



How to



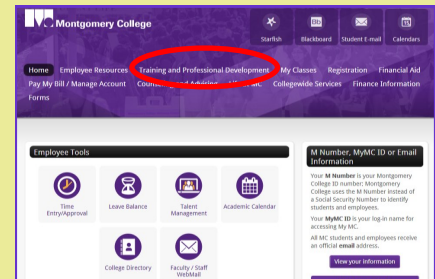
**Register for an Academy for
Teaching Transformation
Workshop Series**

How to...Register for an Academy for Teaching Transformation Workshop Series

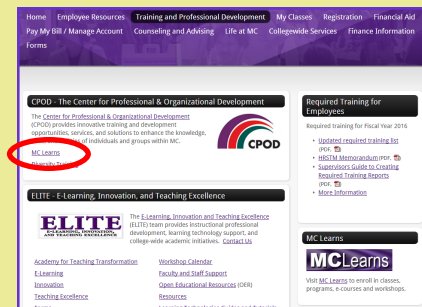
1. Login to your MyMC.



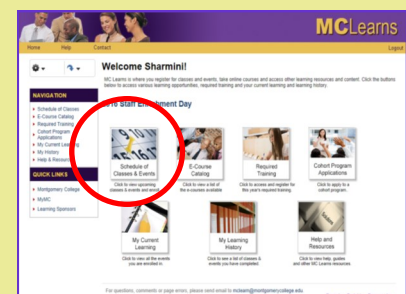
2. Click on Training and Professional Development.



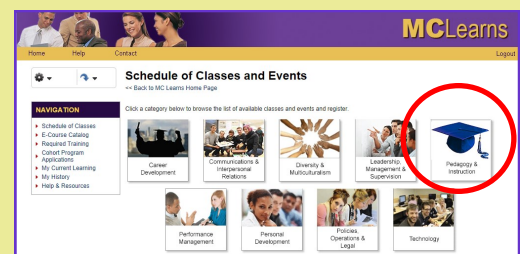
3. Click MC Learns.



4. Click on Schedule of Classes & Events.

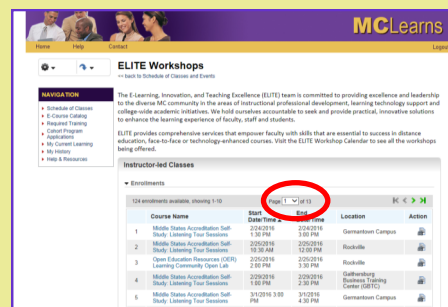


5. Click Pedagogy & Instruction.

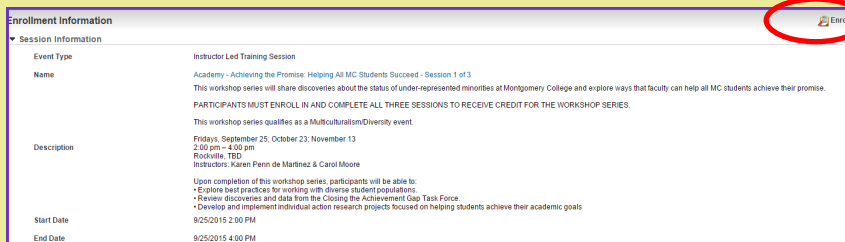


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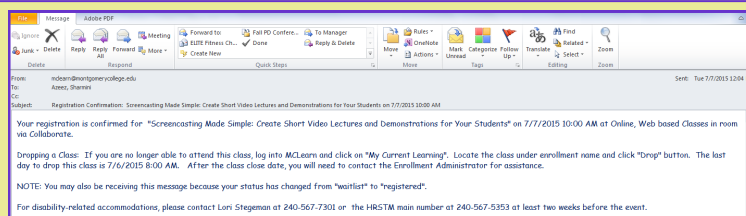
6. Find Your Workshop.
Scroll through the pages if needed. Once you see your workshop, click on it.



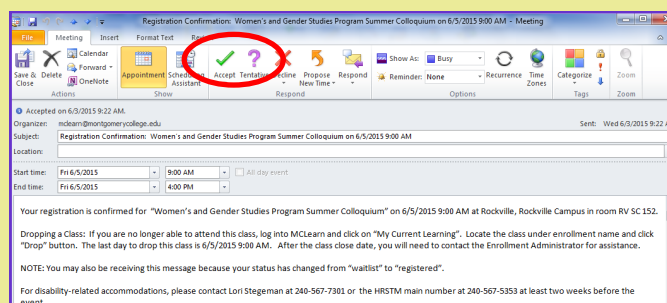
7. Click “Enroll”
to register for
the class.



8. You will receive an
email confirmation of
your registration.



9. You will also receive
an Outlook calendar
request.



10. Repeat #6-9
for Session 2 & Session 3.
You MUST register for
all three (3) sessions of
the workshop series.

