Click Sheet: Registering for a course in MyPGS
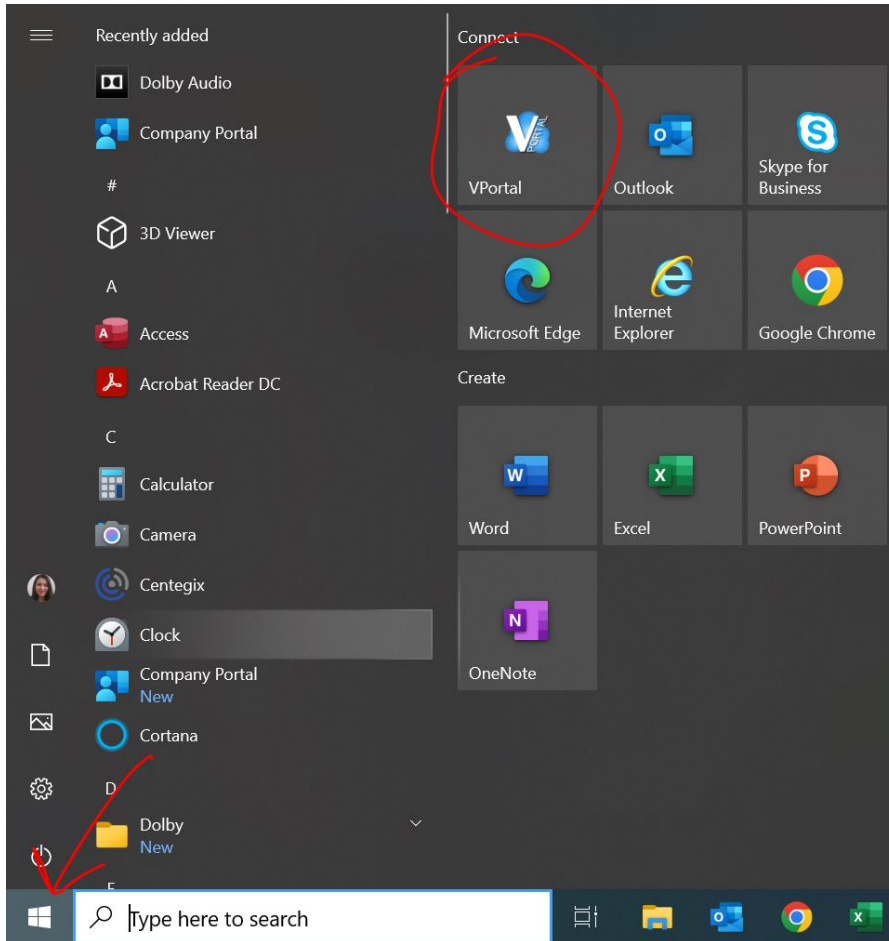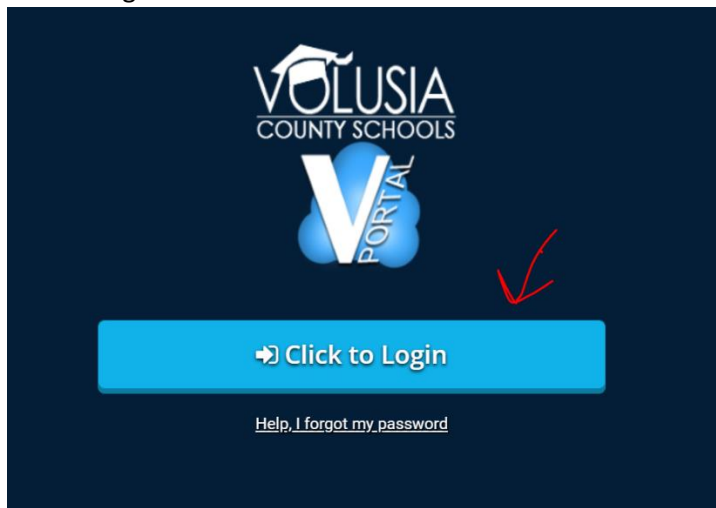
1. Click on the Window (Start Menu button on the bottom left of your desktop.

2. Click on the Vportal button.
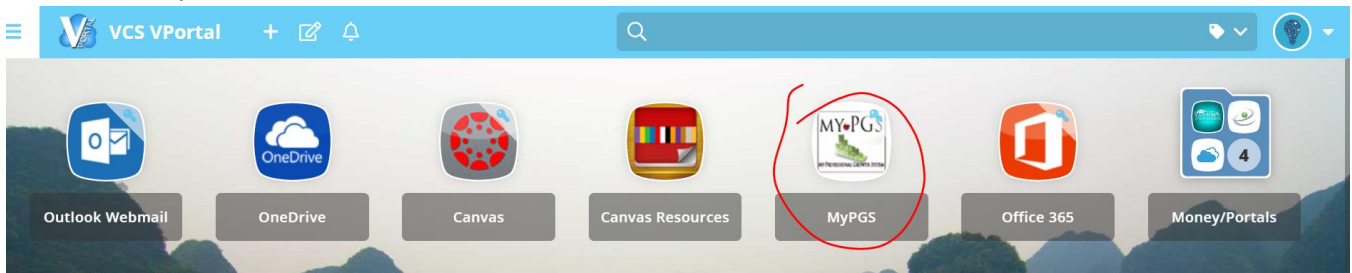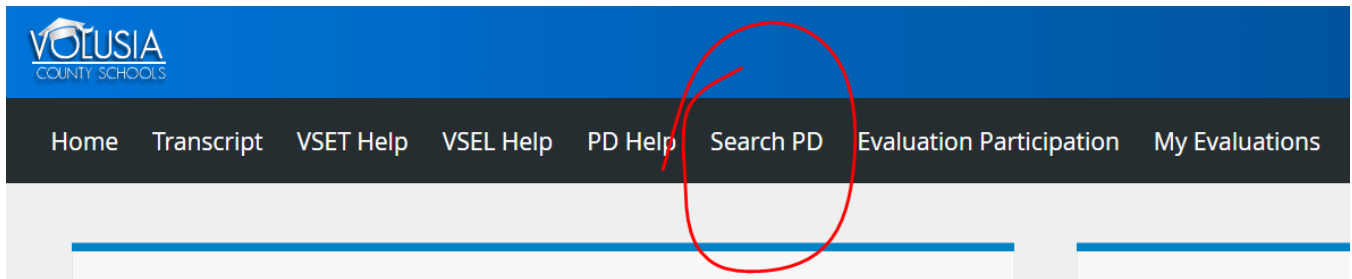

3. Click to Login
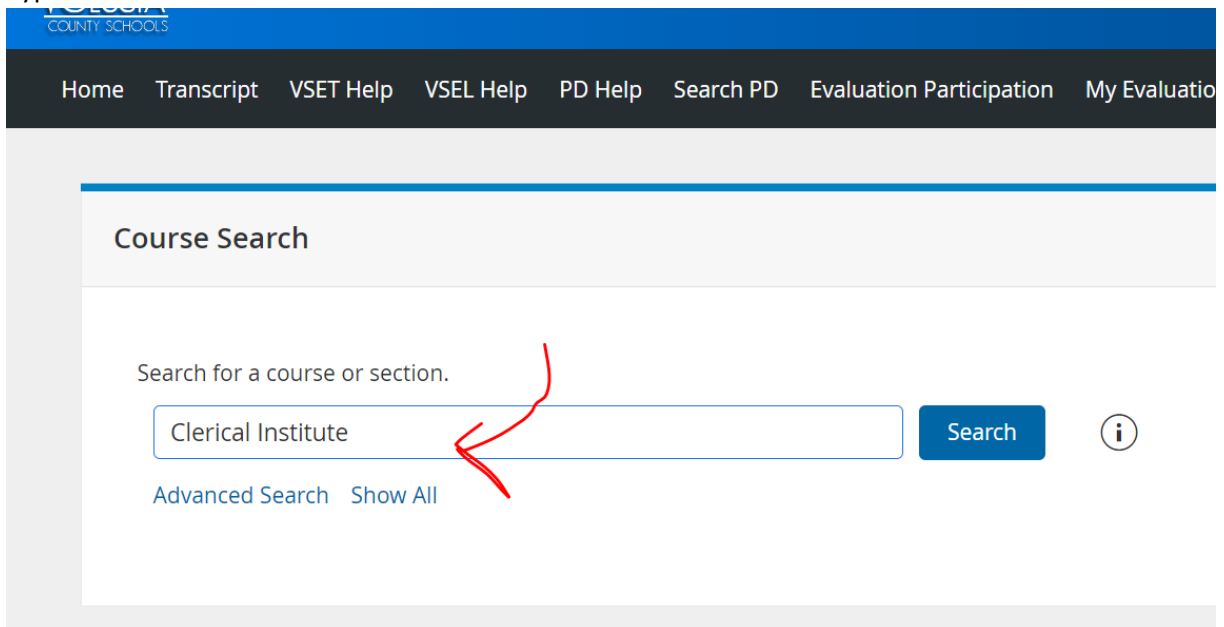
Click Sheet: Registering for a course in MyPGS

4. Click on the MyPGS Tile:

5. Click on Search PD:

6. Type: Clerical Institute in the search bar and click search:

Click Sheet: Registering for a course in MyPGS

7. Click Register next to the course sections that you'd like to attend:

Instructor Led | **#76571 Clerical Institute 2022-2023**

Clerical Institute is professional learning for all our VCS Clerical Staff.

⊘ Recommend   👍 Credit   Views 5

Select a section to register

	Instructor(s):		Seats	
#101276 August 23rd AM Session: Registrar Overview ⓘ	Craig L Pender Joan Michelle Smith	08/23/2022 @ 10:00 am	Seats:**270** left of 300	Register
#101277 August 23rd PM Session: Registrar Overview ⓘ	Craig L Pender Joan Michelle Smith	08/23/2022 @ 1:00 pm	Seats:**290** left of 300	Register
#101278 September 6th AM Session: Registrar Overview ⓘ	Craig L Pender Joan Michelle Smith	09/06/2022 @ 10:00 am	Seats:**281** left of 300	Register

View All Sections

8. Click Next to confirm details of the registration:

Confirm Course Selection

Please confirm the following information to complete the course registration. Click Next to continue

Course Information

Course Title:	Clerical Institute 2022-2023	Location	
Section:	August 23rd AM Session: Registrar Overview	Location/Room Number:	Microsoft Teams - link will be sent upon registering in MyPGS
Max Credit Hours: How much do I have?		Facility Street Address:	

Credits	
1.0	Training Hours

Facility City:	
Facility State:	FL
Facility Zip:	

Section Notes: Clerical Staff will be provided an overview of Registrar information.

Class Dates: 08/23/2022 - 08/23/2022

Map

Next

9. You should then see the Congratulations page:

Register for Clerical Institute 2022-2023

✅ **Congratulations**

You have successfully registered for Clerical Institute 2022-2023.

My Course List   Course Search