

## **Step-by-Step Instructions for Registering for the Critical Spanish Course:**

Visit our Registration Sign-In Page at <http://matcmadison.edu/HR/StaffDev/Registration/>. Follow the directions on the page, if this is your first time using this page.

- Enter your Login ID (One-Card number)
- Enter your password. (If you cannot remember your password, use the "Forgot Your Password" Link)
- Hit the Sign in button.
- Hit the Registration Link.
- Select the Course Type from the drop-down box. For Critical Spanish, select "Professional Development Workshops."

A table of available courses will be generated once the Course Type is selected. They are categorized by Section Number, not by date.

- Scroll down until you see the Section Number you want, Critical Spanish is 062-PD013A.
- Verify the course name, dates, and times are correct as well:  
"062-PD013A"  
"Critical Spanish"  
"Mondays 2/26, 3/5, 3/12, 3/19; 2007"  
"12:30:00 PM - 2:30:00 PM."
- Once you have found the course you wish to register for, check the check-box in the left-most column.
- Scroll to the bottom of the page, and hit the Register button.