

English Success Center Workshop Sign-ups: Tutorial

Follow the steps below to sign up for an ESC workshop at any time.

1. Go to <https://web.cypresscollege.edu/workshops> and log in using your MyGateway Banner ID and password. On the “Available Workshops” page, select “Register” under the English Success Center banner.

If you cannot log in with your usual password, **do not reset your password**; instead, call Academic Computing at 714-484-7000, Ext. 47111 or send an email to AcademicComputing@cypresscollege.edu for assistance.

The image shows two overlapping screenshots. The top-left screenshot is the login page, titled "Login". It includes a note: "Note: Please use your MyGateway Banner ID and PIN to access the system." Below the note are input fields for "Banner ID" and "Password", both marked as "Required". There is also a reCAPTCHA "I'm not a robot" checkbox and a "MENU" button. The bottom-right screenshot is the "Available Workshops" page. It features two main sections: "(Stem)² Workshops" and "English Success Center". The "English Success Center" section includes a photo of students at a table and a description: "Located on the first floor of the Library and Learning Resource Center (LLRC) in room 126, the English Success Center (ESC) offers daily workshops on a variety of topics to help your reading, writing, language, and study skills." A red circle highlights the "REGISTER" button in this section, with a red arrow pointing to it from the left.

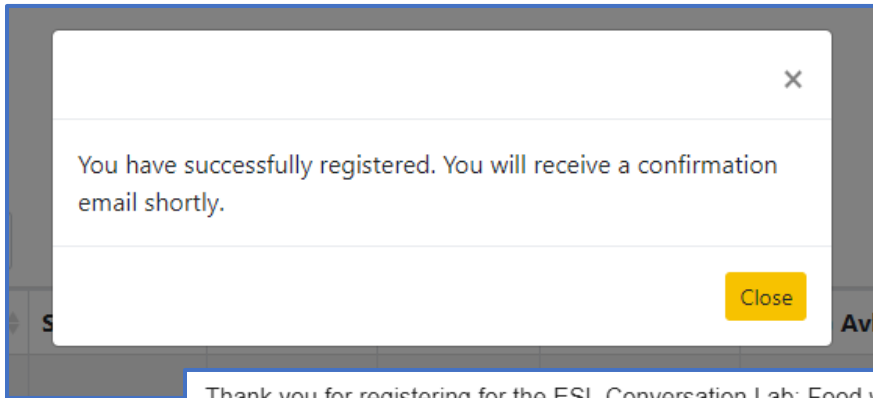
2. On the “Workshop List” page, select the workshop appropriate for your class level by clicking “Register.”

The image shows a screenshot of the "Workshop List" page. It features a search bar and a "Menu" button. Below is a table with the following data:

Workshop Title	Date	Start time	End Time	Location	Instructor	Seat(s) Avl.	Prerequisite	Action
ESL Conversation Lab: Fashion/Trends	04/24/2018	12:00 pm	12:50 pm	LLRC 110	C. Toy	15		Register
APA Format: Reference Page	04/25/2018	12:00 pm	12:50 pm	LLRC 116	T. Altebarmakian	12		Register

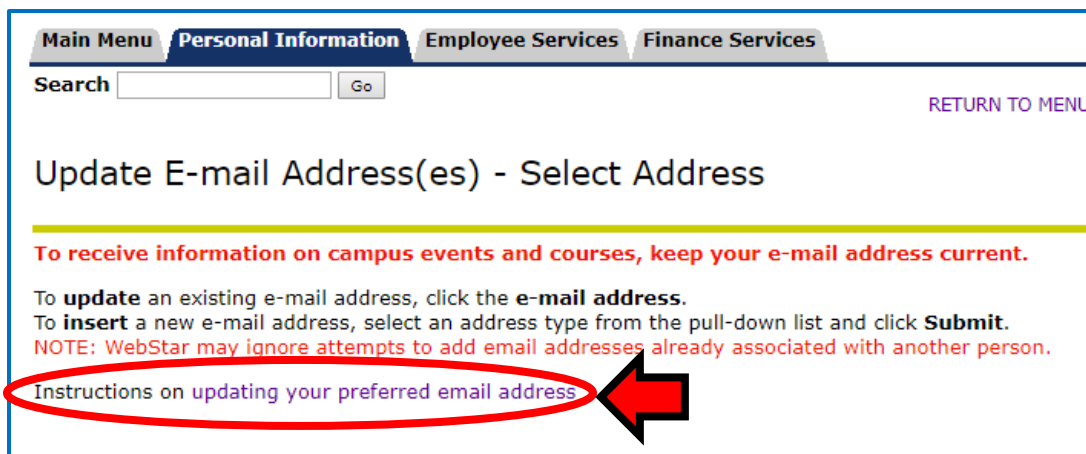
A red arrow points to the "Register" button in the "Action" column for the "APA Format: Reference Page" workshop.

3. After registering, you will receive a confirmation email with a QR code. (*Please make sure you have a **preferred** email address on myGateway).



****Review the instructions on updating your preferred email address on myGateway:***

(myGateway → Students Tab → Personal Information – Update Email Address)



4. You can view and manage your workshops by clicking “Manage my Workshops” on the Menu tab. If you need to **cancel a workshop**, you may cancel it on the “Manage my Workshops” page.

Workshop List

Menu ▾

Main Menu

Manage my Workshops

Manage my Workshops

Menu ▾

Search

Workshop Title	Date	Start time	End Time	Location	Instructor	Registration Date	Attendance Date	Action
SL Booster: Present Perfect vs. Simple Past	04/17/2018	01:00 pm	01:50 pm	LLRC 110	K. Schwenke	04/16/2018 12:18 pm	-	Cancel

5. On the day of the workshop, arrive 5-10 minutes early to sign in at the ESC front desk. Please see the front desk assistant and have the QR code in your confirmation email ready.

If you have problems registering for your workshop, please email EnglishSuccessCenter@cypresscollege.edu for assistance.