How to Register for Workshops on South Texas College Professional Development System

1. Go to https://apps.esc1.net/ProfessionalDevelopment/STC



2. Enter your South Texas College credentials. (same as STC computer login)



3. Enter the workshop name or number on the search bar <u>or</u> click on calendar to search by date.





4. Select the workshop of your choice. Then click on "View Workshop Details".



5. Click on "Register".

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Search	4	۹ م
Workshop F	Registration Details	Rogister Edit Workshop
Workshop Id 193719	Workshop Title College-Wide Professional and Organizational Development Day - Fall 2021	Complete Attendance not available before workshop starts.
Description CWPOD Day serves i a morning general ser for aligning our comm allows time for particly proficiency.	a very important purpose in reaching a shared vision for all full-time employees. Nearly 1,300 faculty, staff ssion that incorporates the Presidential State of the College Address, upcoming goals and initiatives and e on objectives and getting feedback on a large scale from our employees has become a trademark of our i sation in breakout sessions that fail into the categories of organizational development, professional develo	and administrators come together twice a year for imployee engagement activities. This opportunity natibution. Additionally, the affermoon session pment, teaching excellence, and technology

6. Check the box **"I Agree with Statement Above"**. (*Do not worry about fees, STC does not charged for cancellation of a workshops*) and then click **"Confirm Registration**".

Continue with Registration ×							
Verify Your Current District/Campus							
I do not work for a District/School							
Region:	Region 01						
District:	South Texas College						
School:	STC Pecan Campus						
Verify Your Job Role Job Role: Other Campus Professional Personnel							
Workshop Cancellations Workshop Fee will be charged to those who fail to show for a workshop. To avoid the charge, Staff Development contacts for this workshop must be notified in writing at least 3 business days prior to workshop date. Cancellation must include name, workshop # and email address. I Agree With Statement Above							
	Confirm Registration Clo	se					

7. You should see the message below of a successful registration.



8. Check your South Texas College email. You should receive your email confrimation with an attached calendar invite. Please make sure to read the **"Special Instructions"** If it is an online workshop, it should contain the link to join your breakout session and the remote check-in code.



9. To save the workshop information on your Outlook calendar, double click on the Calendar invite included in the STC email.



10. Click on **"Yes"** to add the calendar invite with the special instructions information to your Outlook Calendar.



11. Clikc on "Accept" to add the calendar invite to your Outlook Calendar.

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File	Meet Acrobat 🛛 V Tell me what you want to do											
Delete	Accept Tentat	tive Decline R	espond Me	eeting Cal	endar	ollegee Wide PE POD Tearn Em ply & Delete	O ♀ To Mana . ✓ Done 爹 Create N	ger ^ v ew v	Move *	Mark Cate	gorize F	
Delete	F	Respond	Meeti	ng Notes Cal	endar	Quic	k Steps	Gr	Move	Tag	s	
PD	PD Required None Professional Development <webmaster@esc1.net> Workshop #201896: Microsoft Forms Level 100</webmaster@esc1.net>											
This a	The organizer has not requested a response for this meeting. This appointment conflicts with another one on your calendar.											
When	When Friday, September 24, 2021 1:30 PM-2:30 PM Location Online Course											
[From Sep 	20							Travel: Online	Learning Cons	iortium /	
	College-Wide	Professional	and Organizatio	onal Developm	ent Day; https:/	/southtexascoll	ege.zoom.us/j/	95235103966;	Erika Leal			
1 ^{PM}												
2	Room Reservation for Director of First Impressions	Room Reservation for Promoting a	WK#202642 Federal Income Tax Microsoft Teams	WK#204760: Legal Overview of the Do's and Don'ts	OPOD Workshop Shannon Pe	WK#201896 Teams Erika Leal	WK#201900 Teams Erika Leal 👔	WK#203882 Microsoft Te Erika Leal	WK#203963: https://souti Erika Leal	WK#204054 Microsoft Te Erika Leal	Wk#20 Micros Erika L	
View Workshop Details												
Special Instructions: Please copy and paste the link to your Chrome or Firefox browser:https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzYzMzVmNn <u>3a%223fb9170c-433a-4dff-8b84-b887483b9448%22%7d</u> Remote Check-In Code: FORMS												
Disclaimer: Workshop Dates and Times are subject to change. Please visit the provided workshop link to see the most up to date information.												

Congratulations! You are now set to go to your workshop on the scheduled date.