



## How To Register for a Workshop on Professional Development

To Register for a Workshop:

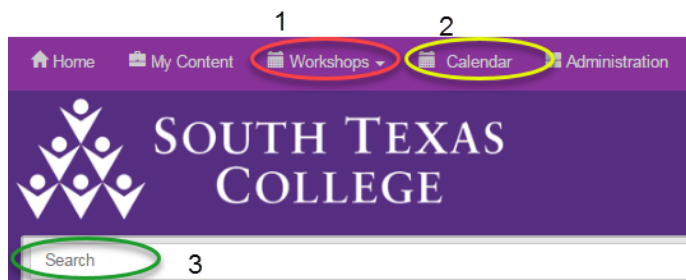
1. Go to STC's website (<http://www.southtexascollege.edu>)
2. Click on "**Academic Affairs**"
3. Select "**Professional & Organizational Development**"
4. Enter **Email address**. (*campus email address*)
5. Enter **Password** (*campus password*)
6. Select the Workshop needed



There are 3 ways to search and register for a workshop:

### 1. Workshops

- a. Click on **Workshops - Search Workshops**
- b. [Click here for Advance Search of Workshops](#)
- c. Enter any known information  
(*for example: Workshop Number, Workshop date range, Title/ Description, Subject(s)*)
- d. Search for Workshop and [View Workshop Details](#)
- e. Workshop Registration Details will appear,
  - i. if this is the Workshop, [Register](#) (*on the top right hand side of the Details*)
  - ii. If this is not the Workshop, repeat to step c.
- f. **Continue with Registration** and **Confirm Registration**
- g. A "Workshop Registration Confirmation" will be sent to your email address in Professional Development



### 2. Calendar

The current month's calendar will display with all Trainings and Meetings scheduled.  
*Change the month by clicking the arrows.*

- a. Hover over the Workshop to see additional information  
*To search for specific results, use the drop down to narrow the Workshop search. Selections **Select a School**, **Select a Room** or **Select a Subject***
- b. Click on the Workshop to [Register](#) (*on the top right hand side of the Details*)
- c. **Continue with Registration** and **Confirm Registration**
- d. A "Workshop Registration Confirmation" will be sent to your email address in Professional Development

### 3. Quick Search bar

- a. Enter any known information, date, Workshop Number, Workshop Title
- b. Select the Workshop needed
- c. Review the Workshop Registration Details and [Register](#) (*on the top right hand side of the Details*)
- d. **Continue with Registration** and **Confirm Registration**
- e. A "Workshop Registration Confirmation" will be sent to your email address in Professional Development

**Reminder:** To successfully logout, click on "Welcome Name", and Logout.