How to Sign Up for a Library Workshop

Login.

Go to http://mtsan.libguides.com/workshops.
Login to the online sign up form on the right. Use your portal username and password to login.

Make an appointment.

Workshop Registration
Please select the desired option

- Make Appointment
- View or Cancel Appointments
- View History
- Logout
Tell us why you are coming to the workshop.

**Workshop Reason Selection**

*Please select a reason then Click on Continue*

*You may select more than one reason.  To select more than one reason, hold down the CTRL key.*

Find a workshop.

You can filter the workshops by day of the week, workshop topic, or both. If you want to see all of the workshops, leave the settings at "All."

**Search for Workshop Appointments**

*Please select the workshop, day of the week and time of day you prefer.*
Select a time and date.

Click on the button (with the asterisk * ) next to the workshop that you want.

Confirm your contact information is correct.

Make sure we have your correct contact information in case we need to cancel or change the workshop.
Print your workshop registration. (Optional)

You will see a confirmation page once you successfully sign up for a workshop. You can print the confirmation page or click on "cancel" if you prefer not to print it. You can login to this system at any time to see the workshops for which you are registered. If you want to make changes, cancel a workshop registration, or sign up for another workshop, click on "go back."

Be sure to log out if you are using a public computer.