

Workshop Calendar Event Access Guide

This guide will walk you through accessing the EdVantage Workshop Calendar, finding, and registering for events.

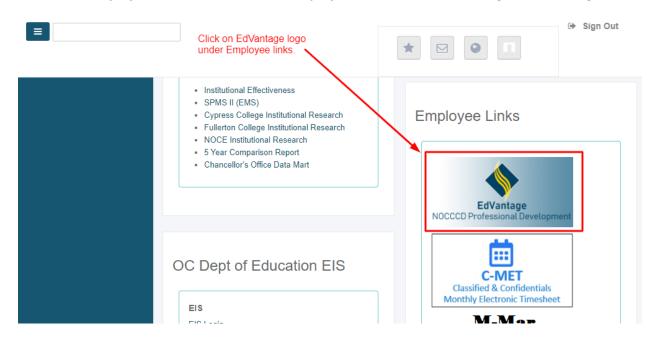
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Logging into EdVantage

Ξ	Click on Employee tab	Sign Out
myGateway	MyGateway / MyGateway Home / Employee	
MyGateway Home Finance Employee Banner 9 Info	Announcements	Negotiations Documents Negotiations Documents Chancellor's Memo UF Negotiations Update MOU UF & NOCCCD UF Salary Increases
District Forms Calendars	Subject Request a medical and/or religious exemption from the required COVID-19 vaccination Show Hidden	History of Salary Schedule Increases Compared with Statewide COLA Proposal from NOCCCD to UF Tentative Agreement Between NOCCCD & UF Full-Time Faculty Salary Comparisons in the California Community Colleges History of Salary Schedule for UF 2013-2020
Directory	☐ Show Hidden	

To access EdVantage, log into MyGateway and access the **Employee** tab.

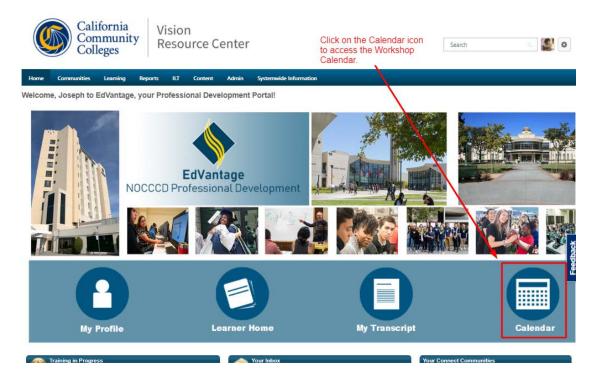
Once in the Employee tab, scroll down under Employee Links and click on the logo for EdVantage.



If you are logged into MyGateway, you will be transferred to the EdVantage **Welcome Page** via the Single Sign On. If you do not land on the EdVantage Welcome Page, please email District Professional Development at profdev@nocccd.edu.

Accessing the EdVantage Workshop Calendar

Once you land on the **Welcome Page**, click on the **Calendar** icon. Alternatively, you can hover over the **Learning** tab and click on **Workshop Calendar** to access the calendar.



Once you have the **Workshop Calendar** open, locate your event and click on the session title. Viewing the Workshop Calendar will not only show District events, but also **Vision Resource Center & State Chancellors Office** events. If you cannot locate your event, use the Global Search Bar in the top right.

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Searching for only NOCCCD events on the EdVantage Workshop Calendar

To filter calendar events to only show North Orange County Community College District events, simply click on the arrow icon by 'Location.' A pop-out window will appear.

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esion Location Int Name			3CSN Winter 2022 Design Labs - Developing a Vision for Classified		deeper learning 1.00 PM PST - Systemwide Events		

On the pop-out window, search for 'North Orange County C.C.D.' in the Name box. Click on the '+' sign next to our District name and the pop-out window will close.

Select Facility

Search	1				
Name:	ID:	Owner:	Q Search		
> View	Hierarchy	Search here for 'North Orar	ige County C.C.D.'		(1 Result)
Search	ı Results				
ADD	TITLE	ID	OWNER	PARENT	
4	North Orange County C.C.D.	860		California Community Colleges	
1			Close		
Hit t	he + sign by North Orange C	County C.C.D.			

On the pop-out window, search for 'North Orange County C.C.D.' in the Name box. Click on the '+' sign next to our District name and the pop-out window will close.

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All Sessions Session Instructor Session Location Part Name	16	17	18	19	20 Test Event 8:30 AM PST - North Orange County C.C.	21	22

The calendar will now display only events created by Admins in our District. If you would like to clear the filter, simply click on the small 'X' in the Location filter.

Registering for Events

Once you have the event details page up, you can view all information provided for the event as well as register for it. To register, select the **View Details** button by the associated session, and then click **Request** on the menu that slides out. You will now be registered for the event.

California Vision Community Resource Center	Session Details	×
Note Contract Anter Anter Approximation	Existin Section Details Project 20 2020 D 20 447557 Project 20 2020 D 20 44757 Project 20 2020 D 2	Click on Request to register for the selected sessions.

Withdrawing from an Event

In the event that you need to cancel your registration and withdraw from an event, you can do so by visiting the **Event Details** page for the event in question. First make your way to the event you registered for, either by locating it on the **Workshop Calendar** or from the **My Transcript** page. Once you have located the event, simply hit the dropdown arrow and select **Withdraw**. The screens below will show both pages that will allow you to withdraw from your registered event.

From the Event Details page:

EVENT			
Test	Event		EVENT
Last Upda	ted 01/03/2022		Test Event
Details	5		Not Started
This eve	ent is a test for the purpose of the training document. Show More		Select a Session V
	ning Sessions	1 Session	or Assign
		irst click the arrow	
JAN	Session Details		
20	Thu, Jan 20, 2022, 8:30 AM - 5:30 PM PST Register by Thu, Jan 20, 2022, 8:29 AM PST North Orange County C.C.D.	View Details	
	English (US) Then click 'Withdraw'	Edit Training Withdraw	
		View Training Details	
		Save for Later	
		Add to Playlist	

From the My Transcript page:

Welcome to your learning transcript! To add workshops/trainings to your transcript, just navigate to the LEARNING tab, search for learning, and register for workshops. If you would like to complete learning outside of scheduled activities, you can add an external training by clicking on the button with the three dots in the upper right hand corner and then select ADD EXTERNAL TRAINING. To print a report showing your total completed hours click on the button with the three dots and select RUN TRANSCRIPT REPORT. Workshops that are in progress will show on the ACTIVE screen and workshops you have completed will show on the COMPLETED screen (use the drop down menu). Note that upon completion, your ACTIVE courses will be immediately moved to the COMPLETED tab. Courses you did not attend or withdrew from will move automatically to ARCHIVED.					
First click the arrow					
Active ▼ By Date Added ▼ All Types ▼ Search Results (7)	or training Q				
Test Event (Starts 1/20/2022 8:30 AM) Due : No Due Date Status : Registered Then hit 'Withdraw'	View Training D				
EEO/Diversity Hiring Committee Training Due : No Due Date Status : In Progress	View Training Details Request Exemption Move to Archived Transcript				