1. Go to [www.tcc.fl.edu](http://www.tcc.fl.edu) and click on TCC Passport (bottom right under RESOURCES).

2. Click Sign In on the TCC Passport homepage (blue navigation panel on the left).

3. Once you are signed into TCC Passport, click Platinum Summary under My Success Platinum.

4. Scroll to the far right of the Platinum Summary page and click Workshop Signup.

5. Choose the CURRENT term using the drop-down arrow. Then, click Select Term.

CONTINUE TO STEP 6 →
6. Scroll down to the Class Schedule – Search by Term section. Select Orientation/Workshop under Class Type. Then, click Search Now.

7. Select the workshop that you want to attend by clicking the grey Reference Number (Ref Num) button.

8. Click Register Now.

9. If there are no error messages, then click View / Print Schedule and Fees.

   Your Registration is not complete until you select View/Print Schedule and Fees below. NOTE: All Fees are not necessarily paid by FL Prepaid or other Financial programs - please print schedule for fee information, and then select Pay Your Fees below.

10. NOTE: Your schedule is not finalized until you click View / Print Schedule and Fees, and see a screen similar to the below image.