How do I register for a Campus Connection?

Campus Connections are added to the <u>neo@appstate.edu</u> calendar imbedded in the <u>New Employee</u> <u>Orientation and Onboarding Course</u>.

Follow the instructions below to register for a Campus Connection through Workshops.appstate.edu.

Tell Me

- 1. Log in to Workshops with your AppState username and password.
- 2. Click the Title of the campus connection you want to register for.
- 3. Find the date and time of the session you want to register for on the right side of the screen, under the header "Upcoming Classes".
- 4. Click the small blue Register button for the selected session on the right side of the screen.
- 5. Confirm your registration by entering optional notes and click Register at the bottom.

End of Instructions

1 You will receive a system-generated email confirming your registration.

1 You will receive a system-generated email reminder 2-days prior to the scheduled event.

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