How to Print a Receipt from Lumens for Youth Classes
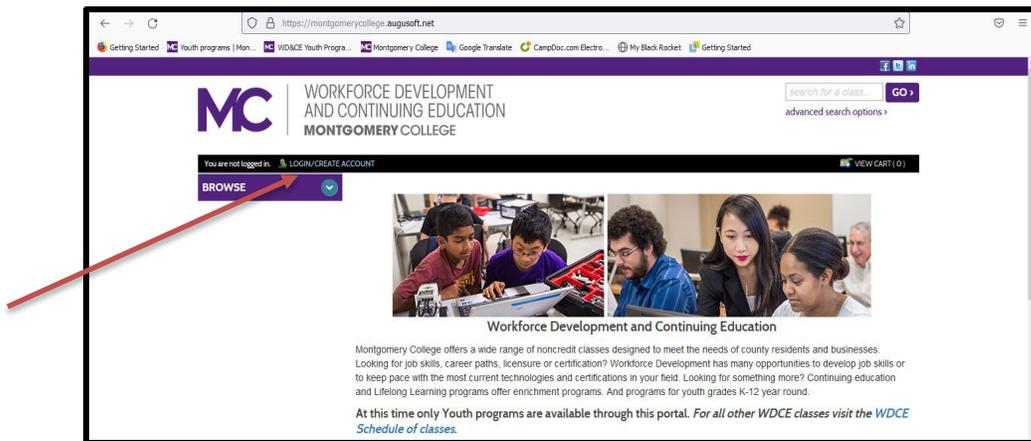
Families,

We receive many requests to print out student's transcripts for tax reasons. With our new registration system, you can do this at any time. Please follow the instructions below. **Montgomery College Youth Programs Tax ID is 52-0891845.**
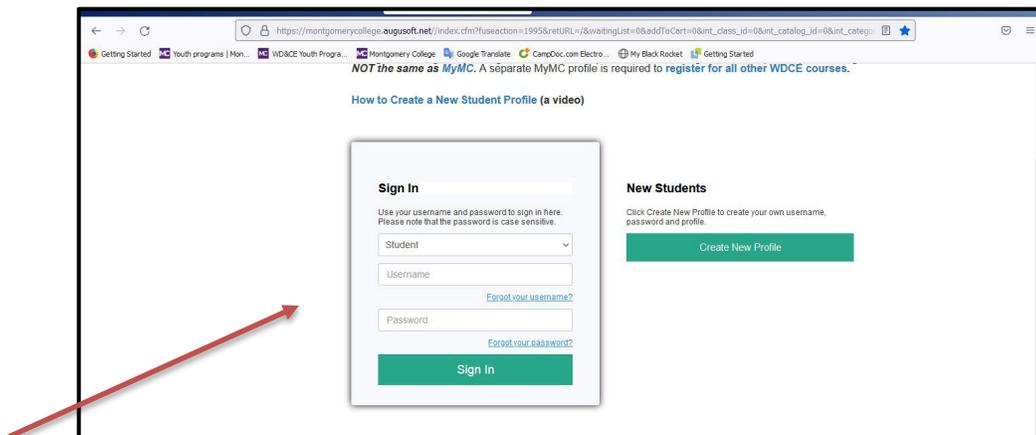
Thank you,

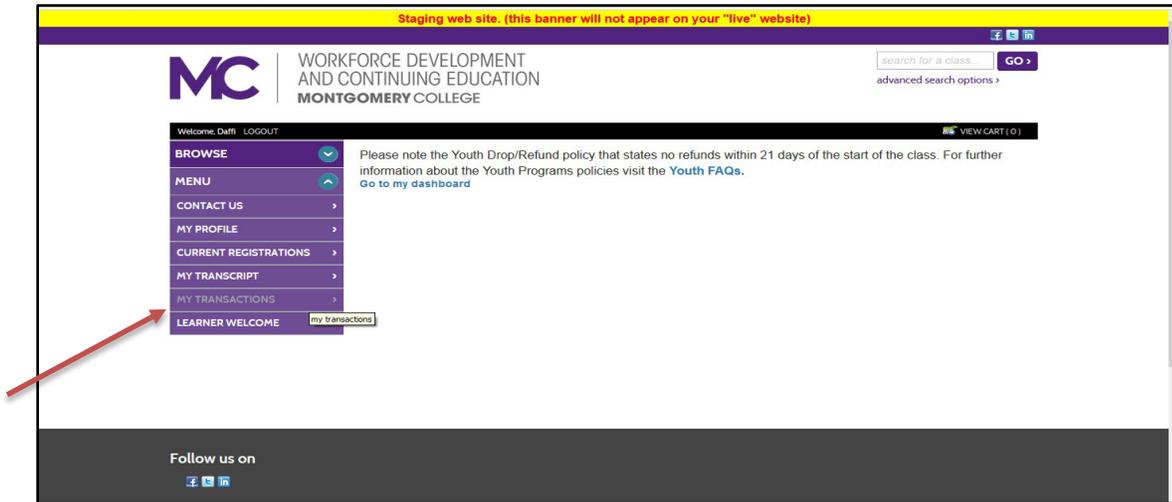The Youth Programs Team

How to print out a receipt from Lumens

1. Lumens website: https://montgomerycollege.augusoft.net/
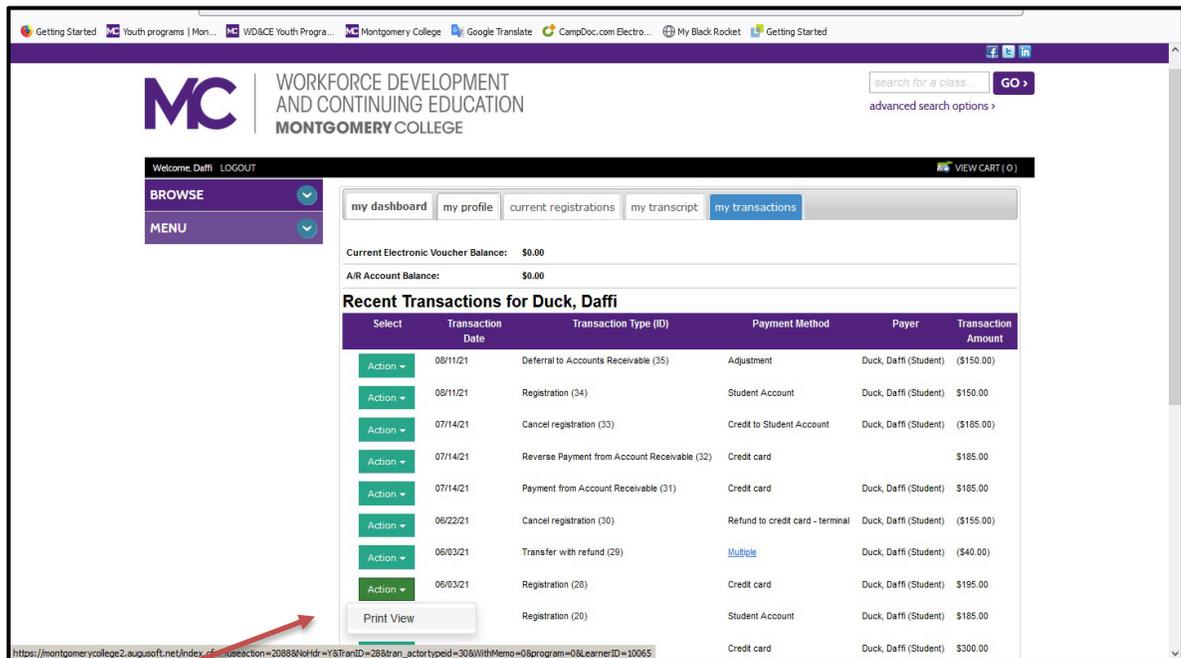2. Click **Login/Create Account**

3. Under the **Sign In** Box – in the first drop down menu select **Student**, then:
   - Enter Student's Username (entered when you first created the profile)
   - Enter Student's password (entered when you first created the profile)

4. Click **Sign In**

5. Click **Menu** on the left side drop down menu, and click **My Transactions**

6. You will find all transactions listed. Click the green button **Action** and select **Print View**

7. A sample of the receipt is showed below. It has listed the classes and payments you have made. If you registered for classes on different occasions, you might have to print more than one receipt.

Transaction Receipt
Montgomery College Workforce Development & Continuing Education

51 Mannakee St, Rockville, MD 20850

Phone: 240-567-5188 Email: staging@augusoft.net

Transaction Date	06/03/2021
Transaction ID	28

Registration ID **Course/Class Number** **Student Name (ID)**	**Class Name/Date(s)/Time/Item**	**Amount**
Registration ID: 19 YTH238 /4981 Duck, Daffi (10065)	Traveling History: The American Presidents Weekly - Mon, Tue, Wed, Thu, Fri 9:00 AM - 12:00 PM; 4 sessions starting 7/5/2021, ending 7/9/2021 **Hide Schedule Details**	

Schedule Information:

Skip dates:
(No class on 7/5/2021)

Dates	Class Days	Times	Location	Instructor(s)
7/5/2021-7/9/2021	Weekly - Mon, Tue, Wed, Thu, Fri	9:00 AM – 12:00 PM		Jerome Price

Class Cost		$220.00
MD Resident Discount		($25.00)

Transaction Amount		**$195.00**

Payment Method	Credit card Visa No. xxxxxxxxxxxx1111	**$195.00**