Registering for Professional Development – Discovery Day Workshops

1) Get your login/account set up for the online registration system. You will require your student number for this.

> **Any enrolment officer at any campus can assist you with finding your student number or re-setting your PIN. A list of enrolment officers can be found at http://www.selkirk.ca/admissions/admissions-office/contact-us

2) Read through the Discovery Day workshop explanation at MySelkirk https://my.selkirk.ca/staff/dept/hr/learningdevelopment/discovery-day/ to understand the format and process prior to registration as it is first come first serve.

3) Remember to arrange group transportation using the mach form link on MySelkirk. https://forms.selkirk.ca/view.php?id=63442

4) Click on the link https://cereg.selkirk.ca to register for your workshops under Selkirk College Professional Development.

Choose your first workshop and click "add to cart" and then "checkout."

You will now be prompted to enter your student number and PIN.

Options:

1. **I have taken a course at Selkirk College before and I have a student number.**
   a) Enter student number (If you do not remember your student number, contact an enrolment officer to request your number) Almost all employees will have a student number on file.
   b) Enter your Registration PIN. (This number is your date of birth (YYMMDD) If you have forgotten your PIN enter your student number in the "Student Number" box above and click on the button below. If we have an email address on file for you we will assign you a new, temporary PIN and email it to you.
   c) Continue shopping for the rest of your workshops
   d) Continue to "check out"
   e) Complete your registration and pay
   f) Click on: I have read and agree to these polices

2. **I have never taken a course at Selkirk College (only create a new record if you are certain you have never taken any type of course in the past).**
   a) Click on "create a new student record"
   b) Complete all fields to create a new student record
   c) Record your new student number
   d) Review your course selection. Click on "Shop for Community Education and Workplace Training Courses" again to choose your workshop.
   e) Complete your registration and pay
   f) Click on "Get Registration Receipt" This will show you your course selection and course times.

Registration deadline is February 7th, 2017. You will not be able to register after that date.