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. <u>Montgomery College Youth</u> <u>Programs Tax ID is 52-0891845.</u>

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

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	ſ	Sign In Use your username and password to sign in here.	New Students Click Circle New Profile to create your own username.	
		Student v	password and prome. Create New Profile	
		Forgot your username?		
		Password		
		Forpotyour password? Sign In		

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

	Staging web site. (this banner will not appear on your "live" website)
MC	WORKFORCE DEVELOPMENT Search for a class. CO AND CONTINUING EDUCATION advanced search options > MONTGOMERY COLLEGE
Welcome, Daffi LOGOUT	NEW CART (0)
BROWSE	Please note the Youth Drop/Refund policy that states no refunds within 21 days of the start of the class. For further
MENU	information about the Youth Programs policies visit the Youth FAQs. Go to my dashboard
CONTACT US	
MY PROFILE	• • • • • • • • • • • • • • • • • • •
CURRENT REGISTRA	
MY TRANSCRIPT	2
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6. You will find all transactions listed. Click the green button Action and select Print View

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Welcome, D	affi LOGOUT					21	VIEW CART (0)
BROWSE	= 🕑	my dashboard	my profile	current registrations my transcript	my transactions		
MENU	$\mathbf{>}$						
		Current Electronic	Voucher Balance:	\$0.00			
		A/R Account Balance: \$0.00					
		Select	Transaction Date	Transaction Type (ID)	Payment Method	Payer	Transaction Amount
		Action 👻	08/11/21	Deferral to Accounts Receivable (35)	Adjustment	Duck, Daffi (Student)	(\$150.00)
		Action +	08/11/21	Registration (34)	Student Account	Duck, Daffi (Student)	\$150.00
		Action -	07/14/21	Cancel registration (33)	Credit to Student Account	Duck, Daffi (Student)	(\$185.00)
		Action -	07/14/21	Reverse Payment from Account Receivable (32)	Credit card		\$185.00
		Action 👻	07/14/21	Payment from Account Receivable (31)	Credit card	Duck, Daffi (Student)	\$185.00
		Action -	06/22/21	Cancel registration (30)	Refund to credit card - terminal	Duck, Daffi (Student)	(\$155.00)
		Action -	06/03/21	Transfer with refund (29)	Multiple	Duck, Daffi (Student)	(\$40.00)
		Action 👻	06/03/21	Registration (28)	Credit card	Duck, Daffi (Student)	\$195.00
		Print View		Registration (20)	Student Account	Duck, Daffi (Student)	\$185.00

 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 Rece	ipt				
Montge	omery College W	orkforce Developm	ent & Contir	nuing E	Education		
		51 Mannakee St, Rockville, MD	20850				
	Phon	e: 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: T Weekly - Mon, Tue, Hide Schedule De	The American Presidents Wed, Thu, Fri 9:00 AM - 12:00 PM;	4 sessions starting 7	/5/2021, er	ding 7/9/2021	0.00.00	
	Schedule Information:						
	Skip dates: (No class on 7/5/2021)						
	Dates	Class Days	Times	Location	Instructor(s)		
	7/5/2021-7/9/202	1 Weekly - Mon, Tue, Wed, Thu, Fr	9:00 AM - 12:00 PM		Jerome Price		
	Class Cost					\$220.00	
	MD Resident Disco	unt				(\$25.00)	
Transaction Amount						\$195.00	
Payment Method	Credit card Visa No	o. x000000000000000000000000000000000000				\$195.00	