

# Sign Up for Workshops and Pay via Credit Card

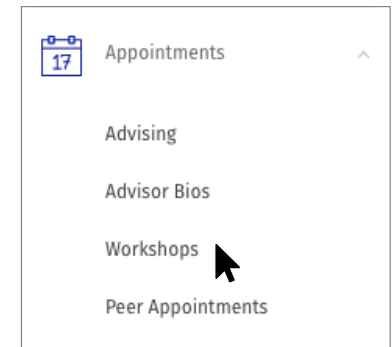
1

Visit your school's **career services website** and **log in**



2

Select **Workshops** from the **Appointments** dropdown on the left side of your screen



3

Click the workshop you'd like to attend or search by topic, advisor or room

SORT BY: Chronological Order		SHOW: All Workshops	
<b>Current</b> (6)	Signups (7)		
<b>Oct 30 2017</b> 11:30 AM	<b>Day in the Life - Real Estate</b> Time: 11:30 AM-12:30 PM Status: Available	Room: SB 117 Action: Sign up	Signup Status: Signup Ends: 10/28/2017
<b>Nov 02 2017</b> 1:00 PM	<b>Networking</b> Time: 1:00 PM-2:00 PM	Room: SB 116 Status: "Cancelled"	
<b>Nov 18 2017</b> 12:00 PM	<b>Professional Image Business Success Theresa Thomas</b> Time: 12:00 PM-2:00 PM	Room: Student Center Action: Sign up	Signup Status: Not Required
<b>Dec 01 2017</b> 8:00 AM	<b>Business Etiquette Dinner</b> Fee: \$20.00 Signup Status: Available Signup Ends: 11/29/2017	Time: 8:00 AM-9:00 AM Status: Available Action: Sign up	Room: SB 116
<b>Dec 01 2017</b> 7:30 PM	<b>Networking/Strategic Communications</b> Time: 7:30 PM-9:45 PM	Room: MPPL, SB 232 Action: Sign up	Signup Status: Not Required
<b>Apr 05 2018</b> 10:00 AM	<b>Career Fair Prep</b> Time: 10:00 AM-11:00 AM Status: Available	Room: MPAA 120 Action: Sign up	Signup Status: Signup Ends: 4/3/2018

4

Click **Sign Up** then **Pay** (if applicable), enter your payment information through our secure system and **Submit Payment**

**Secure Payment**  
Business Etiquette Dinner - 9/6/2017: \$20.00

Credit Card	Billing Address
<p>NAME * as it appears on your credit card.</p> <p>CREDIT CARD * Card Number (no dashes) Expiration Date * CVV NUMBER * CVV</p>	<p><input checked="" type="checkbox"/> My billing address is the same as my contact address</p> <p>STREET ADDRESS LINE 1 * STREET ADDRESS LINE 2 * CITY * STATE * ZIP/PLZ * COUNTRY * United States</p>

