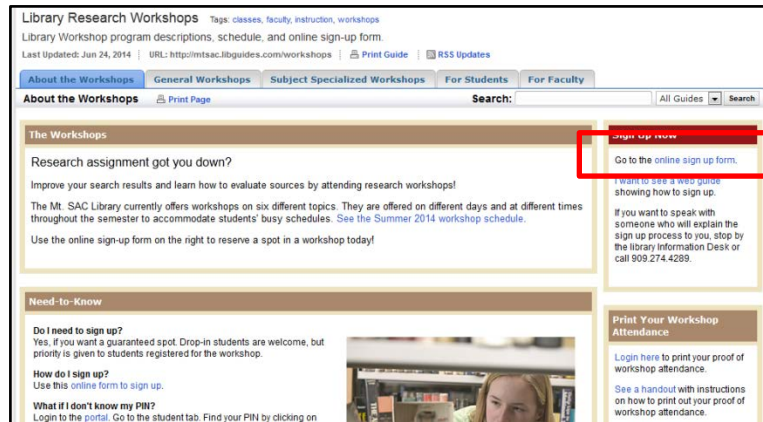
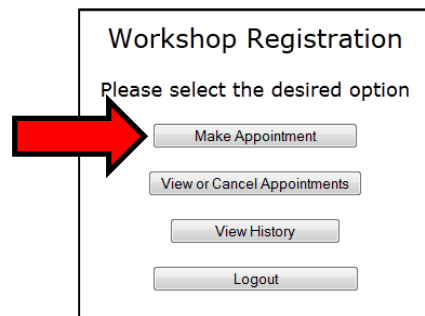


## HOW TO SIGN UP FOR A LIBRARY WORKSHOP

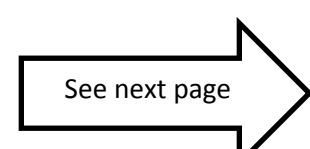
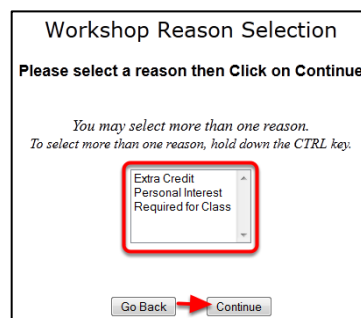
- 1 Go to <http://mtsac.libguides.com/workshops> and click on the “online sign up form.”



- 2 Login to the online sign up form using your portal username and password.
- 3 Click on the “Make Appointment” button.



- 4 Tell us why you are coming to the workshop.



**5** Display the workshop schedule.

You can filter the workshops by day of the week, by workshop topic, or both. If you want to see all of the workshops, leave the settings at “All.”

**Search for Workshop Appointments**  
Please select the workshop, day of the week and time of day you prefer.

Day of week: All, Monday, Tuesday, Wednesday, Thursday, Friday

Workshop Name: All, Develop Research Topics, Evaluate Websites, Find and Evaluate Articles, Find and Evaluate Books, Research Careers

Go Back   Reset   Find Appointments

**6** Select a workshop.

Click on the button  next to the workshop that you want.

**Workshop Search Results**  
Select your Workshop appointment

Select	Appointment Type	Date	Day	Time	Workshop
<input type="checkbox"/>	Develop Research Topics	1/16/2014	Thursday	01:00 PM	Develop Research Topics
<input type="checkbox"/>	Develop Research Topics	1/22/2014	Wednesday	04:00 PM	Develop Research Topics

**7** Confirm that your contact information is correct. We use this to notify you if your workshop has been cancelled or changed.

**8** Print your workshop registration. (optional)

The workshop registration confirmation page includes the name, location, date, and time of the workshop. You can print it for your records, but you do not need to bring it to the workshop.

If you prefer not to print the workshop registration confirmation page, you can login to this online signup system at any time to see a record of the workshops for which you are registered.

If you want to sign up for more workshops or cancel a registration, click on “Go Back.” If you are finished, click on “Logout.”