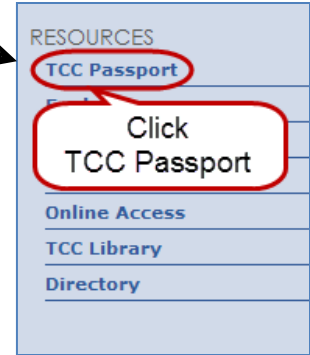


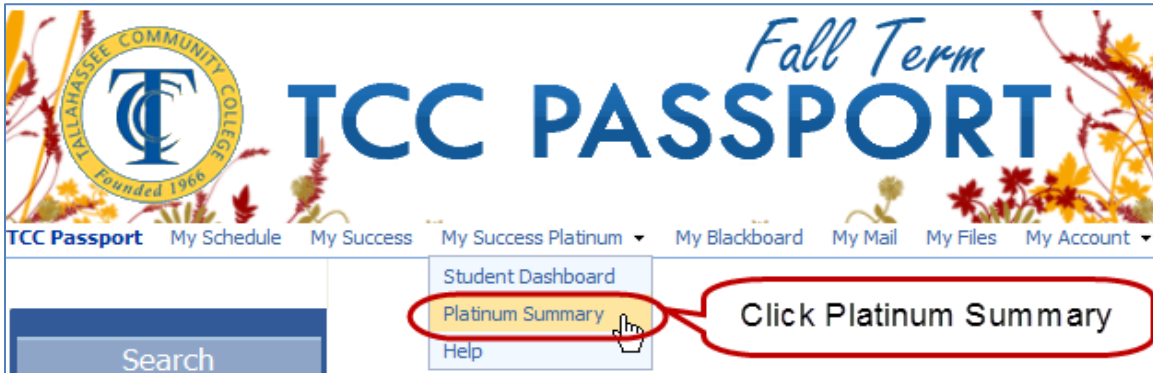
HOW TO REGISTER FOR AN ADVISING WORKSHOP

1. Go to www.tcc.fl.edu and click on TCC Passport (bottom right under RESOURCES).

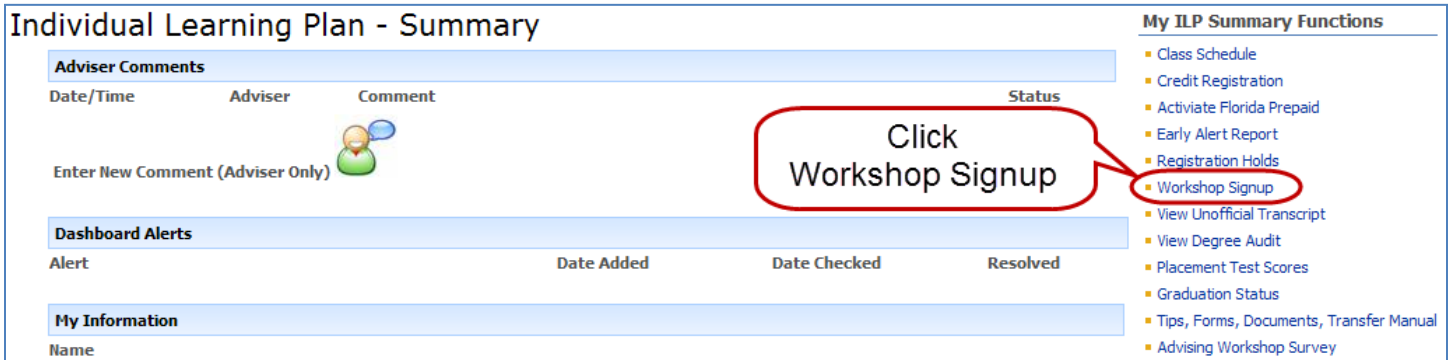
2. Click Sign In on the TCC Passport homepage (blue navigation panel on the left).



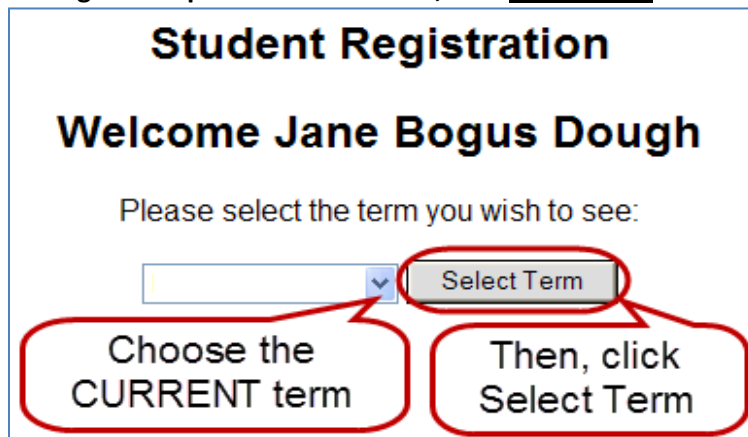
3. Once you are signed into TCC Passport, click Platinum Summary under My Success Platinum.



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**.

Search Now for selected course/classes. to original settings.

Term: Fall Term 2010 Class Status: Open/Available

Session: All Session Class Type: All Types

Campus: Any Campus Credit (Associate Level)

Orientation/Workshop

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

Ref Num	Course Id	Campus	Bldg/Room	Session	Start Date	End Date	Time	Day(s)	Seats Left	Instructor
Advising Workshop (ADVISEWORK) : ADVISEWORK										
<input type="button" value="092638"/>	AD	Campus	CT/00120		10/20/10	10/20/10	3:00 PM - 5:00 PM	W	10	Tba

8. Click **Register Now**.

Click Register Now

Ref Num	Course Id	Sess	Start Date	End Date	Campus	Bldg/Room	Start Time	End Time	Day(s)	Instructor
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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.

Today's Date: Fri Mar 26 12:41:25 EDT 2010 Summer Term 2010

Total Schedule	- Sched Paid by Financial Aid	= Schedule Amt Due	+ Obligations Due	+ Receivables Due	- Previously Paid by Student	= Student to F Amount
\$804.60	\$0.00	\$804.60	\$0.00	\$0.00	\$0.00	\$804.60
Total Credit Hours			3.0	Total NonCredit Hours		0.0
Credit Fees Owed			\$804.60	NonCredit Fees Owed		\$0.00
Credit Payment Due Date			04/27/10	NonCredit Payment Due Date		

Fees are due by 10:00 pm on the payment due date.
 Your payment due date is listed above.
 Lack of payment will result in loss of schedule and temporary lock out that prevents immediate re-registration.

[Click here to pay by credit card](#)