

# How to Print a Receipt from Lumens for Youth Classes

Families,

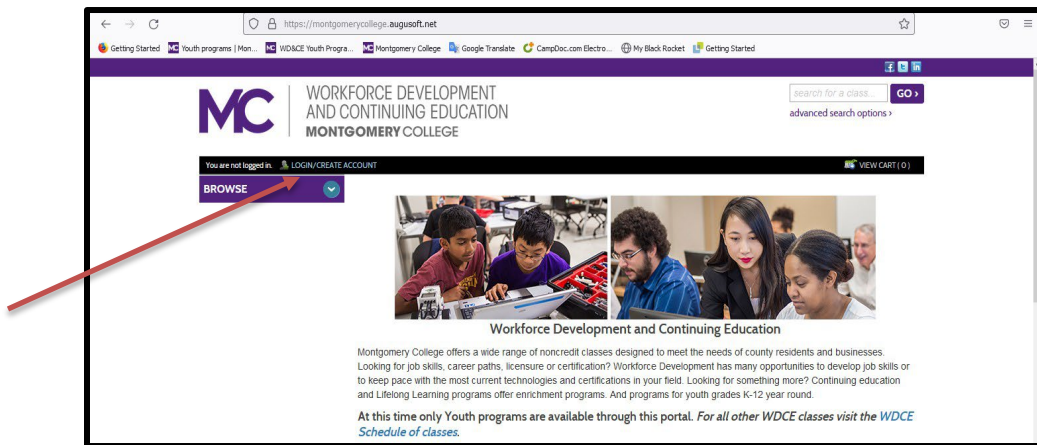
We receive many requests to print out student's transaction receipt for tax reasons. With our new registration system, you can do this at any time. Please follow the instructions below. **Montgomery College Youth Programs Tax ID is 52-0891845.**

Thank you,

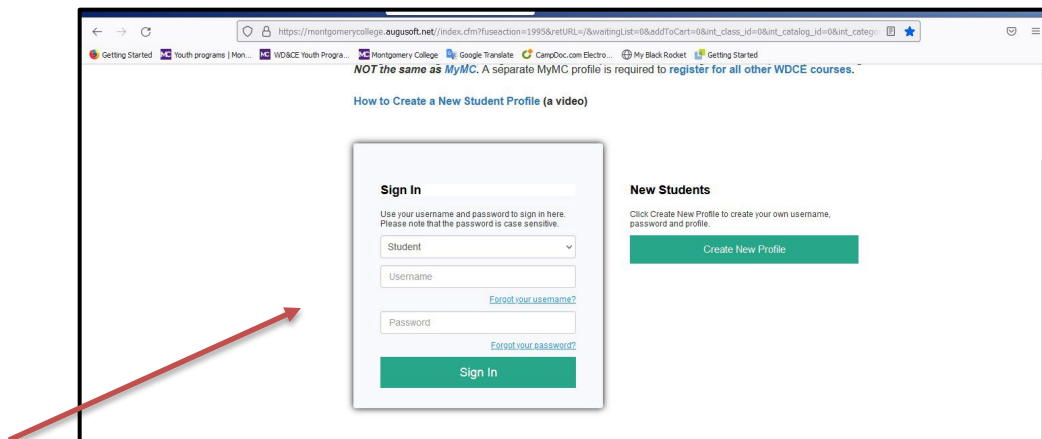
The Youth Programs Team

## How to print out a receipt from Lumens

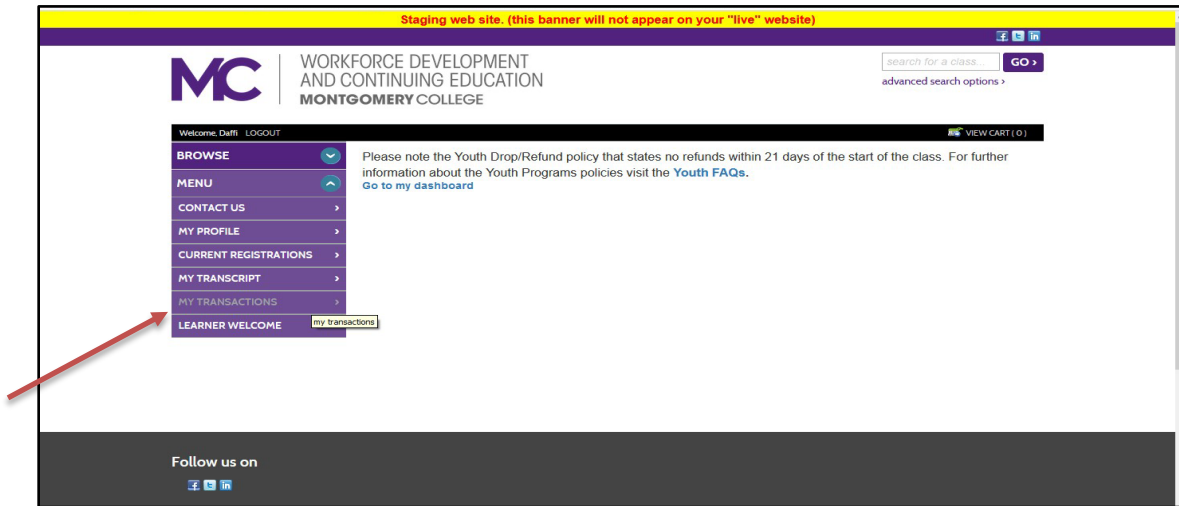
1. Lumens website: <https://montgomerycollege.augusoft.net/>
2. Click **Login/Create Account**



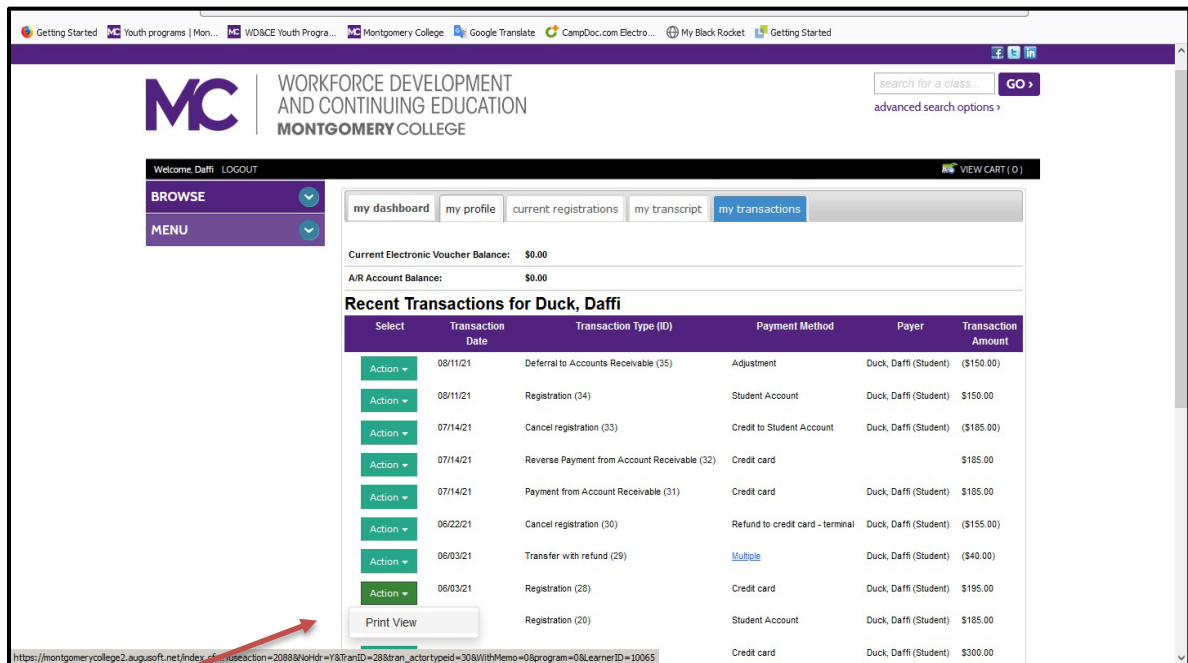
3. Under the **Sign In** Box – in the first drop down menu select **Student**, then:
  - Enter Student's Username (entered when you first created the profile)
  - Enter Student's password (entered when you first created the profile)
4. Click **Sign In**



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.

<b>Transaction Receipt</b>											
<b>Montgomery College Workforce Development &amp; Continuing Education</b>											
51 Mannakee St, Rockville, MD 20850											
Phone: 240-567-5188 Email: <a href="mailto:staging@augusoft.net">staging@augusoft.net</a>											
Transaction Date	06/03/2021										
Transaction ID	28										
Registration ID											
Course/Class Number											
Student Name (ID)	Class Name/Date(s)/Time/Item										
	<b>Amount</b>										
Registration ID: 19	Traveling History: The American Presidents										
YTH238 /4981	Weekly - Mon, Tue, Wed, Thu, Fri 9:00 AM - 12:00 PM; 4 sessions starting 7/5/2021, ending 7/9/2021										
Duck, Daffi (10065)	<a href="#">Hide Schedule Details</a>										
	Schedule Information:										
	Skip dates:										
	(No class on 7/5/2021)										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Dates</th> <th>Class Days</th> <th>Times</th> <th>Location</th> <th>Instructor(s)</th> </tr> </thead> <tbody> <tr> <td>7/5/2021-7/9/2021</td> <td>Weekly - Mon, Tue, Wed, Thu, Fr</td> <td>9:00 AM - 12:00 PM</td> <td></td> <td><a href="#">Jerome Price</a></td> </tr> </tbody> </table>	Dates	Class Days	Times	Location	Instructor(s)	7/5/2021-7/9/2021	Weekly - Mon, Tue, Wed, Thu, Fr	9:00 AM - 12:00 PM		<a href="#">Jerome Price</a>
Dates	Class Days	Times	Location	Instructor(s)							
7/5/2021-7/9/2021	Weekly - Mon, Tue, Wed, Thu, Fr	9:00 AM - 12:00 PM		<a href="#">Jerome Price</a>							
	Class Cost	\$220.00									
	MD Resident Discount	(\$25.00)									
<b>Transaction Amount</b>		<b>\$195.00</b>									
<b>Payment Method</b>	Credit card Visa No. xxxxxxxxxxxx1111	<b>\$195.00</b>									