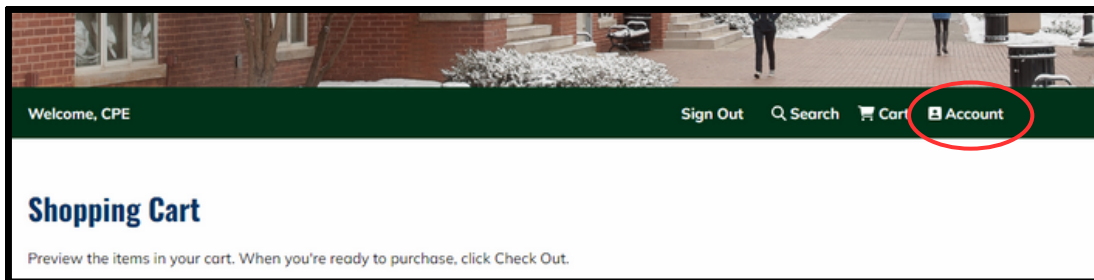


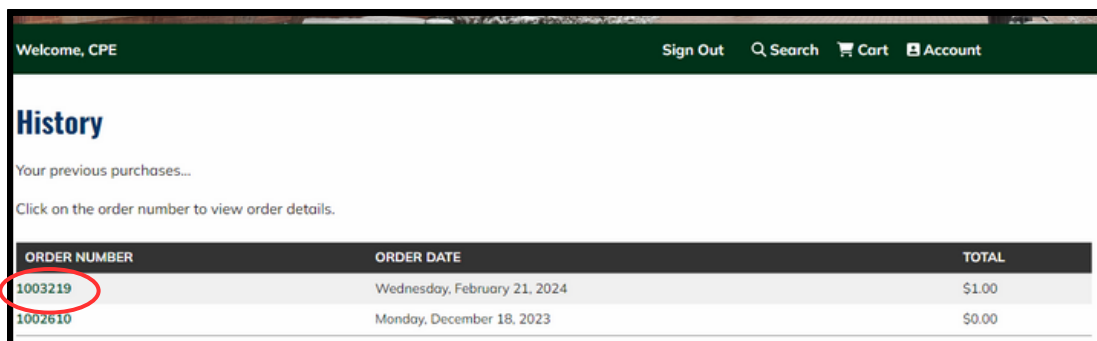
How to Find YOUR ORDER HISTORY

Find Your Order History:

1. Go to <https://cpe.gcsu.edu/gcsu/account/signin.aspx>.
2. Use your account credentials to log into your account.
3. Navigate to the "Account" tab.



4. Navigate to the "Order History/Receipts" option.
5. To view receipts of your orders, click the order number.

A screenshot of the CPE website's order history page. The top navigation bar is dark green with white text, including "Welcome, CPE", "Sign Out", "Search", "Cart", and "Account". The page title "History" is displayed in blue. Below the title, the text "Your previous purchases..." and "Click on the order number to view order details." is shown. A table with three columns: "ORDER NUMBER", "ORDER DATE", and "TOTAL" is displayed. The first row of the table has the order number "1003219" circled in red.

ORDER NUMBER	ORDER DATE	TOTAL
1003219	Wednesday, February 21, 2024	\$1.00
1002610	Monday, December 18, 2023	\$0.00

Having trouble?

Contact GCSU Continuing & Professional Education

(478) 445-5277

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