

Registrants: Anyone who has NEVER registered for a class at Prince George's Community College (PGCC).

1. Register as a new student with PGCC. (This is for in-state and out-of-state registrants.)
2. Register for the Maryland Notary Public Virtual Conference.
3. If you have difficulty registering, call 301-546-0159; or
4. Contact Kristal Brown
Program Coordinator, Business & Entrepreneurship Department
Professional Studies & Community Education Division
(O) 301-546-0712 | brownka1@pgcc.edu

Owl Link Instructions for New Student Applications

1. Copy and paste this link into your browser:
<https://pgcc.elluciancrmrecruit.com/Apply/Account/Login?ReturnUrl=%2fApply>
2. Right below **SIGN IN**, click on [Create Account](#)
3. Make sure to fill in all of the fields identified by a **red asterisk(*)**
4. For Application Type, click on the arrow in the box and choose Workforce Development and Continuing Education (WDCE): taking non-credit personal interest courses
5. For 'When do you anticipate starting at PGCC', click on the arrow and choose the semester for which you want to take courses.
6. Choose a password that you will remember (write it down for future reference) and click **Create Account**.
7. The next page is requiring that you fill out demographic information especially those marked with the **red asterisk(*)**
8. When clicking on the drop-down for State, Maryland appears at the top of the selections.
9. You must also select your county.
10. You must then tell us how long you've lived in the State of Maryland and how long you've lived in Prince George's County, if you are a resident of Prince George's County.
11. Save and continue.
12. The next page is more demographics and the only field required here is your date of birth but please feel free to fill in the other questions as well.
13. Save and continue.
14. On the next page, you must choose your intended program of study. There is only one choice there-please select it.
15. Next page you may fill out the questions or you may save and continue.
16. The last page is the signature page which requires you to check both of the 'Yes' boxes and then type your name in the signature box.

17. Click submit your application and then wait for your activation email to be delivered to your email. It should also contain your USER ID. This can take at least 30 minutes.
18. While waiting, you may choose create a new application at the top of your profile screen.
19. Log in using your email and the password that you created.
20. Choose Start a New Continuing Education application.
21. Select the semester you want to begin and click submit
22. Once you activate your account using the link in the activation email, you may log in and register, this time choosing enroll for classes.

Next, complete the steps for:

How to register for Continuing Education classes online using Owl Link. (next page)

You will need these numbers:

GEN-365-80420 Annual Notary Day

Five-digit synonym number is: **80420**