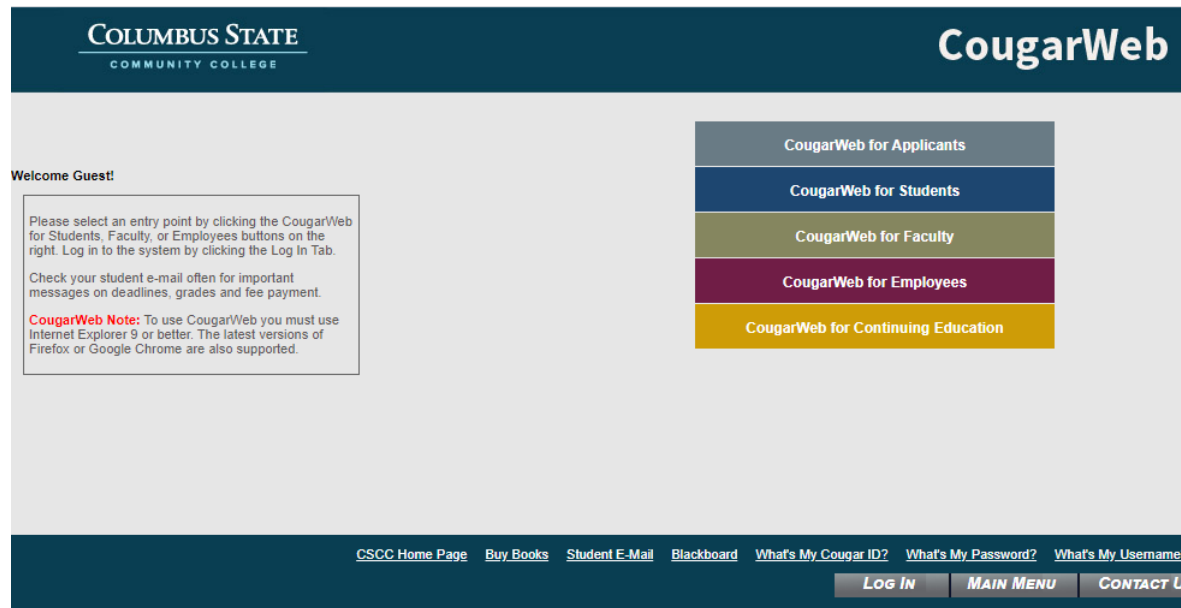


Accelerated Training Centers: Instant Enrollment Guide

STEP 1: Go to [CSCC CougarWeb](http://cougarweb.csc.edu) or type: <http://cougarweb.csc.edu>

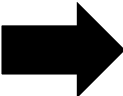
STEP 2: Click the yellow-gold button: **CougarWeb for Continuing Education**



QUESTION: Have you previously taken classes with Columbus State (credit or non-credit)?

- Yes: Click **Log In** and enter your name and password.
- No: Go to step 3.
- Unsure: Visit <https://password.csc.edu> and click the button **Discover/Activate** under the heading **New Users** to see if you have a username and password.

STEP 3: Click the link: **Register and Pay for Continuing Education Classes**



COUGARWEB FOR CONTINUING EDUCATION MENU Welcome Guest!

Welcome to Instant Enrollment for Non-Credit Courses at Columbus State Community College.

NEW STUDENT:

If you have never applied to, taken a course from or worked at Columbus State Community College or Columbus Technical Institute, [click here](#) to begin. You will be able to enter your personal identification information later.

CURRENT or RETURNING STUDENTS or EMPLOYEES:

If you know your username, password, and CSCC e-mail account, click the "Log In" button below to register.

If you have been a student or employee but do not remember your account information, [click here](#) to discover your username and password. We can help you discover your username and password only if we have your Social Security number on file.

If you do not know whether you have been a student before, try to discover your username and password by [clicking here](#). If you find that we do not have you in our system, proceed to [Register and Pay for Continuing Education Classes](#) and register as a new student.

If you have questions or problems, please contact our Non-Credit Registration Office at 614/287-5858 or cewdreg@cscc.edu. The hours of the Non-Credit Registration Office are Monday through Thursday, 8:00 a.m. - 5:00 p.m. and Friday 8:00 a.m. - 4:00 p.m.

Registration	User Profile
Register and Pay for Continuing Education Classes	What's My Password?

STEP 4: Enter **ATCP** in the **Course Code Number** field:

Search for Sections

Catalog Advanced Search

Meeting Start Date or After

05/10/2022



Meeting End Date

MM/DD/YYYY



Course Code Number

ATCP

Days Of Week

☐ Sunday

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

Time Of Day

Select Time Of Day



Location

Select Location

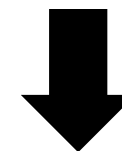


Clear

Search

Click: **Search**

Step 5: Next, locate the class you want to take, click: **Select**



Advanced Search Selection: ATCP , Meeting Dates On or After 5/10/2022

Filters Applied: None

ATCP-0100-02AC! (69779) Select Contact Center			
Seats	Times	Locations	Instructors
15	M/T/W/Th/F 9:00 AM - 12:00 PM 6/13/2022 - 6/24/2022	Accelerated Training Center Lecture	Laurelle, V, Morash, E, Segrest, J, Flom, E, Ramey, K

Step 6: In Section Details, click: **Add Section**

Section Details

ATCP-0100-02AC! Contact Center (69779)
Summer Non-Credit 2022

Additional Information

This is an in-person offering that allows students to complete the program in just two weeks. Hosted at the Reeb Avenue Center, classes are Monday - Friday from 9:00AM - 12:00 PM. Upon completion of the two-week program, we will connect you employers that are eager to hire talent with the skills you've acquired. All training, and on-site lunch daily are at no cost to participants. If you bring the commitment, we will cover the rest.

Instructors

Laurelle, V
Morash, E
Segrest, J
Flom, E
Ramey, K

Meeting Information

M, T, W, Th, F 9:00 AM - 12:00 PM
6/13/2022 - 6/24/2022
Accelerated Training Center, TBD (Lecture)

Dates

6/13/2022 - 6/24/2022

Seats Available

15 of 15 Total

Credits

0

Grading

Graded, Audit

Requisites

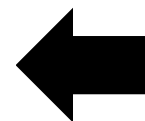
None

Course Description

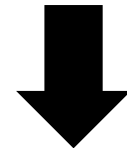
The Accelerated Training Center (ATC) Contact Center Workshop is designed for participants to learn foundational skills to be successful working as the first point-of-contact in a corporate environment, whether working on premise or remotely, for a Contact Center. To achieve this, participants will actively engage in contact

Close

Add Section



STEP 7: On the top of the screen click: **Next**



Advanced Search Selection: ATCP , Meeting Dates On or After 5/10/2022

Filters Applied: None

ATCP-0100-02AC! (69779) Select			
Contact Center			
Seats	Times	Locations	Instructors
15	M/T/W/Th/F 9:00 AM - 12:00 PM 6/13/2022 - 6/24/2022	Accelerated Training Center Lecture	Laurelle, V, Morash, E, Segrest, J, Flom, E, Ramey, K

STEP 8: Complete **ALL** Person Identification sections

NOTE: Complete all fields with an asterisk (*)

Personal Details and **Ethnicity & Race** sections:

Personal Details

Suffix

First Name * Middle Name Last Name *

1 → Birth Date *  Gender

SSN Confirm SSN

2 → Country (Do not change) *

Ethnicity & Race

Ethnicity

Race

NOTES:

1. Enter birthdate in format Month/Day/Year. **Example:** March 15, 1997 would be, 03/15/1997
2. Keep **USA** in this field.

Current Address and Contact Details sections:

Current Address

Address Line 1 *

Address Line 2

City *

State/Province *

Zip Code *

County

Contact Details

Phone Number *

Extension

Phone Type

Add New

Email Address *

1
➔

☐ I certify that I am the person described above, and that the information presented is correct to the best of my knowledge.

[Cancel](#) [Reset](#) [Submit](#)

2
⬆

NOTES:

1. Read the statement, “I certify I am the person described above and the information presented is correct to the best of my knowledge.” **Check the box** next to the statement.
2. Click: **Submit**