If you are a student in the **Dhillon School of Business** you are eligible to participate in *free* workshops and events and a conference for a nominal charge through **Student Professional Development**. Follow the instructions below.



In a browser, navigate to **myexperience.ulethbridge.ca** and click **Students**.

Enter your University of Lethbridge **username** (e-mail address) and **password**.

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login.uleth.ca

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SCHOOL OF BUSINESS

One login, all your services.

| Heernome | | |
|----------|------------|--|
| Osername | | |
| Password | | |
| | Sign In | |
| | Need help? | |
| | | |

Sign in from anywhere and get logged into Moodle, the Library, ULink and other U of L sites.



In the menu on the left click **Events Calendar**.



Note: Your options may look a bit different.

Look for the events and workshops with a **black background** and **white text** beginning in *"Dhillon School of Business – Student Professional Development – Event or workshop name"*



OPTIONAL: You can filter specific events and workshops by clicking Toggle Filters in the top right corner above the calendar.



Under Event Category click SELECT ALL to deselect all options, then click Dhillon School of Business – Student Professional Development so that it is selected.

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|---------------------------|-----------------------------------|--------------------------------------|--|---|-------|
| University of Lethbridge | | | | Event Filters | x |
| Home | Events Calendar | | | | |
| Events & Workshops | Add an Event T Rending Approv | al (6) Search Events Search Registra | None | Event Status | |
| Get Experience | Add an Event · Pending Approve | | | OESELECT ALL Filter | |
| Experience Tracking | Calendar View EList View | Q Saved Searches Reports | | Pending | |
| Positions | Click on any day to add an event. | | | Approved | |
| Study Skills Appointments | | | 0 | Expired | |
| Logout | | | September 20 | Cancelled | |
| | Sun 1 | Mon 2 | Tue Wed 3 | Event Calegory | |
| | | | | SELECT ALL Filter | |
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| | | | | Athabasca | |
| | | | | CAN | |
| | 8 | 9 | 10 | Career Services | |
| | | | | Dhillon School of Business - Student Professional Development | |
| | | | | Sub Carego | |
| | | | | DESELECT ALL Filter | |
| | | | | Competition (AGILITY) | |
| | 15 | 16 | 17 | Presentation (AGILITY) | |
| | | | | Symposium (AGILITY) Webcast (AGILITY) | |
| | | | | Workshop (AGILITY) | |
| | | | | Competition (Athabasca) | |
| | | | | | |
| | 22 | 23 | 24 | | |
| | | | 4:30p Dhillon School of Business - Student Profes | 8 | |
| | | | Development - Advanced | | |
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Click on the event or workshop you're interested in attending. To register, click **Register for this Event**.



Click Register for this Event.





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| | User account University of Lethbridge | | My Experience - MyAccount - Events & Workshops | + |
| University of Lethbridge | | | | |
| Home Applied Studies Job Board | DSB Student Information | | | # Overview |
| Со-ор | Submit | | | |
| Career Services Events & Workshops | | | | |
| Get Experience | | | | |
| Experience Tracking | | | | |
| Positions | | | | |
| Study Skills Appointments | | | | |
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| | | | | |

If the event has a registration form, fill it out. Once complete click **Submit**.

Click Checkout Order.

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| Home | REVIEW YOUR REGISTRATION | | | |
| Applied Studies Job Board | | | | |
| Со-ор | | | | |
| Career Services | Bad: Checkout Order | | | |
| Events & Workshops | | | | |
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| University of Lethbridge | | | | |
| Home Applied Studies Job Board | Introduction to Excel - DSB Student Re | gistration | # Overview | Back to Event Details |
| Со-ор | REVIEW YOUR REGISTRATION | | 1 | |
| Career Services | | | | |
| Events & Workshops | | | | |
| Get Experience | | | | |
| Experience Tracking | | | | |
| Study Skills Appointments | | | | |
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You can go back to the event by clicking **Back to Event Details**.

You can cancel your registration by going into the event details and clicking **Cancel Registration**.

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| | User account University of Leth | ibridge | My Experier | nce - MyAccount - Events & Workshops | + |
| University of Lethbridge | | | | | |
| Home Applied Studies Job Board Co-op Career Services | Introduction to Excel Oct 2, 2019 04:30 PM to Professional Developm | 06:30 PM - Markin Hall, M2044 (Dhil lent) | lon School of Business - Student | < Ba | ck to Calendar |
| Events & Workshops Get Experience Experience Tracking Positions Study Skills Appointments Logaut | | STUDENT PROFESSIONAL DEVELOPMENT PRESENTS | | You have registered for this event Date Registered: Sep 29, 2019 10:24:58 PM | |
| | Introduction to Excel Workshop w formating, working tabe, simple charts Students are highly encouraged to par The Introduction to Excel workshop w excell coverview 9. Selecting Cells 9. Entering Cell Information 9. Esting Cell Information 9. Esting Cell Contents 9. Changing Cell Width and Height 10. Copying Alowing Within Sheets 9. Intering Columns & Rows 9. Simple Formulas 9. Calculating Using Functions 9. Calculating Using Functions 9. Formulas Errors | I give you an overview of Excel including editing cell content, sim s and more. Tricipate in both introductory and advanced workshops. II cover: and Workbook | ple formulas, rounding numerical calculations, advanced | | |

