

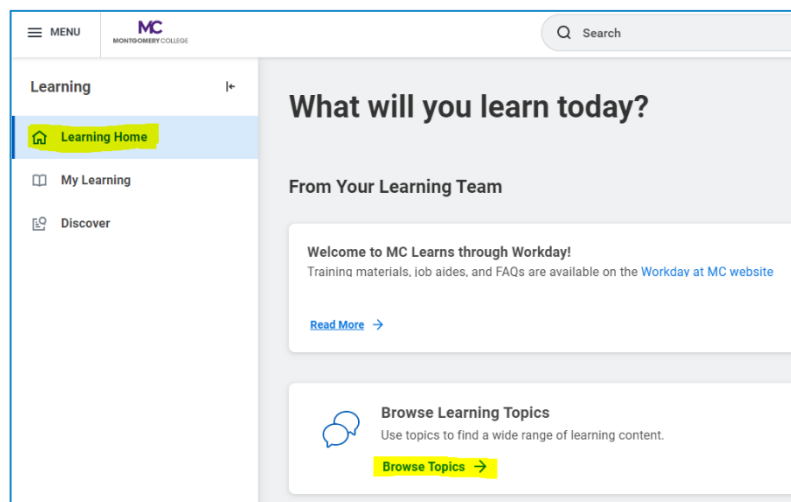
How to Sign Up for MC's Employee Professional Development Opportunities

I appreciate your interest in professional development! Whether this is your first time with the Office of E-Learning, Innovation, and Teaching Excellence (ELITE) or if you would simply like a refresher on how to register for our professional development opportunities, this page is for you. Our professional development sessions are open to all MC employees. We're glad you're here!

1. Identify the professional development opportunity you wish to attend.

There are a few ways to do this:

- Browse or search a chronological list of all workshops and programming for each semester in our Professional Development Catalog via Pressbooks. [Check out the Fall 2023 Catalog!](#)
- Browse upcoming professional development offerings directly in your email inbox or on the web via the [ELITE Digest](#).
- Browse professional development topics on the [ELITE Professional Development Website](#).
- Search for keywords or browse topics in the Learning app within Workday. Log into MyMC and then click on Workday. From the top left menu, choose Learning > Browse Topics.



2. Register for the workshop/session in Workday.

- If you found your workshop via the Professional Development Catalog or the ELITE digest, first click the link to view the workshop in Workday.
- From the Workday description of the workshop, click the orange Select Offering button on the right side of your screen.

 **Select Offering**

- Select one or more date options on the next screen. If there are multiple possible times, you will choose only one. If it is a multi-day session, you may have to select multiple dates.

- Click OK once you have selected the relevant workshop session(s). Then click Submit, then click Done.

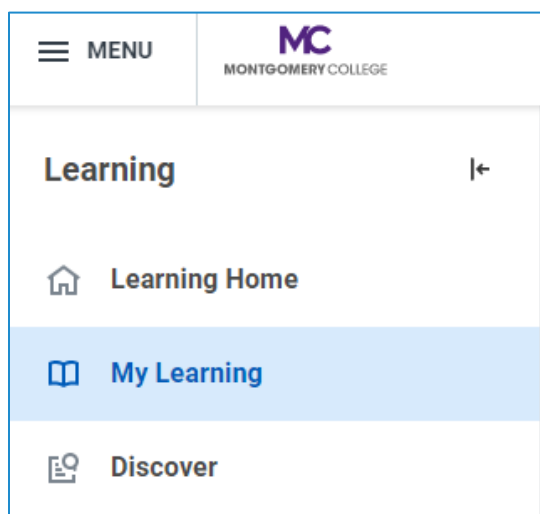


3. **Look for an automatic enrollment confirmation email.**

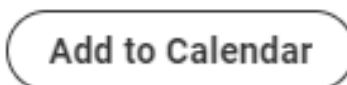
The email comes from mc@myworkday.com. Do not reply to this email.

4. **Access the Zoom link for your Workshop.**

- Navigate to Learning > My Learning in Workday and click on the virtual workshop name.



- We recommend adding the event to your calendar to save all the event information and the Zoom link (if applicable) for easy reference. You can add the event directly to your calendar with the Add to Calendar button, or you can manually copy the Zoom link (if applicable) and add it to your calendar if you prefer.



5. **Attend your Free Professional Development session!**

- For virtual sessions, we recommend verifying that you have Zoom installed on the device you plan to use to join virtual workshops ahead of time and that the Zoom application is up to date.
- The way to access the Zoom link for your session if you have not already added it to your calendar is by logging into Workday with your MyMC credentials and then navigating to

Learning > My Learning. Click on the name of the virtual workshop, and then click on Start Course.

An orange rounded rectangular button with a white play icon on the left and the text "Start Course" in white.

- Once you click on Start Course, you can click on the option Go To Virtual Classroom to launch the meeting directly, or you can copy the link and paste it into your browser to launch.

An orange rounded rectangular button with the text "Go To Virtual Classroom" in white and a white external link icon on the right.

Or [Copy Link](#)

Still have questions? Email AskELITE@montgomercollege.edu or reach out to anyone on the [ELITE Professional Development Team](#).

For Zoom installation issues, Workday access, or other technical matters, please contact IT at [240-567-7222](tel:240-567-7222) or itservicedesk@montgomerycollege.edu