

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

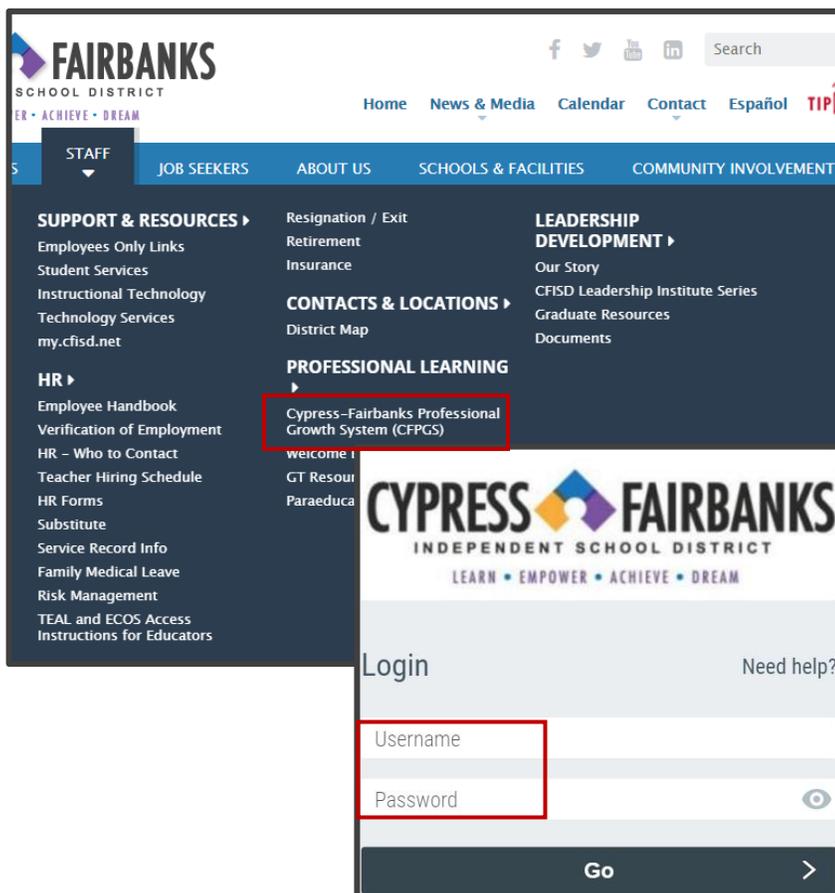
Audience: Campus Mentors/Mentees



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/>).
- 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**.

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

## 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**.

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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 Session--Carpenter Center (Off-Contract)

[My Course List](#)

[Course Search](#)