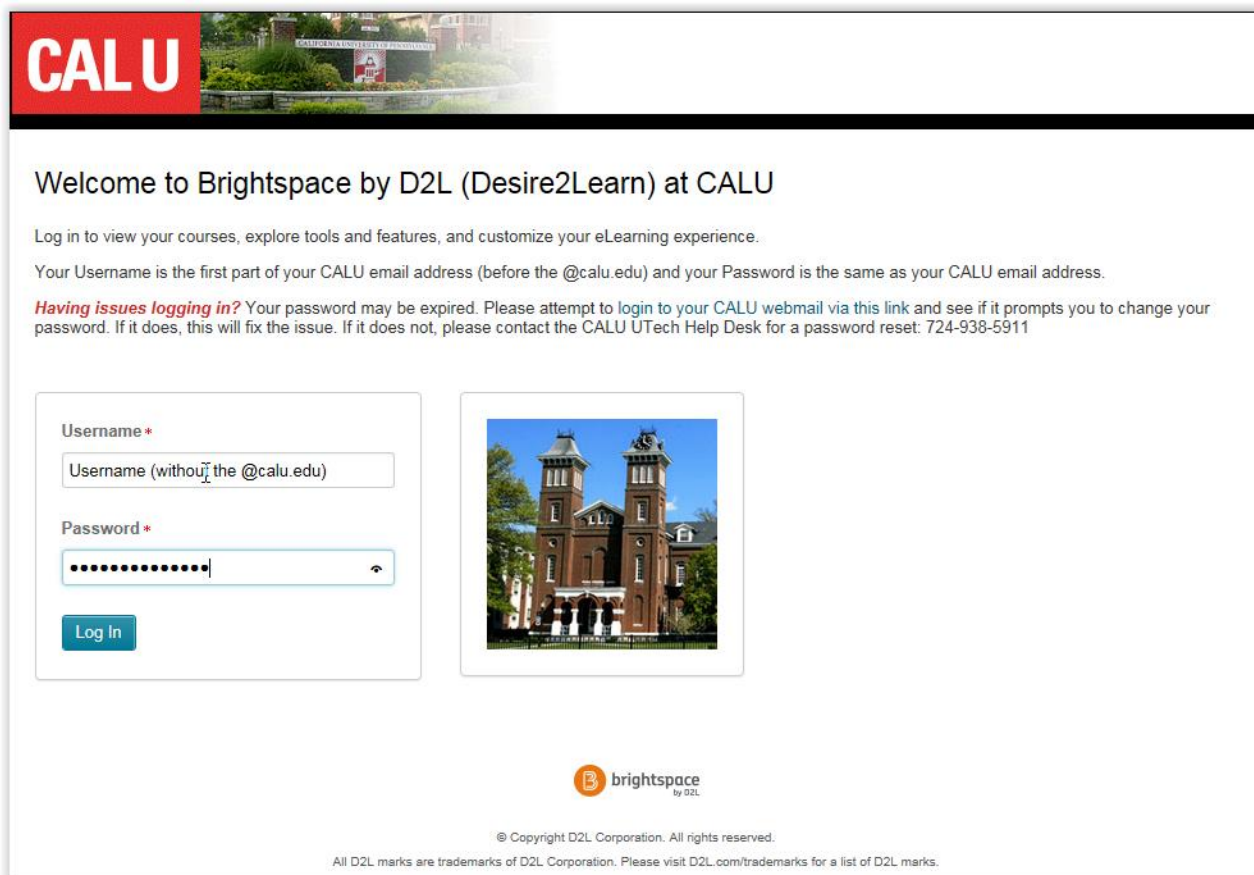# On-Demand Workshops Self Registration Instructions

Step 1: Use the *"Register Today"* button that can be found on all correspondences in regards to the On-Demand Workshops or navigate your web browser to the main D2L login page https://calu.desire2learn.com/d2l/login.

REGISTER TODAY

Step 2: Login using your University Username *(without the @calu.edu)* and Password.

CAL U

Welcome to Brightspace by D2L (Desire2Learn) at CALU

Log in to view your courses, explore tools and features, and customize your eLearning experience.

Your Username is the first part of your CALU email address (before the @calu.edu) and your Password is the same as your CALU email address.

Having issues logging in? Your password may be expired. Please attempt to login to your CALU webmail via this link and see if it prompts you to change your password. If it does, this will fix the issue. If it does not, please contact the CALU UTech Help Desk for a password reset: 724-938-5911

Username *

Username (without the @calu.edu)

Password *

••••••••••••••

Log In

brightspace
by D2L

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Step 3: Locate the *"Self Registration"* widget which will be in the top right hand panel within D2L. Click the *"TLC ONLINE ON-DEMAND WORKSHOPS"* graphic to gain access to the Self Registration page.

Step 4: If the particular course you desire to take has reached its start date, locate it within the list and click the "*title of the course*" link within the *"Course Offering Name"* field.

Step 5: Select the *"Register"* button within the *Description* window, as illustrated below.
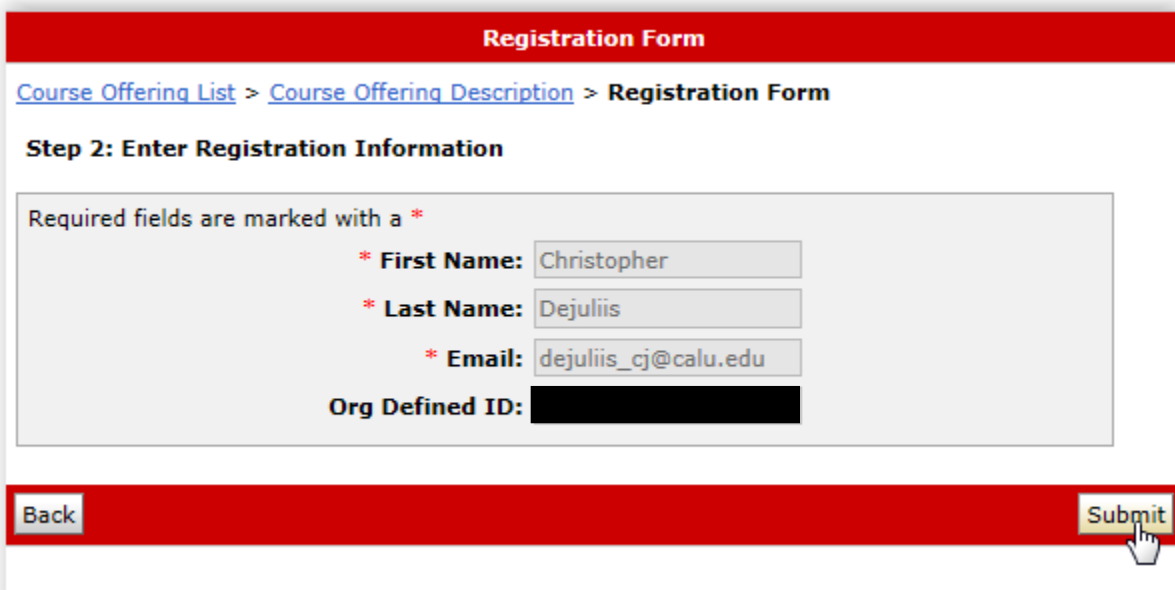
Step 6: On the *Registration Form* window, select the *"Submit"* button to begin your registration for the desired course.

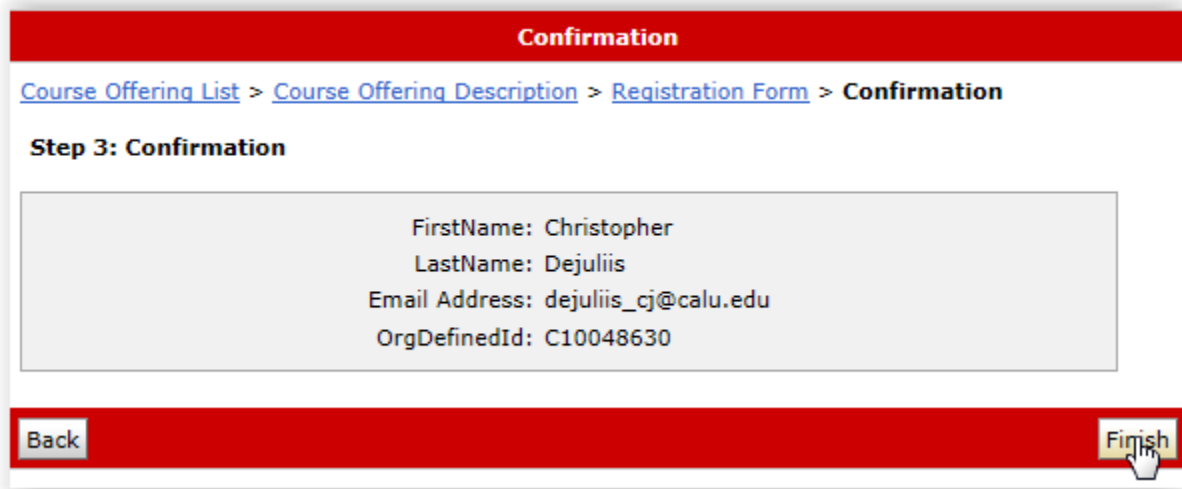**Step 7:** Click *"Finish"* within the *Confirmation* window to finalize your registration for the desired course.
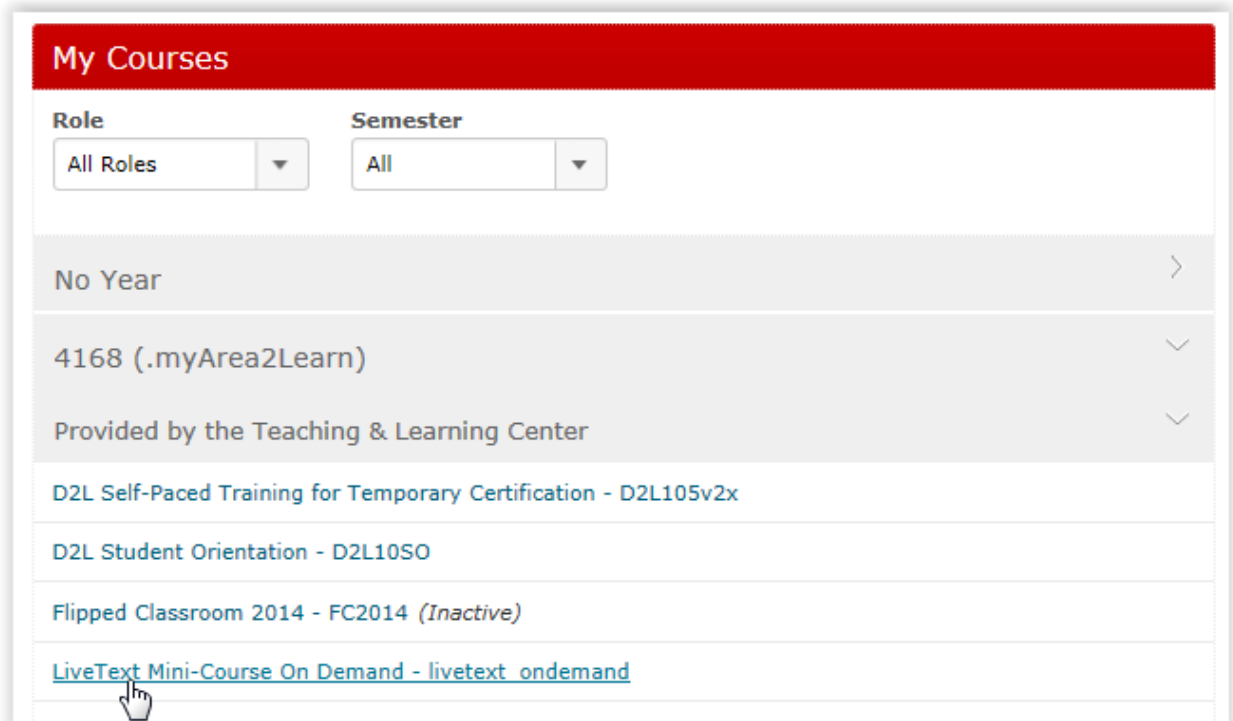
Confirmation

Course Offering List > Course Offering Description > Registration Form > **Confirmation**

Step 3: Confirmation

FirstName: Christopher
LastName: Dejuliis
Email Address: dejuliis_cj@calu.edu
OrgDefinedId: C10048630

Back   Finish

Step 8: On the *Registration Summary* window you can navigate directly to the course that you just registered for by clicking the ***"Go to course offering title of the course"*** link or selecting the ***"Register for another course"*** option. Otherwise, you can click the ***"Done"*** button to dismiss this window and return to ***"My Home"***, your main course listing page.

Registration Summary

- Go to course offering LiveText Mini-Course On Demand
- Register for another course

Done

Step 9: To access any of the On-Demand Workshops you have registered for, you will either need your ***"My Home"*** role set to ***"All Roles"*** or the ***"Training"*** role. When either of these roles are selected the On-Demand Workshops you are registered for will appear within **the *"Provided by the Teaching & Learning Center"*** category/semester.