



Kenmore-Town of Tonawanda UFSD
Community Education Office
Kenmore Junior/Senior High School
155 Delaware Road, Buffalo, New York 14217
(716) 874-8500
CE_Info@ktufsd.org

Thank you for registering for a Community Education class! The instructions below will guide you on how to complete your registration and payment.

1. You will be emailed a link to make an online payment. The email will read as follows:

“You have a balance due with us. Please use the link to log on and pay your balance.”

Message sent to:

You have a balance with us. Please use the link to log on and pay your balance.

Course Name

Dates:

Time:

Location:

Amount Due: Amount Paid: 0.00

<https://register.ktufsd.org/wconnect/UserLagon.awp?&Target=accountstatus.awp?showProxy=ALSO>

Thank you for your patronage!


2. Click on the link in the email and you will be directed to log into your account. Your registration will be under the participant name you provided on the Google Form and your login will be the email you provided.
3. Check the box to the left of the course name.
4. Click on the red **PAY NOW** button.

ONLINE REGISTRATION

PAYMENT STATUS FOR ALL MY REGISTRATIONS

[Back to My History](#)

To pay outstanding balances, check the box in the Pay column then click the Pay Now button.




Pay	Registrant	Course	Begins	Due	Paid	Balance	Receipt
<input checked="" type="checkbox"/>					0.00		

Total Balance: \$

Pay checked items: **PAY NOW**



5. You will then be directed to the below screen. Please click on the red **PAYMENT SERVICE** button.



An invoice for the balance due - payable prior to the start of class - will be directed to the party specified below:

PAYMENT SERVICE

PO Number:

Name:

Address:

City:

State:

Zip Code:

SUBMIT INVOICE

Please wait while we transfer you to our online Payment Service...

Please wait while we complete your transaction...

Enrollment Progress ...



6. You will then be directed to our credit card payment screen.

Card Number: (enter number without spaces or dashes)

Expiration Date: (mm/yy)

Billing Information

Customer ID: XW0084385

First Name: Last Name:

Company:

Address:

City:

State/Province: Zip/Postal Code:

Country:

Email:

Phone:

Fax:

Shipping Information

☐ Copy Billing Information to Shipping Information

First Name: Last Name:

Company:

Address:

City:

State/Province: Zip/Postal Code:

Country:



7. Enter your credit card information and click the **Pay Now** button. Once you are in the credit card payment screen please **DO NOT** click the back button, it will cancel your registration.
8. You will receive a receipt via email confirming your registration/enrollment was successful once the transaction is complete.

Thank you for your support of our programming! For questions or concerns please email or call our office.

CE_Info@ktufsd.org

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