

Date	Day	Start Time	End Time	Location	Course/Section Numbers
10/7/2019	M	4:00 PM	5:00 PM	W211	XCED-0012-1723
10/8/2019	T	2:00 PM	3:00 PM	M132	XCED-0012-1724
10/8/2019	T	3:30 PM	4:30 PM	HW110	XCED-0012-1728
10/9/2019	W	8:30 AM	9:30 AM	M130	XCED-0012-1725
10/10/2019	Th	9:00 AM	10:00 AM	W211	XCED-0012-1726
10/11/2019	F	9:00 AM	10:00 AM	HW110	XCED-0012-1727

Please take a moment to register for this session.

It allows us to send session materials and track our FTE for accreditation and state reimbursement.

The steps to register via the staff Portal:

NOTE: Complete this process before the session has ended; otherwise, registration will be closed.

1. Login to the myClackamas Portal.
2. Click on the Continuing Education (non-credit) link under CougarTrax on the left side of your portal.
3. Click on Register/Pay for Continuing Education Classes.
4. Enter # in the Course Code Number box and click Submit at the bottom of the page.
5. Click the Select Classes box to the left of the course to select it and scroll to the bottom of the page to click Submit.
6. You may enter information on the Additional Registration Info tab, but it is optional. Click Submit.
7. Select Register from the drop-down. Choose one of the following menu. Click Submit.

You will see on this page that You have successfully registered for the following classes; you will also receive an email confirmation.

Thank you for helping us track our impact!

The screenshots illustrate the registration process in the myClackamas staff portal. Red boxes and numbers 1-7 indicate the following steps:

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