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

1. Go to https://apps.esc1.net/ProfessionalDevelopment/STC
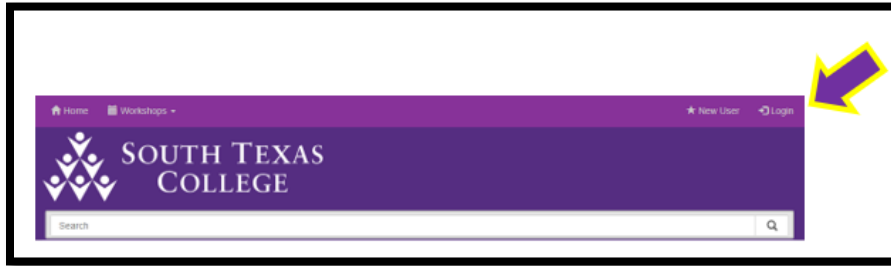
2. Enter your South Texas College credentials. *(same as STC computer login)*

3. Enter the workshop name or number on the search bar **or** click on calendar to search by date.
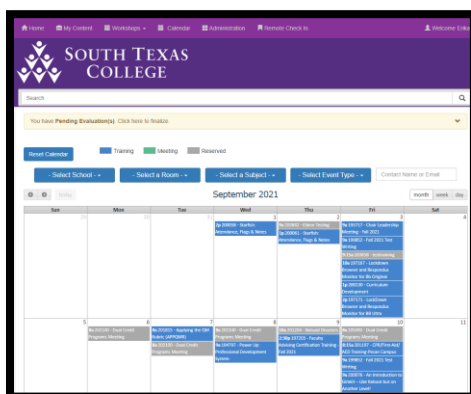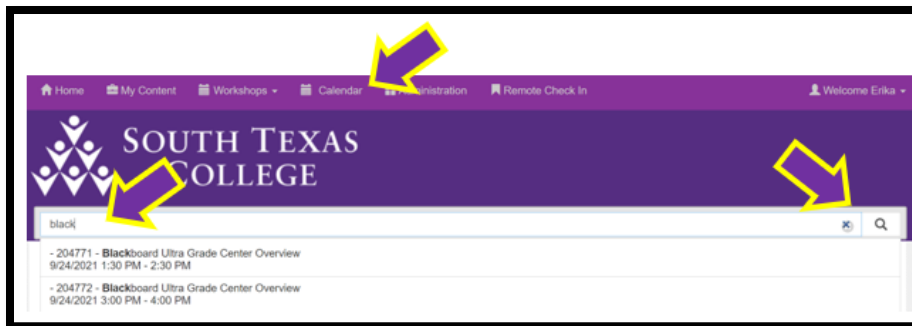
4. Select the workshop of your choice. Then click on **"View Workshop Details".**

5. Click on **"Register".**

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**".

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

Workshop Registration

You have successfully registered for this workshop.

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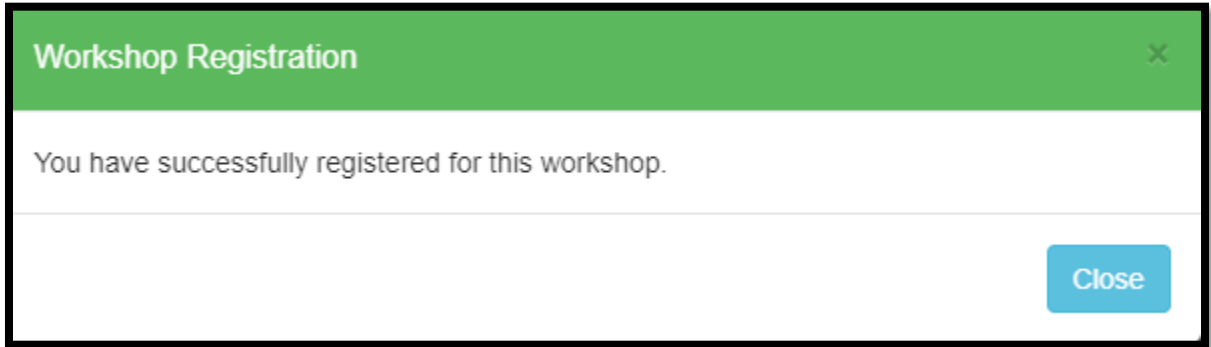
8. Check your South Texas College email. You should receive your email confrimation with an attached calendar invite. Please make sure to read the **"Special Instructions"** If it is an online workshop, it should contain the link to join your breakout session and the remote check-in code.

Reply Reply All Forward
Thu 9/16/2021 9:22 AM

PD Professional Development <noreply@esc1.net>
Workshop #201896: Registration Confirmation

To Erika Leal

Online Course.ics
2 KB

Dear Erika Leal,

Congratulations, you have successfully registered for workshop 201896: Microsoft Forms Level 100.

IN PERSON CHECK-IN PIN NUMBER- This is the number you will use to check into your session the day of the workshop in person. Do not use this pin if the workshop is conducted remotely.
PIN: 7624

REMOTE CHECK IN- If the workshop is being conducted remotely, then a check in code may be provided to you at the workshop.

Special Instructions
Please copy and paste the link to your Chrome or Firefox browser:https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzYzMzVmNmYtMmVlYi00NmM5LTg3MWUtMWVkMTMxOGJkNGFk%40thread.v2/0?context=%7b%22Tid%22%3a%2272f988bf-86f1-41af-91ab-2d7cd011db47%22%2c%22Oid%22%3a%223fb9170c-433a-4dff-8b84-b887483b9448%22%7d Remote Check-In Code: FORMS

Your workshop schedule is as follows:
Location   Date and Time
Online Course 9/24/2021 1:30 PM - 2:30 PM

Facilitator(s):
Name Email Phone

Contact(s):
Name   Email   Phone
Crista Hirmas chirmas@southtexascollege.edu 956-872-7271
Erika Leal   erleal@southtexascollege.edu   956-872-7249
Sandra Leal   sleal54@southtexascollege.edu 956-872-7269

Presenter(s):
Name Email Phone

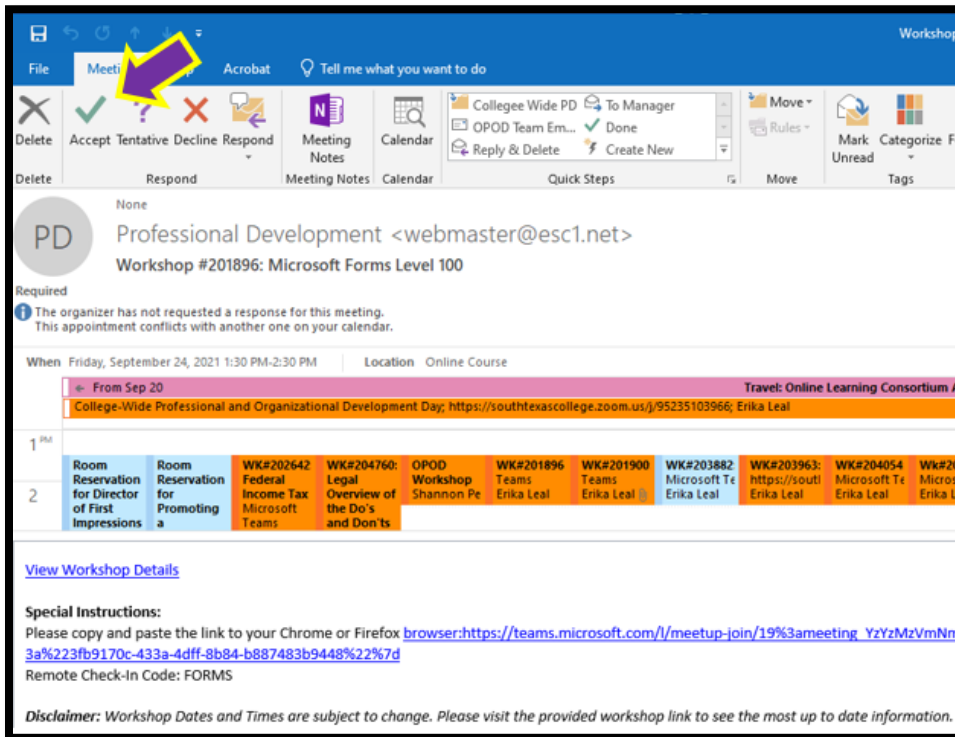RID4497541-SPD194246-RDT44455.3900059606

9. To save the workshop information on your Outlook calendar, double click on the Calendar invite included in the STC email.
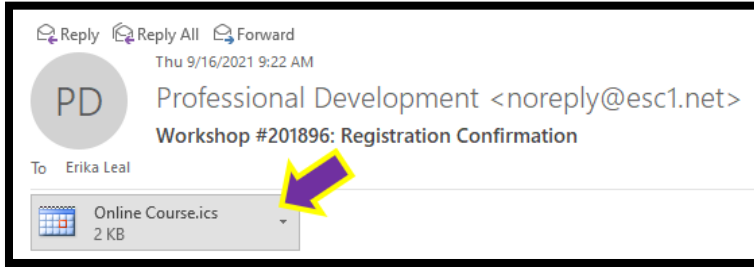
10. Click on **"Yes"** to add the calendar invite with the special instructions information to your Outlook Calendar.
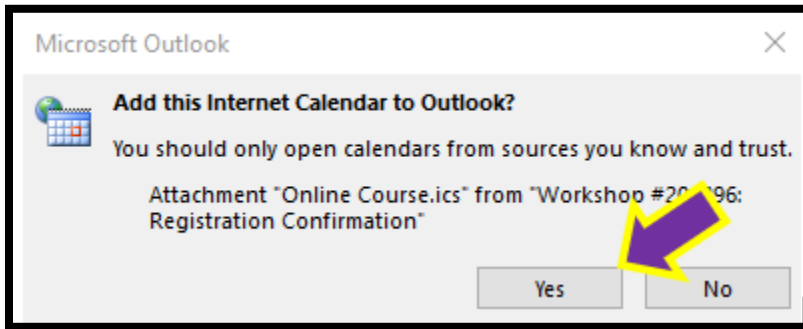
11. Clikc on **"Accept"** to add the calendar invite to your Outlook Calendar.

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