

How to Obtain a Copy of Your Payment Receipt for Office of Continuing Professional Education Courses

1. Visit <https://ce-catalog.rutgers.edu> and click on “**MY ACCOUNT**” (the last item in the left navigation).

The screenshot shows the Rutgers Continuing Studies website. The header includes the Rutgers logo and 'Continuing Studies'. A navigation menu on the left lists: Home, Continuing Education at Rutgers, Course Search, Program Search, Conferences, Products, How to withdraw, Payment, Contact, Calendar View, and My Account (highlighted in yellow). The main content area is titled 'SEARCH' and includes a search bar and filters for Keyword, Category, Department, Format, Day of Week, and Start Dates. A 'Search' button is visible.

2. Enter your User Name and Password and click “**LOGIN.**”

The screenshot shows the Rutgers Continuing Studies website login page. The header includes the Rutgers logo and 'Continuing Studies'. A navigation menu on the left lists: Home, Continuing Education at Rutgers, Course Search, Program Search, Conferences, Products, How to withdraw, Payment, Contact, Calendar View, and My Account (highlighted in yellow). The main content area is titled 'YOUR ACCOUNT' and includes a 'Please Note' section, a section for 'Already have an account?' with fields for User Name and Password, and a section for 'New Students' with a 'Create Account' button.

NOTE: If you do not remember your user name and/or password, please call our office at 848-932-9271, option 2. Our Registration Unit will be happy to assist you with logging into your account.

3. Once you are logged in, click on **“MY ACCOUNT”** a second time in the left navigation and a gray drop down menu will appear.
4. From the gray drop down menu, select **“VIEW/PAY INVOICES.”**

RUTGERS Continuing Studies

Home
Continuing Education at Rutgers
Course Search
Program Search
Conferences
Products
How to withdraw
Payment
Contact
Calendar View
My Account
MyAccount Home
Edit Profile/Password
Manage Members
View/Pay Invoices
Print Reports
Products
Registrations
View Cart

MyAccount HOME Account

Current Statistics

Number of Registrations in Cart:	0
Number of Total Registrations:	0

Upcoming Registrations: Start Date

MyAccount News

*First click My Account.
This gray drop down menu will appear.*

Then select View/Pay Invoices from the drop down menu.

5. On the **“VIEW INVOICES”** screen, find the invoice you would like to print a copy of and click the printer icon on the right side of the page.

RUTGERS Continuing Studies

Home
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VIEW INVOICES

Invoice	Invoice Date	Amount Due	Print Invoice
Invoice: 30118	10/06/2014	\$ 0.00	

Printing Invoices:
When printing an invoice, all browsers are supported. However, when using Internet Explorer, security settings can adversely affect the ability to print using ActiveX. If you are unable to view the report using Internet Explorer, use a different browser to view and print the invoice.