

Student Professional Development – Event and Workshop Registration Instructions

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**.

© 2017 Orbis Communications Inc. ADMIN LOGIN

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

One login, all your services.

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

Review your finances, courses, deadlines, and much more!
Learn about ULink now.

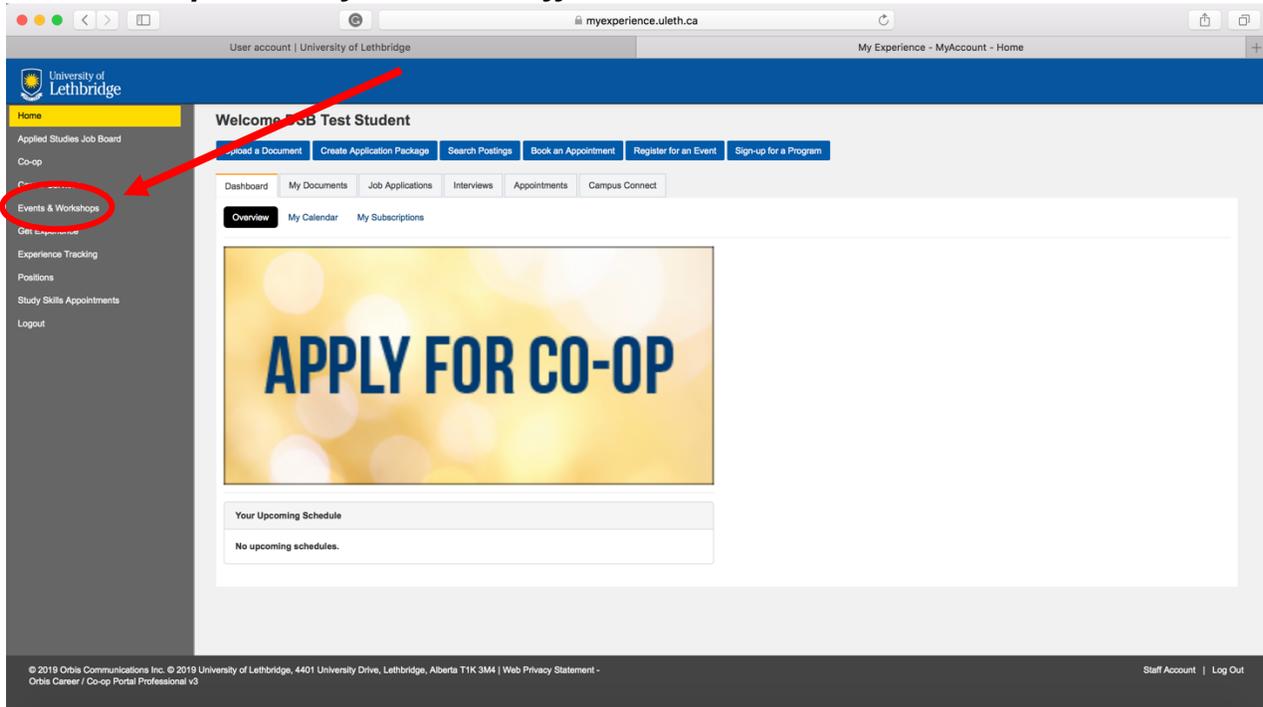


DHILLON
SCHOOL OF BUSINESS

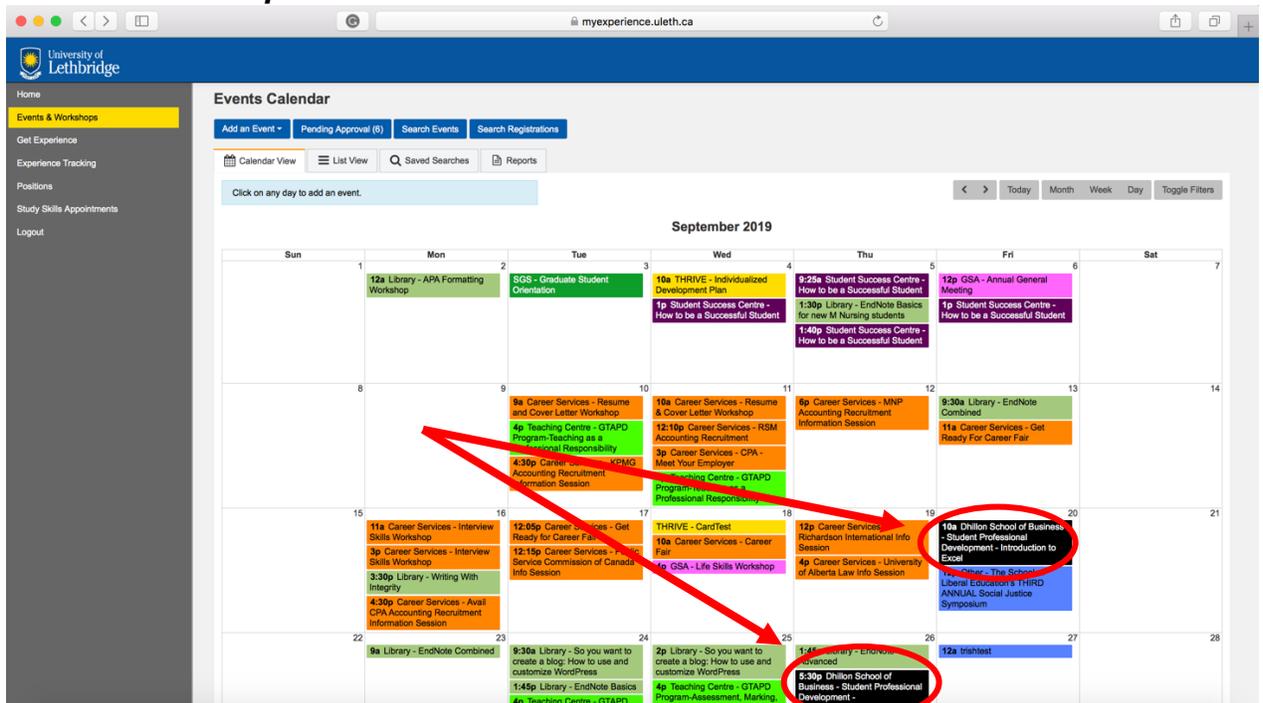
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In the menu on the left click **Events Calendar**.

Note: Your options may look a bit different.

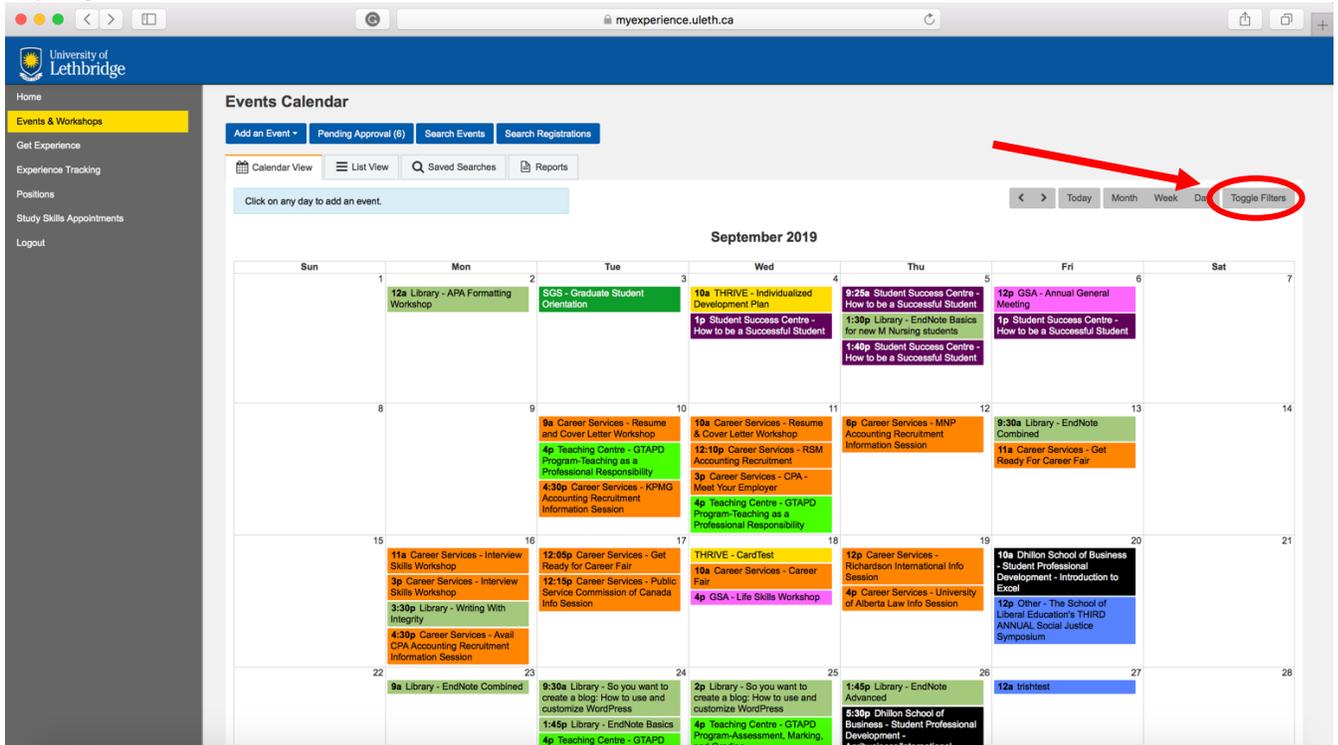


Look for the events and workshops with a **black background** and **white text** beginning in **“Dhillon School of Business – Student Professional Development – Event or workshop name”**

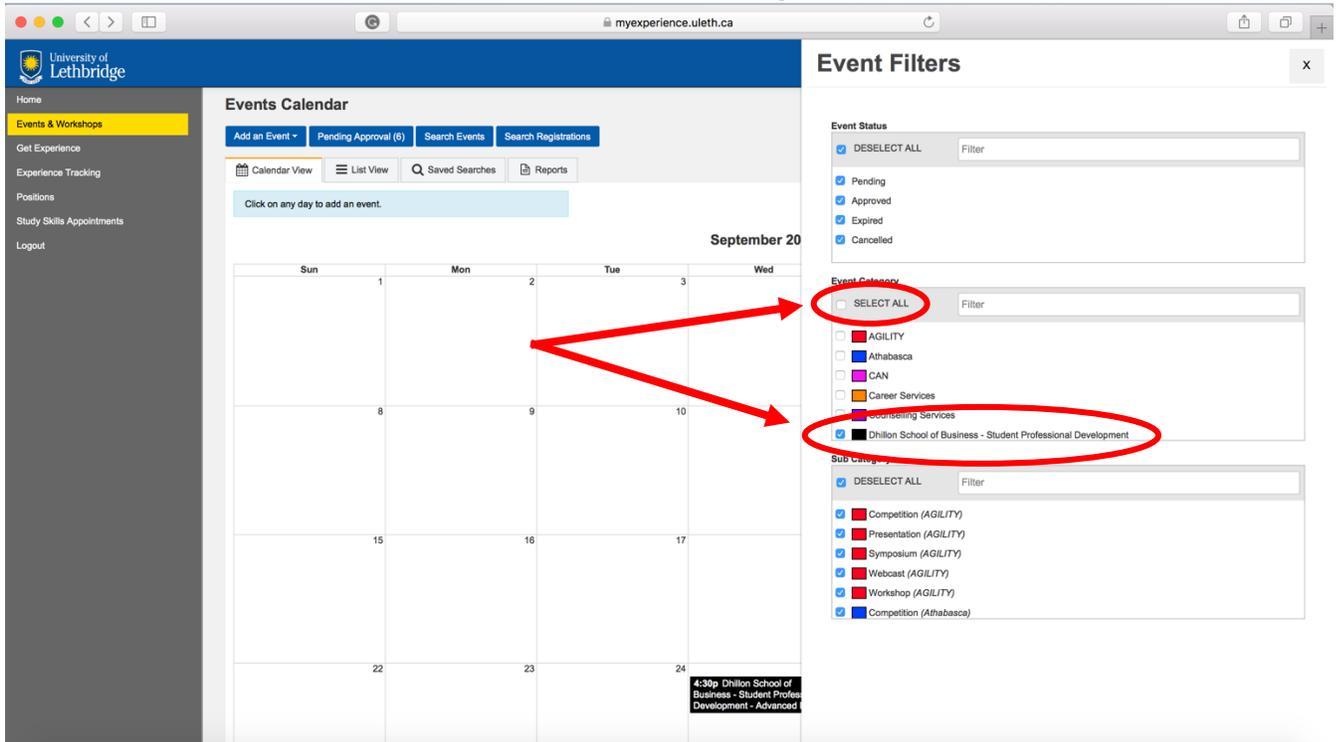


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OPTIONAL: You can filter specific events and workshops by clicking Toggle Filters in the top right corner above the calendar.



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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Click on the event or workshop you're interested in attending. To register, click **Register for this Event**.

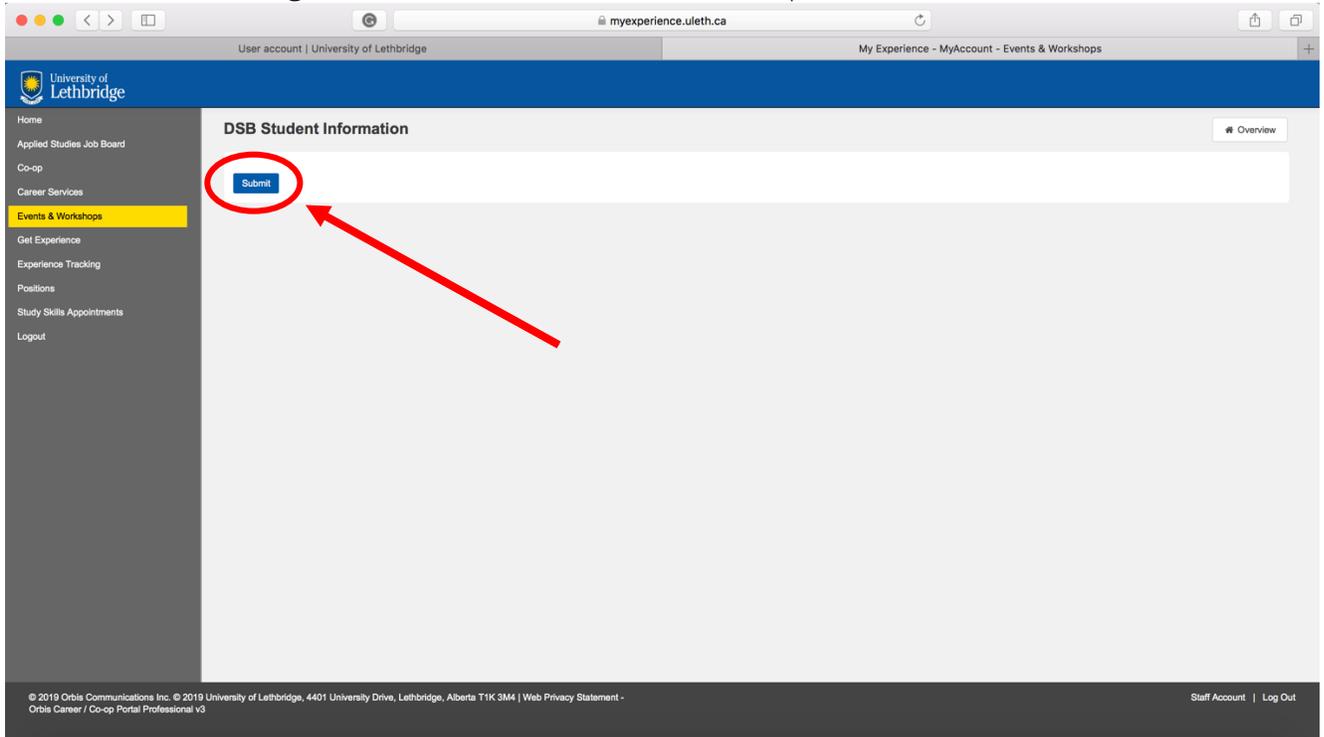
The screenshot shows the 'myexperience.uleth.ca' website. The page title is 'Introduction to Excel' with the date and time 'Oct 2, 2019 04:30 PM to 06:30 PM - Markin Hall, M2044 (Dhillon School of Business - Student Professional Development)'. A red circle highlights a blue button labeled 'Register for this event' in the top right corner. A red arrow points from the bottom of the page towards this button. The page content includes a 'STUDENT PROFESSIONAL DEVELOPMENT PRESENTS' banner, an 'Excel WORKSHOPS' banner with the text 'Looking to brush up on your Excel skills?', and a list of topics covered in the workshop.

Click **Register for this Event**.

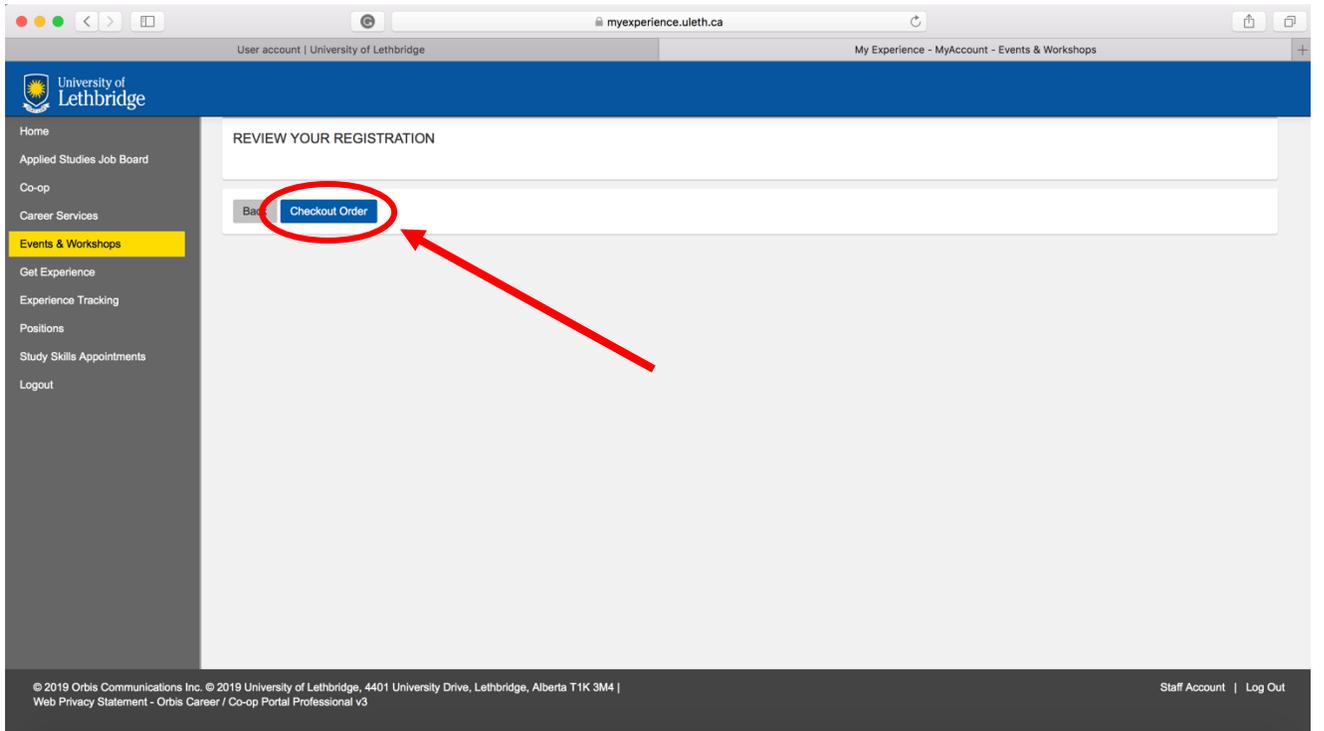
The screenshot shows the same website as above, but with a modal window titled 'Select Registration Type' open. The modal contains a table with two columns: 'Registration Type' and 'Description'. The first row shows 'DSB Student' in the 'Registration Type' column and a blue button labeled 'Register for this event' in the 'Description' column. A red circle highlights this button, and a red arrow points from the top right of the page towards it. The background page content is dimmed.

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

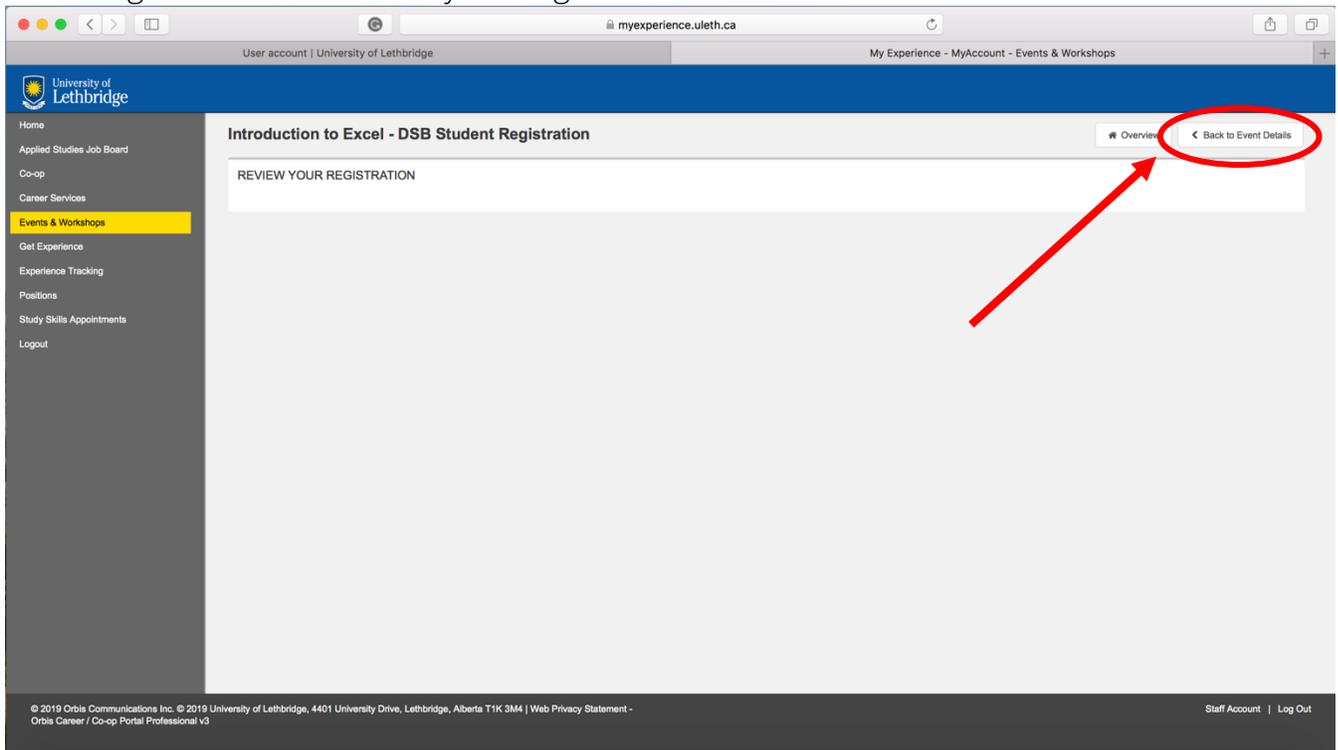


Click **Checkout Order**.



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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**.

