Instructions for Active Data Calendar

- Open Internet browser
- In the address bar, type [www.occc.edu/HR](http://www.occc.edu/HR)
- Under *Important Dates*, click on the class and session of your choice. If you do not see the class, click on the link to the *Event Calendar*.

- **To see all class offerings, dates, and times**, go to the Professional Development link (on the left side of the screen) and click on Course Calendar.
- Once you find the course listed under *Important Dates* or on the *Events* Calendar, click on the course link.
- The event description will populate
- At the top right, you will see options to **register**, **remind me**, **notify me**, **add to my calendar**, and **email a friend**

**To register for a class:**

- Click on the register icon (it looks like pencil and paper)
- The event registration form will appear – complete each field (first name, last name, and OCCC email address)
- Click Next
- This will bring you to a preview screen *(you are not enrolled at this point)*
• If your information is correct, click Submit
• This will bring you the “Thank You” screen. **You are now enrolled in the seminar.**
• Click Done (You will have a confirmation email in your email Inbox).
• KEEP THE CONFIRMATION EMAIL – If you need to withdraw, the email contains a link to use.

**To receive reminder of event/workshop:**

• Click on the remind me icon (the clock and calendar)
• This will give you an option to be reminded via email or via text message.
  o **Via email:**
    ▪ Type your First Name, Last Name, and OCCC Email
    ▪ Use dropdown menu to determine when you would like to receive the reminder
    ▪ Click Submit
    ▪ Click Done
  o **Via text:**
    ▪ Type your First Name, Last Name, and Wireless Number
    ▪ Use first dropdown menu to choose the Wireless Carrier
    ▪ Use second dropdown menu to determine when you would like to receive the reminder
    ▪ Click Submit
    ▪ Click Done

**To receive notification of news related to the workshop:**
• Click on the notify me icon (looks like an open envelope)
• Type your First Name, Last Name, and OCCC Email
• Click Submit
• Click Done

To add the event to your calendar:

• Click on the add to my calendar icon (looks like a grid with a checkmark)
• Click Submit
• A pop-up email message will appear.
• Type your OCCC email into the address bar
• Click Send update
• The event will be located on your OCCC Outlook calendar

To email the event information to a friend:

• Click on the email a friend icon (it looks like a closed envelope)
• Type in the friend’s email address (multiple addresses are separated with commas), your name, and you can add a customized message
• Type the security code
• Click Submit

If you have questions about the enrollment process, please contact Coordinator of Professional Development Dana Culton at dana.g.culton@occc.edu or 405-682-7827.