# How to Sign Up for a College of Liberal Arts Workshop

**Step 1** Go to <http://cla-web1.campus.ad.csulb.edu/Workshops/SignUp.aspx> to sign up for your workshop.

**Step 2** Fill in the required information, and click on “Make an appointment.”



**Step 3** Click on the “+” to bring up a list of the workshops available.



**Step 4** Select the workshop you want to attend from the drop-down list. The number of available seats in each workshop is listed on the right. Click on “Save” once you have selected the day and time you want.



**Step 5** Click on “Confirm.”



**Step 6** Your signup was successful! Print a copy of the confirmation screen for your records. You will receive a confirmation email shortly.

