EdVantage
NOCCCD Professional Development

Workshop Calendar Event Access Guide

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

To access EdVantage, log into MyGateway and access the **Employee** tab.
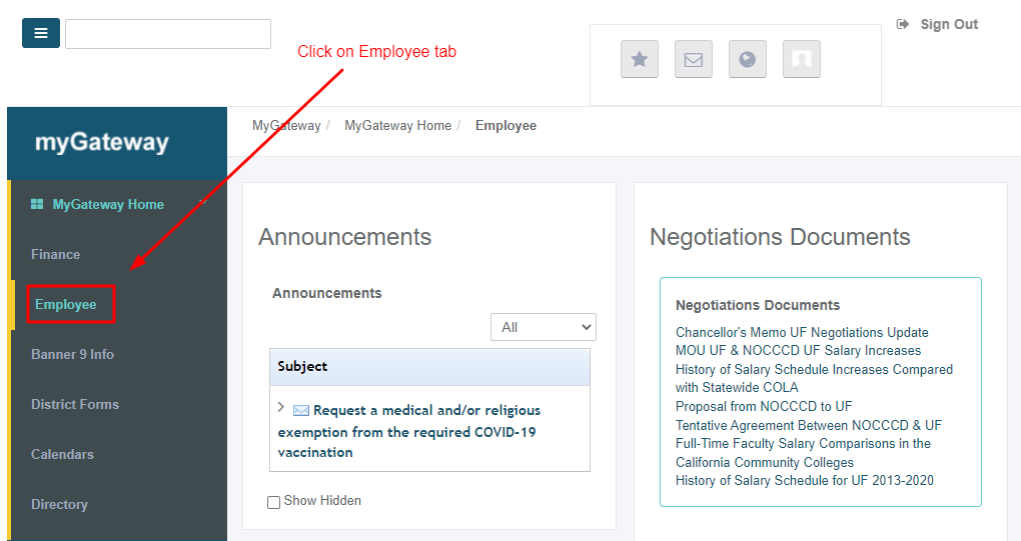
Once in the **Employee** tab, scroll down under **Employee Links** and click on the logo for **EdVantage.**
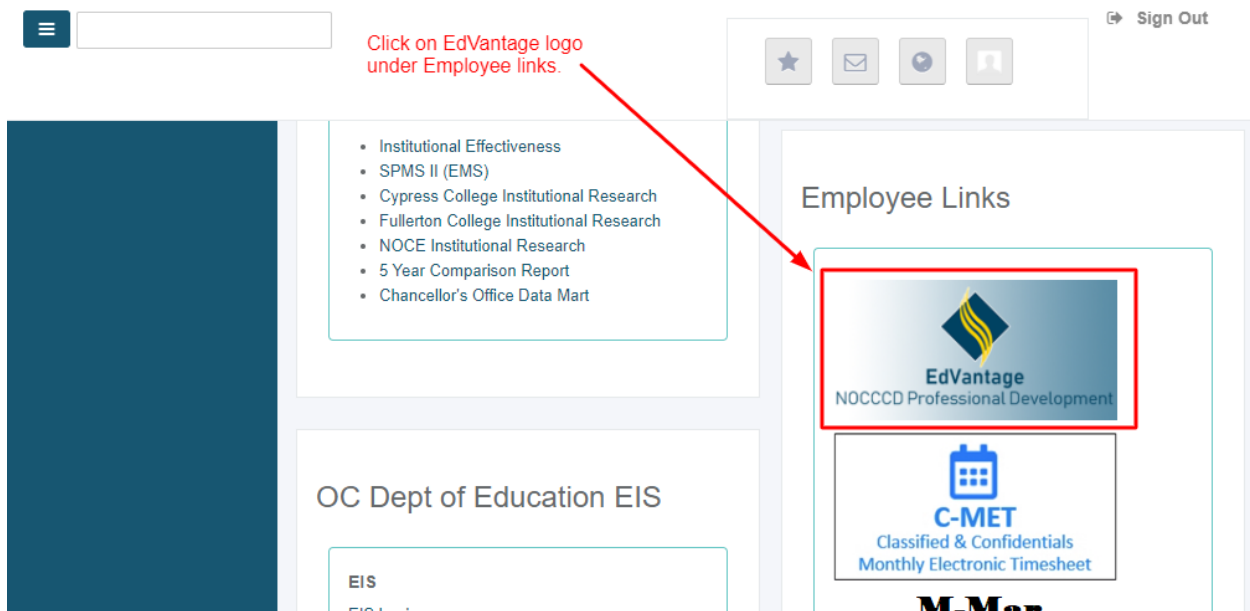
If you are logged into MyGateway, you will be transferred to the EdVantage **Welcome Page** via the Single Sign On. If you do not land on the EdVantage Welcome Page, please email District Professional Development at profdev@nocccd.edu.

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.
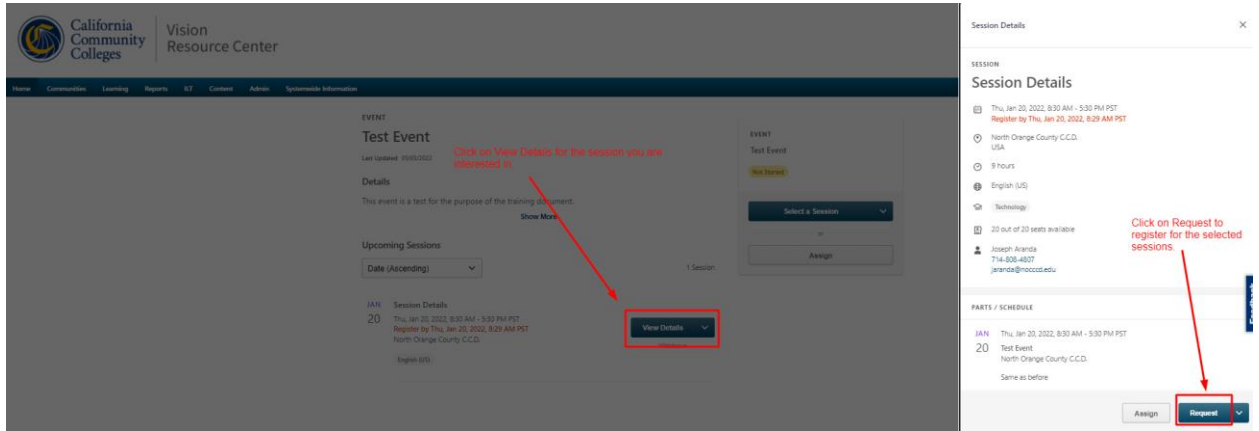

Once you have the **Workshop Calendar** open, locate your event and click on the session title. Viewing the Workshop Calendar will not only show District events, but also **Vision Resource Center** & **State Chancellors Office** events. If you cannot locate your event, use the Global Search Bar in the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

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.

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

Last Updated 01/03/2022

Details

This event is a test for the purpose of the training document.

Show More

EVENT

Test Event

Not Started

Select a Session ⌄

or

Assign

Upcoming Sessions

Date (Ascending) ⌄   1 Session

First 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.

      English (US)

View Details ⌄

Assign
Edit Training
Then click 'Withdraw'   Withdraw
View Training Details
Save for Later
Add to Playlist

From the My Transcript page:

⌂ > Joseph Aranda > Transcript: Joseph Aranda

Transcript: Joseph Aranda   ...

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 for training   🔍

Search Results (7)

📅   **Test Event (Starts 1/20/2022 8:30 AM)**   View Training D... ▾
     Due : No Due Date   Status : Registered
                                                     Then hit 'Withdraw'   Withdraw
                                                                           View Training Details
🖥   **EEO/Diversity Hiring Committee Training**   Request Exemption
     Due : No Due Date   Status : In Progress   Move to Archived Transcript