For Non-MCCC Employees:
To register, please go to WebAdvisor (https://webadvisor.mc3.edu) and follow the steps below.

1. Click on *Workforce Development and Cont Ed/Non Credit*

   ![Image of WebAdvisor interface](image)

   Click here to register for the conference

2. Below *New Students Registration*, click *Search/Register/Pay for Continuing Education (Non-Credit) Classes*.

3. In the *Search For (Key Word)* box, type in *teaching*. Then, click *Submit*.

![Image of WebAdvisor search interface](image)

4. Click inside the box below *Select*, and then click *Submit*. 
5. For **Personal Identification**, please fill in all required fields (*), and check the box next to **YOU MUST CERTIFY IN ORDER TO PROCEED**... then click **Submit**.
6. You will see the Additional Registration Info page. Entries on this page are optional; therefore you can simply click **Submit**.

7. To complete your registration, click on the drop-down menu next to **Choose one of the following**, and select **Register now (check out)**.

8. Click **Continue**.
9. Please fill out the required Credit Card information. An example of how it looks is below. When you are finished, simply click on the **Pay Now** button.

10. You will receive an email confirming your registration.

    If you have any questions, please contact the Help Desk at 215-641-6495 for assistance.