

How do I register for workshops that I want to attend in the Technology Training Center (Room 1704)?

1. Go to <http://ttc.imperial.edu/>
2. Click on **Register Online**
3. Here you can see what classes are being offered, the date, time and number of people registered.

Click on one of the listed workshops below, for Example: **Easy Grade Pro 4.0 – Basic Level**

Below is a list of all classes that are currently open for registration. Click on the class name to proceed.

Class	Date	Capacity
Microsoft Excel 2007 - Basic Level	Thursday October 07, 2010 from 02:00 PM to 03:30 PM	8
Easy Grade Pro - Inter/Adv Level	Friday October 08, 2010 from 10:00 AM to 11:30 AM	8
Microsot Excel 2007 - Interm. Level	Friday October 08, 2010 from 02:00 PM to 03:30 PM	8
Microsoft Access 2007 - Basic Level	Tuesday October 12, 2010 from 10:00 AM to 11:30 AM	8
Microsoft Access 2007 - Inter. Level	Thursday October 14, 2010 from 09:00 AM to 10:30 AM	8
Faculty Website 2010 - Basic/Inter Level	Friday October 15, 2010 from 02:00 PM to 03:30 PM	8
Easy Grade Pro - Basic Level	Monday October 18, 2010 from 02:00 PM to 03:00 PM	8
Microsoft Excel 2007 - Advanced Level	Wednesday October 20, 2010 from 02:00 PM to 03:30 PM	8
Adobe Acrobat 9.0 - Prof. Basic Level	Tuesday October 26, 2010 from 09:00 AM to 10:30 PM	8
Adobe Acrobat 9.0 Pro - Inter. Level	Thursday October 28, 2010 from 02:00 PM to 03:30 PM	8

4. Type in your First Name, Last Name, E-mail and Phone #, then click **Send Button**.

(* = required field)

USER INFORMATION

First Name: *

Last Name: *

Email: *

Confirm Email: *

Phone: *

Comments:

5. Please check the data below and confirm that everything is correct. If so, click the **SEND button**. If not, click **BACK** and make the necessary corrections. You will receive an e-mail confirmation that you have successfully registered for the workshop. Thank you.

Please check the data below and confirm that everything is correct. If so, click the SEND button. If not, click BACK and make the necessary corrections.

USER INFORMATION

First Name: larry

Last Name: valenzuela

Organization:

Address:

City:

State:

Zip:

Country: United States

Email: larry.valenzuela@imperial.edu

Phone: (760) 355-6189

Thank you for your cooperation

Sincerely,

Larry Valenzuela

Technology Training Center

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(760) 355-6189