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HOW TO REGISTER FOR A COURSE IN CORNERSTONE

STEP BY STEP INSTRUCTIONS:

You can access the Cornerstone Talent Management System through your "mycoastportal":

#1 - **Go to your campus/site website at:**

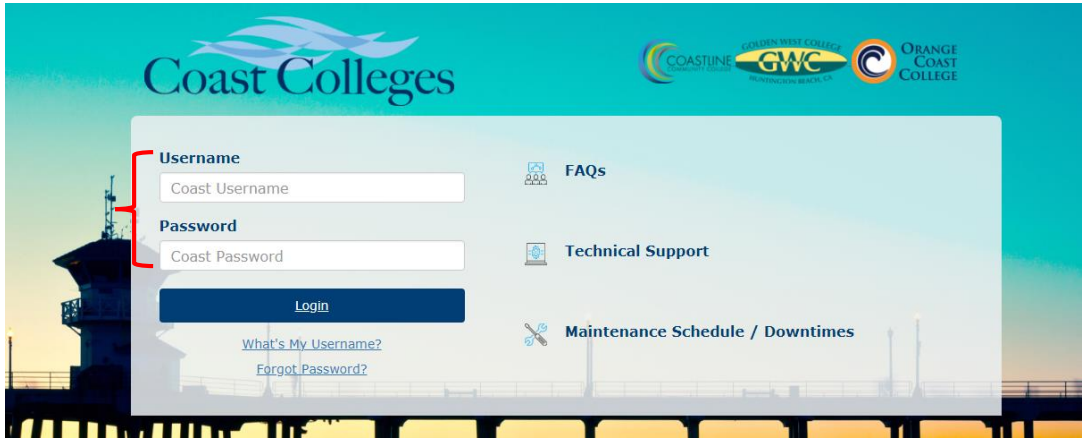
Coastline College, www.coastline.edu and go to MYCCC

Golden West College, www.goldenwestcollege.edu and go to MYGWC

Orange Coast College, www.orangecoastcollege.edu and go to MYOCC

The District Office, www.cccd.edu and go to MYCOAST

#2 - **Log In**:



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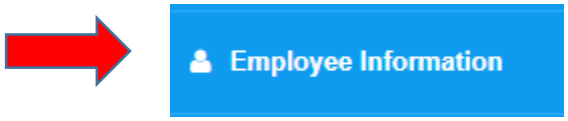
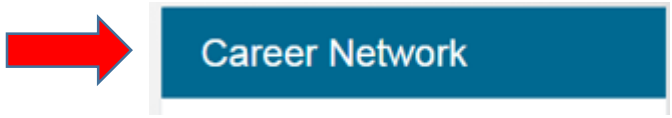
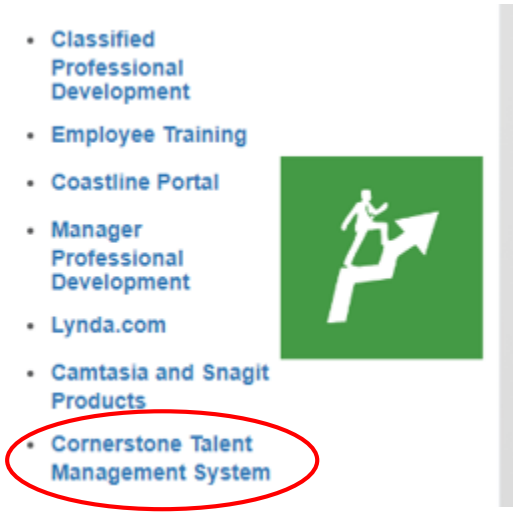
#3 - **Click on the Employee Information tab** on the left panel *(Depending on your campus, your Employee Information tab may be a different color)*.



#4 - Go to Career Network: typically found on the bottom right corner panel *(Depending on your campus, your Career Network box may be a different color)*.



#5 – **Click on Cornerstone Talent Management System**



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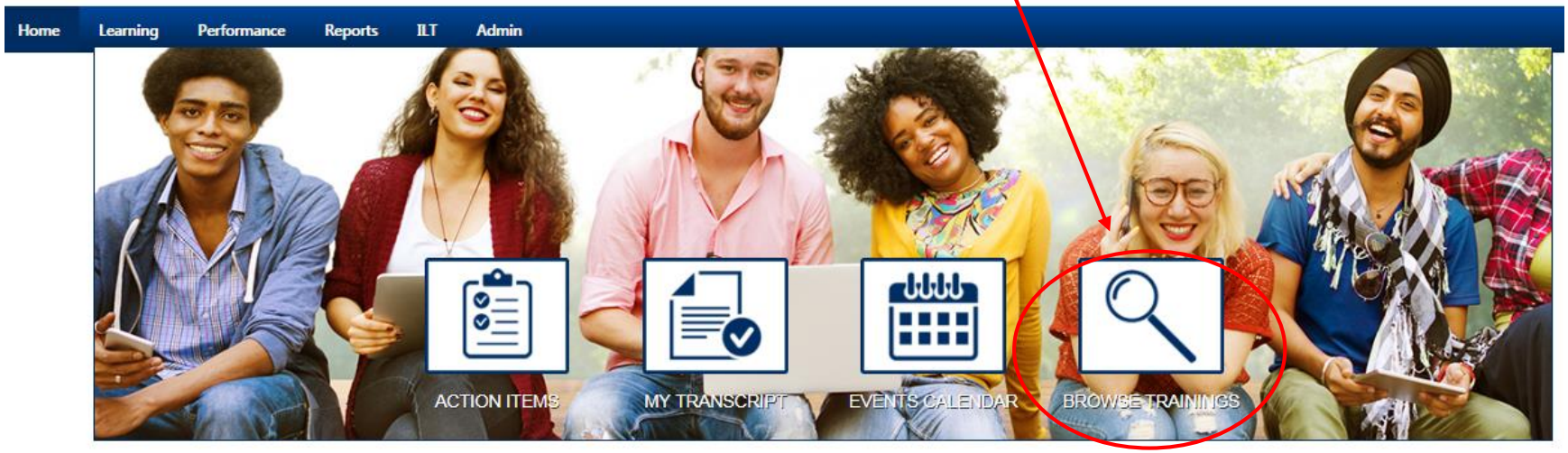
#6 - On the dashboard **go to BROWSE TRAININGS** (the magnifying glass icon):



#7 – You can now view what training courses are being offered across the District. You can further define your search by using:

- the "By Title" drop down menu
- Date Range
- Location

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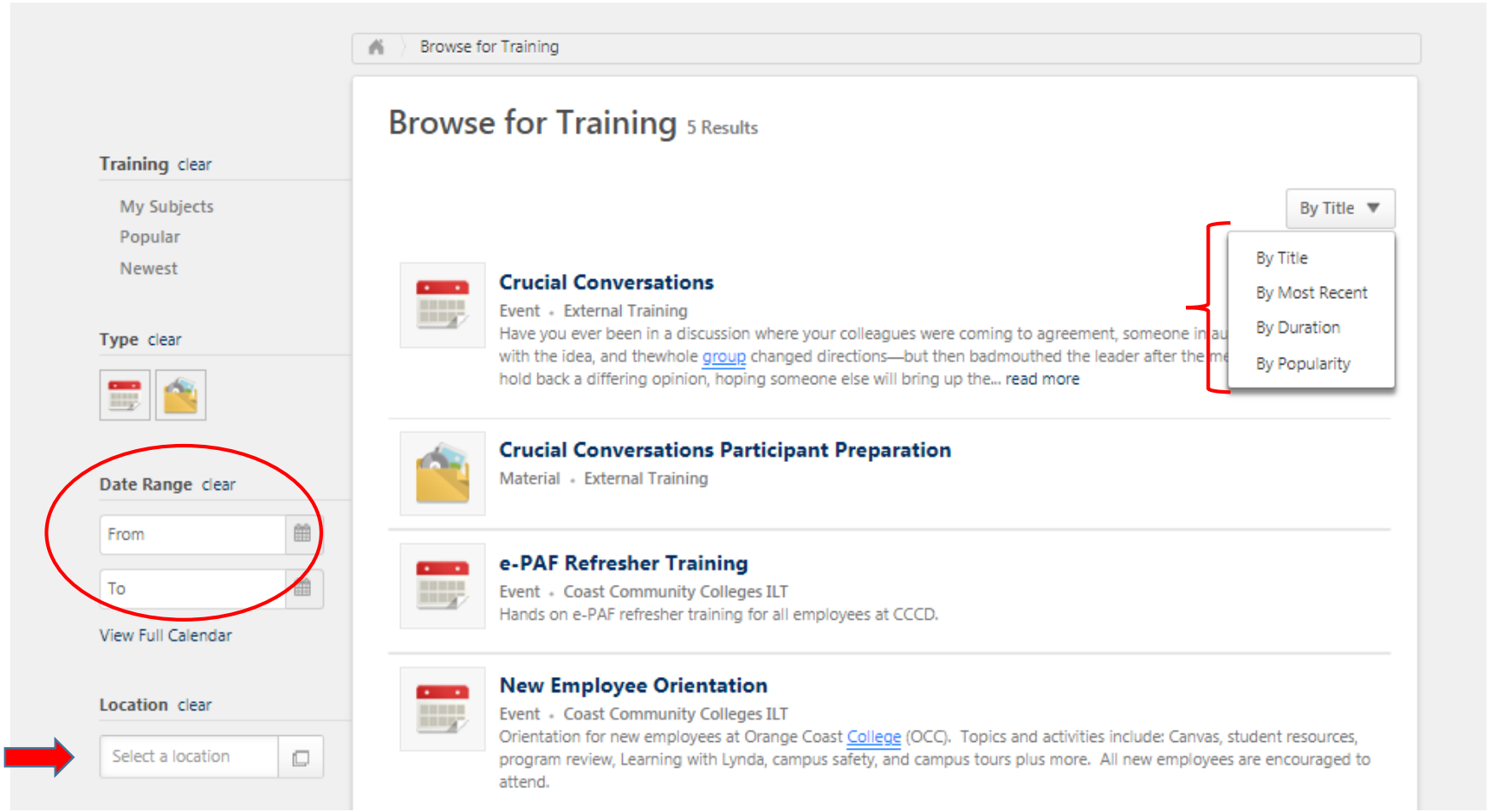

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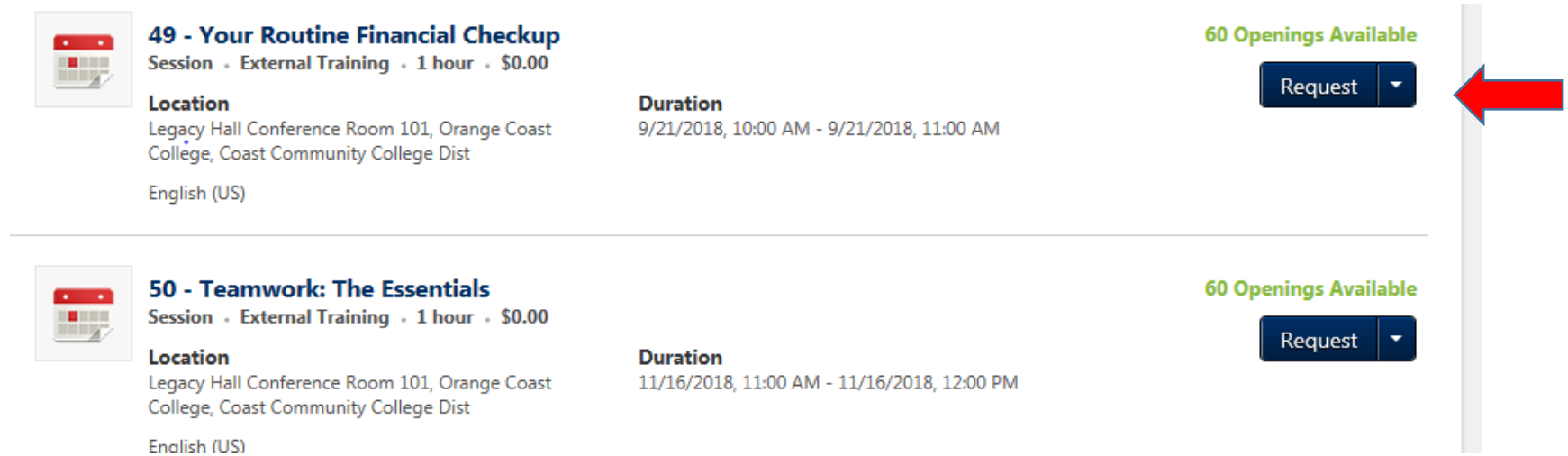
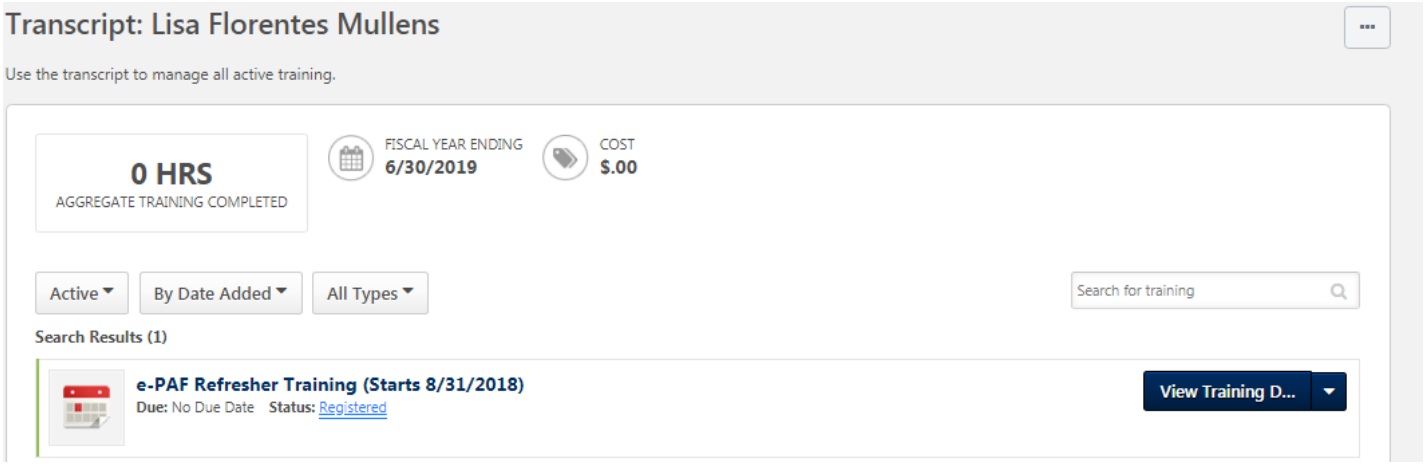
#8 – Click on the course that you would like to register for (*example, Anthem Employee Assistance Program Workshops*). Keep in mind that for those courses with multiple offerings, you will need to click on the **REQUEST** button for the *specific course date/time and location*.



#9 - **Once requested, you are automatically registered** and the class will show up on your transcript for future reference.



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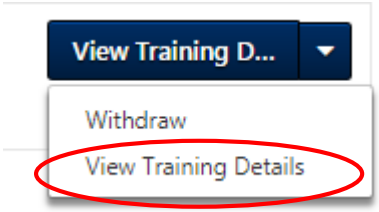
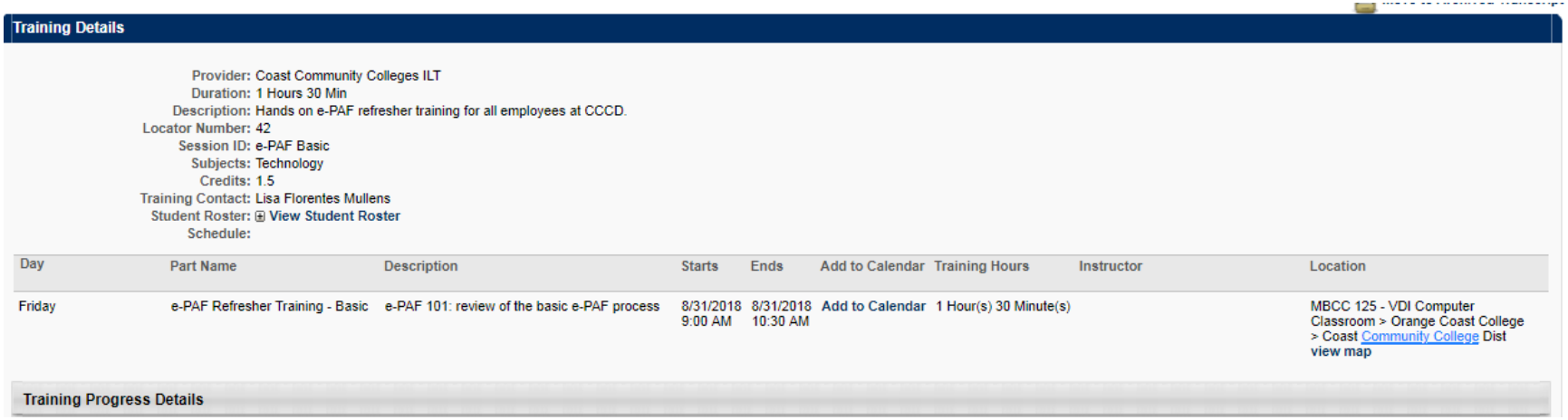
#10 - **Once registered, you can later withdraw or view training details** from the Cornerstone home page or your transcript which is located under the Learning tab.





Training Details

Provider: Coast Community Colleges ILT
Duration: 1 Hours 30 Min
Description: Hands on e-PAF refresher training for all employees at CCCD.
Locator Number: 42
Session ID: e-PAF Basic
Subjects: Technology
Credits: 1.5
Training Contact: Lisa Florentes Mullens
Student Roster: ⊞ View Student Roster
Schedule:

Day	Part Name	Description	Starts	Ends	Add to Calendar	Training Hours	Instructor	Location
Friday	e-PAF Refresher Training - Basic	e-PAF 101: review of the basic e-PAF process	8/31/2018 9:00 AM	8/31/2018 10:30 AM	Add to Calendar	1 Hour(s) 30 Minute(s)		MBCC 125 - VDI Computer Classroom > Orange Coast College > Coast Community College Dist view map

Training Progress Details