration
Saved Plans
My Profile

**Search** 
🔍

[Advanced Search](#) | [Browse By Subject](#)

### Browse By Subject

Select the subject title below to view all available courses:

**Browse Subjects**

- Business & Professional Dev
- Computer Courses
- Driving Courses
- Personal Enrichment Courses

**Browse Results** (14 classes found.)

Course Title	Term	Campus	Fees	
COMP 233 01 - Advanced Excel 2010 CRN: 62336 Instructor: Bryant, Karen Dec 07, 2012 - Dec 07, 2012 F	Fall 2012 Type: _BCE-Non/Fundable (Vocational) 9:00 AM-4:00 PM	Batavia Campus Main Campus	\$109.00	<a href="#" style="font-size: x-small; border: 1px solid #ccc; padding: 2px 5px;">Details</a> <a href="#" style="font-size: x-small; border: 1px solid #ccc; padding: 2px 5px;">Add</a>
COMP 200 01 - Intermediate Access 2010 CRN: 12570 Instructor: Bryant, Karen Mar 22, 2013 - Mar 22, 2013 F	Spring 2013 Type: _BCE-Non/Fundable (Vocational) 9:00 AM-4:00 PM	Batavia Campus Main Campus	\$109.00	<a href="#" style="font-size: x-small; border: 1px solid #ccc; padding: 2px 5px;">Details</a> <a href="#" style="font-size: x-small; border: 1px solid #ccc; padding: 2px 5px;">Add</a>
COMP 202 01 - Introduction to Access 2010 CRN: 10976 Instructor: Bryant, Karen Mar 01, 2013 - Mar 01, 2013 F	Spring 2013 Type: _BCE-Fundable (Remedial) 9:00 AM-4:00 PM	Batavia Campus Main Campus	\$99.00	<a href="#" style="font-size: x-small; border: 1px solid #ccc; padding: 2px 5px;">Details</a> <a href="#" style="font-size: x-small; border: 1px solid #ccc; padding: 2px 5px;">Add</a>

With the Advanced Search feature, you can search for a class by specific attributes. Choose this search option to narrow down your search for a course. Once you've chosen your criteria, select **Go** to show courses in the catalog.

The class(es) will be listed in the **Search Results** on the left.

### How to Read Course Information

Course # and Title	BSPD 302 01 - Grants Online	Number of Seats Available	Seats: 26
Start Date and End Date	07/21/12-07/21/12	Day and Time	Sa 9:00 AM-12:00 PM
Campus Location	Main Campus	Room #	Room: T122
		Fee for Class	Fees: \$42.00

**Note:** If Seats = 0, the class is full and you will not be able to register for that section.



2. Mouse over the class listing, click on the magnifying glass to open the Course Details box, then click on the **Add** button.

**Course Details**      **Grants Online**      **Summer 2012**

**Overview**

Class: BSPD 302 01      **Campus:** Batavia Campus

CRN: 40700      **Instructor:** Forman, Joan

Credit hours: 0.000      **Course level:** Certification/Training

Grade mode: Ungraded      **Available seats:** 26

Schedule type: \_BCE-Non/Fundable (Vocational)      **Class fees:** \$42.00

**Instructional method:**

Success in grant writing depends largely upon finding the right sources to target. Maximize your time online by learning what resources and tools are available to you on the Web. Learn how to identify foundation, corporate and government prospects and how to locate the information you need to apply for them.

**Close**      **Add**

After you add classes to your schedule, they will appear in the **Schedule Builder** under **Weekly View**.

SUNY GCC Genesee Community College      Sign In | Help

Home | **Schedule Builder** | Manage Registration | Saved Plans | My Profile

Search: Enter your search criteria here      Advanced Search | Browse By Subject

**Schedule Builder**

To add classes to your schedule, use the search bar above to search for classes. From the Search Results on the left below, drag and drop the class to your schedule, or hover over the class to display the icons to either view the class details or add it to your schedule.

**Search Results** (Found 59 classes.)      **Schedule**      [Weekly View](#)

Sort...      Detailed View

Search Results	Schedule					
COMP 233 01 - Advanced Excel 2010 Batavia Campus      Seats: 15 12/07/12-12/07/12      F 9:00 AM-4:00 PM Main Campus      Room: T104 Fees: \$109.00	COMP 233 01 - Advanced Excel 2010 CRN: 62336      Term: Fall 2012      Campus: Batavia Campus      Fees: \$109.00 Instructor: Bryant, Karen      Type: _BCE-Non/Fundable (Vocational)      Seats: 15 12/07/12 - 12/07/12      F      9:00 AM-4:00 PM      Main Campus      Room: T104					

DRIV 121 08 - Driver Pre-Licensing

To remove the class from your schedule, click on the **x Remove** button.  
To view the course details, click on the **Details** button.

If you choose classes that overlap in times and create a conflict, you will see the red **Conflict** box appear.

The screenshot shows the SUNY GCC Schedule Builder interface. At the top, there are navigation links for Home, Schedule Builder, Manage Registration, Saved Plans, and My Profile. A search bar is present with the text "Enter your search criteria here". Below the search bar, the "Schedule Builder" section is active. On the left, "Search Results (Found 59 classes.)" are listed, including "DRIV 121 08 - Driver Pre-Licensing" and "DRIV 121 09 - Driver Pre-Licensing". The main "Schedule" area shows a list of classes. Two classes are highlighted with a red "Conflict (2)" button: "DRIV 125 30 - Defensive Driving" and "DRIV 121 08 - Driver Pre-Licensing". An arrow points from the text above to the "Conflict (2)" button.

Click on the **Conflict** button to open a box that lists the conflicting classes. Click on **Remove** to delete the class you do not want.

The "Schedule Notes" dialog box is displayed, titled "Conflict". It contains the text: "These courses meet at the same time on the same day and date." Below this, two rows of conflicting classes are listed:

Class ID	Class Name	Action	Action
DRIV 121-40	Driver Pre-Licensing	Remove	Details
DRIV 121-50	Driver Pre-Licensing	Remove	Details

At the bottom right of the dialog box is a "Close" button. An arrow points from the text above to the "Conflict" title.

Once you have added all of your classes to the schedule and there are no conflicts, click the **Register** button in the lower right hand corner.

The screenshot shows the SUNY GCC Schedule Builder interface. The top navigation bar includes 'Home', 'Schedule Builder', 'Manage Registration', 'Saved Plans', and 'My Profile'. A search bar is present with 'Advanced Search' and 'Browse By Subject' options. The main content area is divided into 'Search Results (Found 59 classes.)' on the left and 'Schedule' on the right. The 'Schedule' section shows a grid of classes with columns for CRN, Term, Campus, Fees, Seats, and Instructor. Two classes are currently in the schedule: 'DRIV 125 30 - Defensive Driving' and 'COMP 233 01 - Advanced Excel 2010'. At the bottom right of the schedule grid, there are 'Save' and 'Register' buttons. A black arrow points from the text above to the 'Register' button.

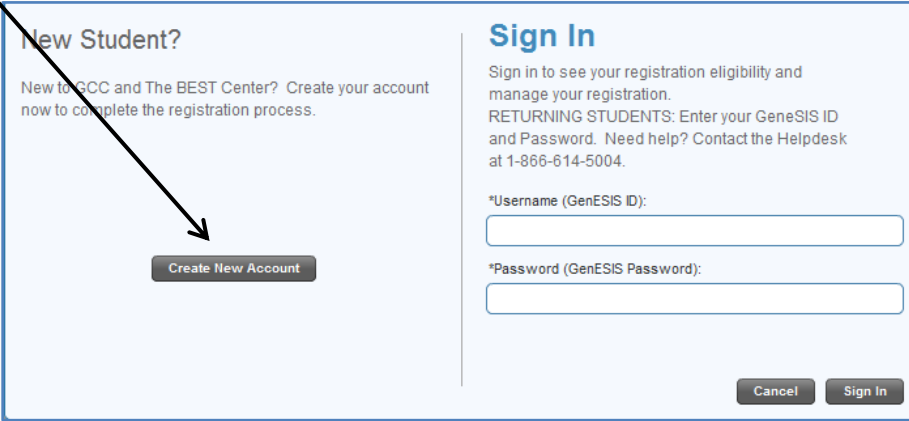
**Note:** If you are signed in at this point and have a **Hold** on your account. You will see the message below.

The screenshot shows the SUNY GCC Registration Results page. The top navigation bar includes 'Home', 'Schedule Builder', 'Manage Registration', 'Saved Plans', and 'My Profile'. A search bar is present with 'All terms' and 'Advanced Search' options. The main content area is titled 'Registration Results' and displays a red error message: 'Person has holds, cannot register.' The message is highlighted with a red box. Below the message, there is a table with one row: 'BSPD 304 01 | Grant Writing II | Summer 2012'. The table includes columns for 'Action' (set to 'None') and 'Class total' (set to '\$0.00'). A 'Show details' link is visible to the right of the message. A black arrow points from the text above to the 'Home' tab in the navigation bar.

Please click on the **Home** tab to see the details of your hold and contact the appropriate office.

If you are already signed in, skip to page 11. If not, follow the instructions below.

Here you will need to enter your GenESIS username and password. If you are a previous student and do not have your information, please call the Helpdesk at 1-866-614-5004 to retrieve it. If you are a new student, click on **Create New Account**. See next page for New Account directions.



The screenshot shows a web interface with two main sections: "New Student?" and "Sign In".

**New Student?**  
New to GCC and The BEST Center? Create your account now to complete the registration process.

**Sign In**  
Sign in to see your registration eligibility and manage your registration.  
RETURNING STUDENTS: Enter your GeneSIS ID and Password. Need help? Contact the Helpdesk at 1-866-614-5004.

\*Username (GenESIS ID):

\*Password (GenESIS Password):

Buttons: "Create New Account", "Cancel", "Sign In".

An arrow points from the text above to the "Create New Account" button.



## New Account Directions

Required information is indicated by a \*. Be sure to scroll down to see all fields.

**Account Details**

\*First name:

\*Last name:

Middle name:

Surname prefix:

Suffix:

SSN/SIN/ITN:

\*Birthdate (MM/DD/YYYY):

Marital status:

\*Gender:

\*Street 1:

Street 2:


\*City:

\*State/Province:

\*Zip/Postal code:

**Security Check**

I agree with the [acceptable use policy](#).

  \*Please type the text you see in the image.

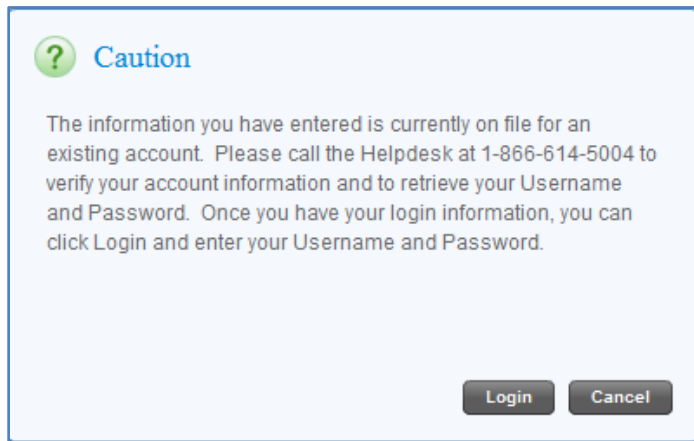
Banner Flexible Registration v8.5.4

Enter the security code you see in the blue field here. Click **Submit**.

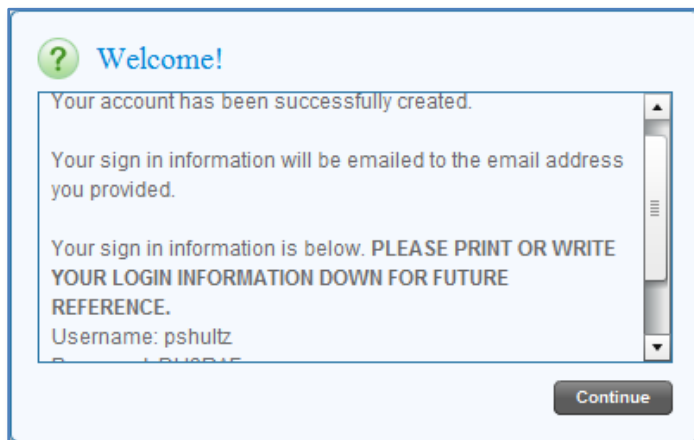
You must also check off that you agree with The BEST Center's Acceptable Use Policy before moving on. Returning students will be prompted to review and agree to the Acceptable Use Policy the first time they register online.

The system will be searched to determine if you already have a record. If an exact or similar record is found, you will receive a Caution warning and will not be able to create an account here.

**Contact the Helpdesk at 1-866-614-5004 for assistance.**



If the system does not find an exact or similar record, a new record will be created. A box will appear listing your GenESIS ID and Password. **\*\*RECORD THIS INFORMATION IN A SAFE PLACE\*\***. You will need your log-in information to pay and register online again and to log-on in the future. An email will also be sent to you with the Login ID and Password.



Click Continue **after you write down your Login and Password.**

A list of classes you registered for will appear on the Registration Results page.

The screenshot displays the 'Registration Results' page for SUNY Genesee Community College. At the top, there is a navigation bar with links for Home, Schedule Builder, Manage Registration, Saved Plans, and My Profile. Below this is a search bar and links for Advanced Search and Browse By Subject. The main content area shows a table of registered classes:

Class Name	Action	Class total
COMP 233 01   Advanced Excel 2010   Fall 2012 Status: **Web Registered**	None	\$109.00
DRIV 125 30   Defensive Driving   Fall 2012 Status: **Web Registered**	None	\$44.00

At the bottom of the page, there is a coupon code field, an 'Apply' button, and a 'Total: \$153.00' label. There are three buttons: 'Cancel registration', 'Proceed to payment', and 'Update registration'. Two arrows point from the text below to the 'Cancel registration' and 'Proceed to payment' buttons.

You can cancel your registration by clicking the **Cancel registration** button and return to the schedule builder to choose other classes.

If your schedule is accurate, click the **Proceed to payment** button.

If you choose to proceed, you must complete the payment process online at this time or you will be dropped from your classes.

After you click to Proceed to Payment, you will be taken to the Payment Options screen.

SUNY Genesee Community College

Home | Schedule Builder | Manage Registration | Saved Plans | My Profile

Search Enter your search criteria here Advanced Search Browse By Subject

### Payment Options

You must pay now with a credit card to complete your registration.

**Registration confirmation**  
Below is a confirmation of the classes you are registering for.

	Class total:	Show details
COMP 233 01   Advanced Excel 2010   Fall 2012 Status: **Web Registered**	\$109.00	
DRIV 125 30   Defensive Driving   Fall 2012 Status: **Web Registered**	\$44.00	

Total: \$153.00

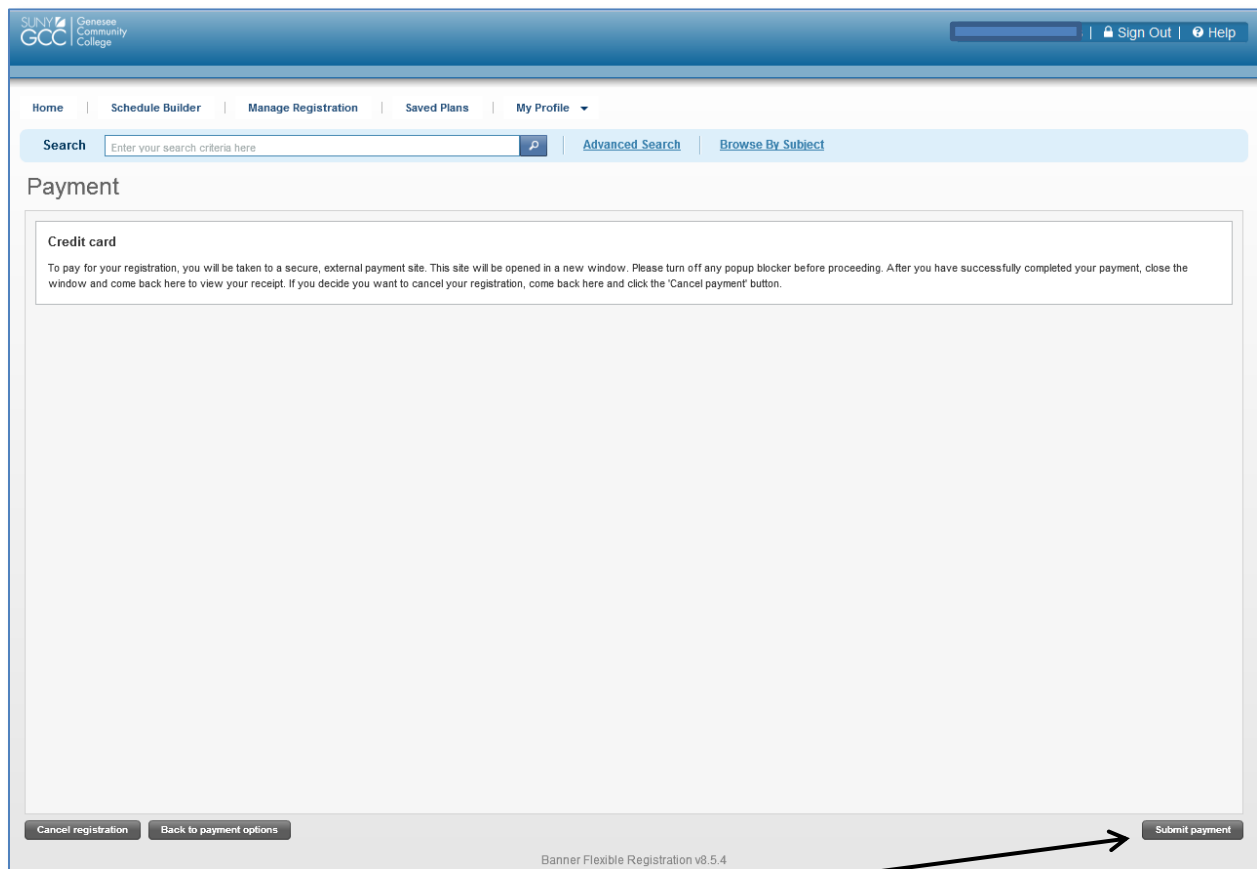
Cancel registration Proceed to Payment

Banner Flexible Registration v8.5.4

You can again choose to **Cancel the registration** or **Proceed to payment**.

If you choose to proceed, you must complete the payment process online at this time or you will be dropped from your classes.

This payment screen contains a message that you will be taken to a secure, external payment site.



To continue, click **Submit payment**.

If you choose to proceed, you must complete the payment process online at this time or you will be dropped from your classes.

A new window will open. Fill in the information and click **Continue** and then **Confirm** when done.

Logo

[Privacy Policy](#) [Contact Us](#) [Log Off](#)

### Provide Credit Card Information

Please enter your credit card information in the following fields, then click "Continue" button.  
**NOTE:** All fields are required.

For help, please click on the question mark next to a field.

#### Current Payment

Account: FLEXREG  
Payment Amount: \$18.00  
Effective Date: 07/16/2012

#### Credit Card Information

Cardholder's Name:   Virtual Keypad  
Card Type:   
Credit Card Number:   
CV2 Code:    
Expiration Date:  /

#### Billing Address Information

Address 1:   
(optional) Address 2:   
City:

For U.S. Address  
State:   
Zip:

For International Address  
Region / Province:   
Postal Code:

Country:

#### Contact Information

Daytime Phone:   
e.g. (555) 555-1212x123 OR +31 42 123 4567

Email Address:

After your payment is processed, the payment window will close and take you back to the online registration site where an invoice showing all classes, the program charge, and your payment will appear.

**SUNY GCC** Genesee Community College

Home | Schedule Builder | Manage Registration | Saved Plans | My Profile

Search: Enter your search criteria here | Advanced Search | Browse By Subject

### Final Invoice

Your registration is complete. Please print this page for your records by clicking the 'Print' button at the bottom right of this screen.  
An email confirmation has been sent to the email account provided.

Name: Lauren Cummings  
Payment method: Credit card  
Date: Dec 11, 2012

#### Schedule

**BSPD 311 01 | Notary Public Review**  
Term: Spring 2013 | Credit hours: 0.000  
CRN: 10979 | Grade mode: Ungraded  
Schedule type: \_BCE-Non/Fundable (Vocational) | Course level: Certification/Training  
Instructor: STAFF

Start date	End date	Days	Start time	End time	Campus	Building	Room
Feb 26, 2013	Feb 26, 2013	T	5:30 PM	9:00 PM	Batavia Campus	Main Campus	T121

#### Invoice 00000274

**BSPD 311 01 | Notary Public Review**

Class fees	Amount
Tuition Non-Credit Fundable	\$34.00

**Other items**

Item	Amount
Spring 2013 activity	
QuikPay Credit Card Payment	-\$34.00

**Total: \$0.00**

Go back home | Print

Banner Flexible Registration v6.5.4

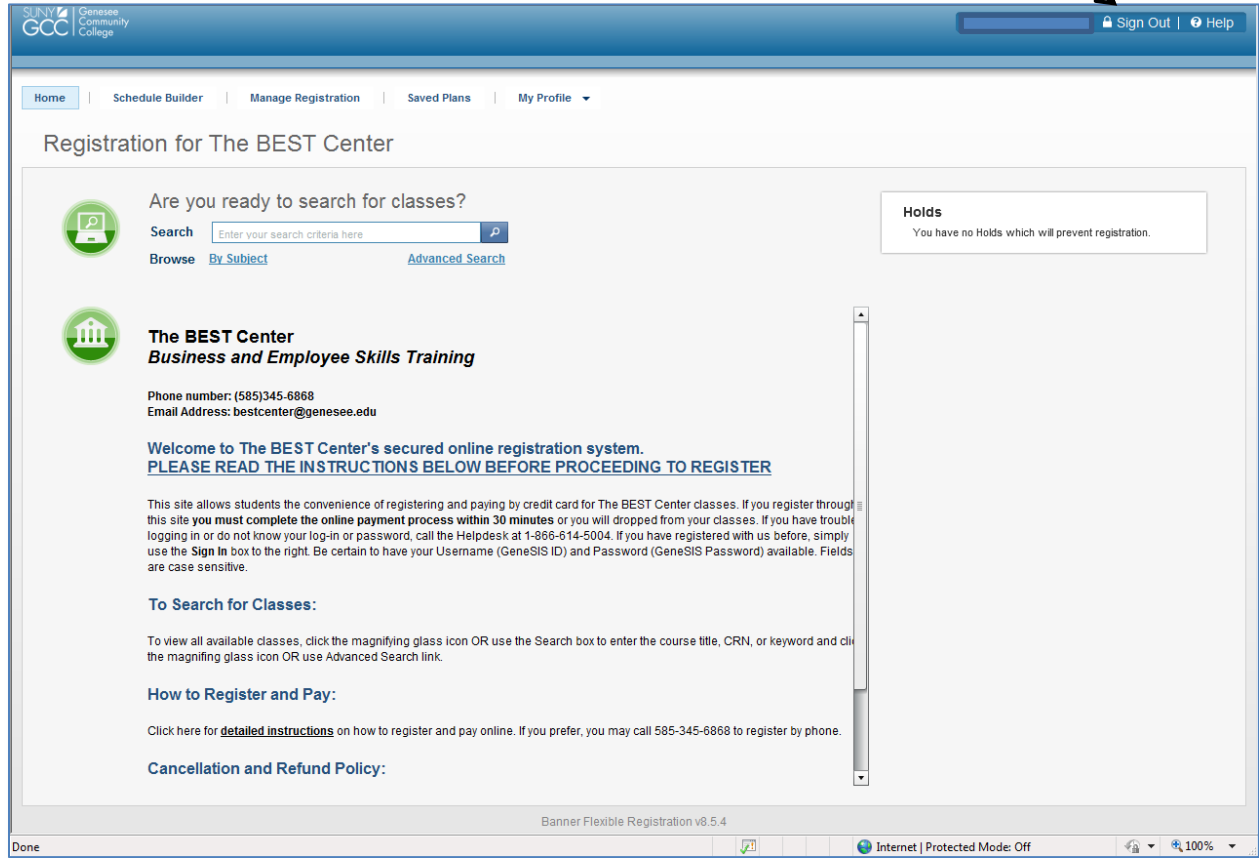
Done | Internet | Protected Mode: Off | 100%

**Print** this receipt for your records. Use the scroll bar to see all information on your screen.

Click **Go back home** to close this invoice/receipt and return to the home page.

The registration and payment process has now ended.

You can search for more courses to add to your schedule at this time. Or, you can click **Sign Out** to log off the system.



Thank you for using the new register online system! Now you have successfully registered for a noncredit course online.

If for any reason you need to drop your class, please call our office and this can be handled over the phone.

**QUESTIONS?** Call our office at **585-345-6868** during regular business hours with questions about online registration. We will be happy to help!