

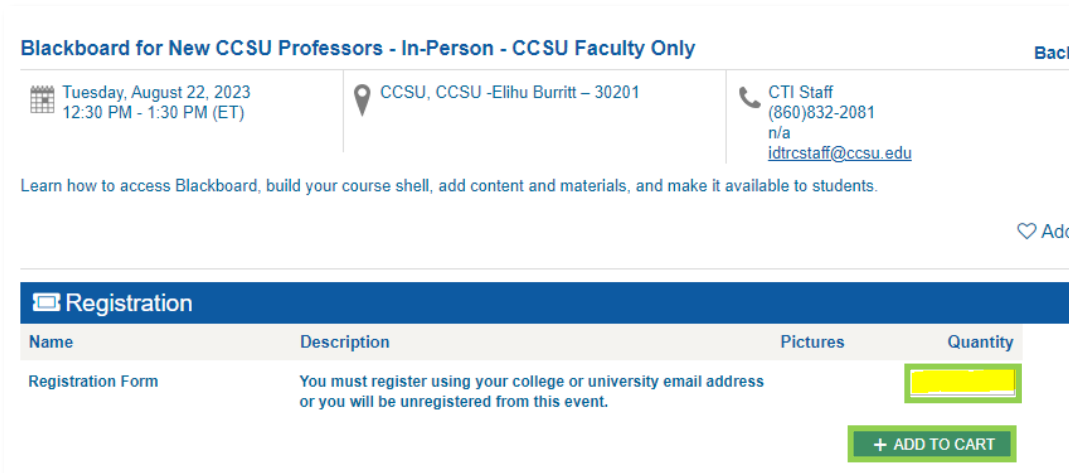


Registering for CTI Workshops

1. Go to the [Workshop/Training Calendar](#) page.
2. Click the **View Central St Univ Events** Tab (in the green border at the top).



3. Click on the appropriate **Workshop Title**.
4. Enter a '1' for yourself in the **Quantity** box.



5. **Complete the required fields.** Use your **CCSU email address** for the registration.
6. Click **ADD TO CART**. On the next page, there is no need to enter a password to create a profile.
7. Click **CONFIRM**.

You should receive an email confirming your registration. If it is an online class, you will receive a Teams Meeting link the day before the workshop. That email will contain a link to cancel, if necessary. If you need to cancel, please click the link, and follow the instructions. Check the box next to your name and click the Cancel Selected button.

