How to Access and Maintain Your Account for the Office of Continuing Professional Education

If you already have an account, visit: https://ce-catalog.rutgers.edu

1. Click on “MY ACCOUNT” (the last item in the left navigation).

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

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. This will enable you to edit your profile (i.e., change your user name and/or password), verify your registrations and, if applicable, make payments.

**EXAMPLE: To Make A Payment**

1. First, click “MY ACCOUNT.”
2. From the gray drop down menu, select “VIEW/PAY INVOICES.” A list of any outstanding invoices will appear.

   a. From the **VIEW INVOICES** screen, choose the invoices you wish to pay.
   b. Click “PAY NOW.”
c. From the ENTER PAYMENTS screen, enter the amount you wish to pay.
d. Click “CONTINUE.”

e. From the SUBMIT PAYMENTS screen, review the information you have submitted.
f. Click “SUBMIT.”
g. A new, secure payment window will open. Please verify all information, including the total in your cart.

h. Click “CONTINUE” (bottom right-hand corner), and follow the prompts to complete the information.

i. Once you have completed the process, a receipt will be sent via email to the email address you provided during the payment process.