INSTRUCTIONS FOR STUDENTS
REGISTERING ONLINE

- There are no fees or costs for students who register for Youth@Work courses.
- To register online you must have a valid e-mail address.
- For questions regarding the Job Training Program at Prince George’s Community College, call 301-546-7422 x3502.

TO ACCESS OWL LINK

Any student who was previously enrolled in courses at Prince George’s Community College should go to page 4: Instructions for returning students. This includes students who attended the college’s Summer Youth Program.

For assistance with your user name and password, call 301-322-0637.

NEW STUDENTS

1. Go to www.pgcc.edu.
2. Select Owl Link.
4. Select “Enroll and Register” for courses.

5. Click on Create a student account. Fill out all of the demographic information (required fields are noted by a red *) and check the box at the bottom of the page before hitting the SUBMIT button. You may skip the field marked social security number.

If you receive this message: “. . . already exists in our files”

A. You have provided a Social Security number which is already registered to another person with information that is different from what you provided. Please remove the Social Security number and confirm your Social Security Number and try again, or

B. If you believe that you already have an Owl Link account at PGCC you may: Login to continue course enrollment. If you are having trouble logging into your Owl Link account, you may attempt to locate your user name, check your login hint or reset your Owl Link password using our Login Information screen, or contact our help desk or at 301-322-0637 to assist in providing you with an Owl Link account that you can use to register for Continuing Education courses.

Once you have entered the correct data: You will then be asked to confirm your personal information. Check to make sure all information is correct. If not, DO NOT check the check box at the bottom of the page. Just click the SUBMIT button. This will return you to the previous page to make the necessary corrections.

6. Submit and confirm information. Once you have determined the information is correct, check the box at the bottom of the page and SUBMIT.

7. You will be sent two separate e-mails with your Owl Link User ID and temporary password.

8. After retrieving this information, select the Workforce Development and Cont. Ed Students (gold box) on the menu again. Select the Enroll and Register for Courses option again.
9. This time, Click on Log In to Owl Link. Log in using the information provided to you in your e-mail. **On the next screen** you will immediately be prompted to change your password to one of your choosing.

II. Select the “**Workforce Development & Cont. Ed. Students**” menu again.

1. Select Enroll and Register for Courses.
2. **Click on Register for Courses.**
3. Type the course number *(visit www.pgcc.edu/go/youthatwork for the course list)* in the Course Code number box and SUBMIT. **This will give you a list of all available dates and locations for that course.**

   ![Register Ed. Courses](image.png)

4. Choose the section you want and SUBMIT.
5. On the following screen, you will be shown the section you registered for and, if you like, you may choose your education goal, reason for taking and how you learned of this class. Then SUBMIT.
6. The Pay for Class screen will come up. **There is no cost for this class,** but you must click ‘Choose one of the following’ and select Register Now (Check out).
7. Do not choose a payment type, click SUBMIT.
8. On the class acknowledgement screen, click file and print one copy to bring with you to the first class.

III. After submitting you will see a confirmation screen. Print this out for your records.

That’s it! **You’re officially registered! We hope you enjoy your educational experience with Prince George’s Community College.**
Instructions for Returning Students

If you have previously enrolled in a course at Prince George’s Community College, you will be required to log in to Owl Link before you can register. Go to www.pgcc.edu and select Owl Link. If you know our User ID and password information, select the Login prompt.

For assistance with your user name and password, call 301-322-0637.

1. Fill out your log in information and press SUBMIT to log in.
2. If you do not know your login information, follow the appropriate links on the login screen to retrieve your User ID and/or password.

II. Once you have successfully logged in to Owl Link, select the “Workforce Development & Cont. Ed. Students” menu.

1. Select Enroll and Register for Courses.
2. Click on Register for Courses.
3. Type the course number (visit www.pgcc.edu/go/youthatwork for the course list) in the Course Code number box. This will give you a list of all available dates and locations for that course.
4. Choose the section you want and SUBMIT.
5. On the following screen, you will be shown the section you registered for and, if you like, you can choose your education goal, reason for taking and how you learned of this class. Then SUBMIT.
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