#### A Help Guide for Mentors/Mentees Registering for Campus Share Sessions

Audience: Campus Mentors/Mentees

This document provides a step-by-step walk-through for Campus Mentors/Mentees registering for campus share sessions.

## **Searching for Courses**

- Log-in to CFPGS.
- Once logged in, you will be directed to the homepage. To access the learning activity search channel, click on My Learning.



# **Accessing My Learning**

• Go to the CFISD home page (http://cfisd.net/).

CFISD PROFESSIONAL GROWTH SYSTEM

- From the top menu, select STAFF.
- From the menu that pops up, move over to PROFESSIONAL LEARNING, and then click on the Cypress-Fairbanks Professional Growth System (CFPGS) link.
- On the Rapid Identity Login System page, login with your Network login and Network password.
- From the *CFPGS* home page, click on the *My Learning* tab on the top navigation bar.

**Note**: Provided on the CFPGS home page are various resources available to users.



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• In the Course Search channel, enter the off-contract or on-contract section number provided for your campus then click, **Search**.

Course Search		
Search for a course or section.	Search	(i)

• The section title appears on the left. The course registration button appears on the right.

Instructor Led #4642 Mentor/Ment	ee Campus Share Sess	ionCarlton (Off-Contr	act)
I This course is designed to provide mentors and mentees	with campus support throug	gh the New Teacher Induction	Program and Mentoring.
0 Rating(s)		(d) Credit	Views 0
Select a section to register			
#29335 Mentor/Mentee Campus Share Session #4 Carlton (Off-Contract) 2019-2020	08/12/2019 @ 4:30 pm	吕 Seats: <b>100</b> left of 100	Register
#29334 Mentor/Mentee Campus Share Session #3 Carlton (Off-Contract) 2019-2020	08/12/2019 @ 4:30 pm	⇔ Seats: <b>100</b> left of 100	Register
#29333 Mentor/Mentee Campus Share Session #2 Carlton (Off-Contract) 2019-2020	08/12/2019 @ 4:30 pm	⇔ Seats: <b>98</b> left of 100	Register
#29332 Mentor/Mentee Campus Share Session #1 Carlton (Off-Contract) 2019-2020 ()	08/12/2019 @ 4:30 pm	⇔ Seats: <b>98</b> left of 100	Register

# **Enrolling in a Course**

- Once you have located the section in which you wish to enroll, click **Register**.
- In the Course Registration screen, confirm the course selection by clicking Next.

Confirm Co	urse Selection				
	Please confirm the following	ng information to comp	lete the course r	egistration. Click Next to continue	
Course Info	ormation				
Course Title:	Mentor/Mentee Campus Share SessionCa	arlton (Off-Contract)	Location:	Carlton Center	
Section:	Mentor/Mentee Campus Share Session #1 2019-2020	Carlton (Off-Contract)	Street Address:		
Credits:	Credit Hours		Facility City:		
How much do I have?	Off Contract	1.0	Facility State:	ТХ	
			Facility ZIP:		
Section Notes:				Мар	
Class Dates:	08/12/2019 - 04/30/2020				
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- This completes the registration process.
- Click **My Course List** to view a list of courses for which you've registered.
- Click **Course Search** to search for additional courses.

Congratulations					
You have successfully registered for Mentor/Mentee Campus Share SessionCarpenter Center (Off-Contract)					
My Course List	Course Search				