To Create a New Student Profile

Step 1: Log on to www.canyons.communityext.net

Step 2: Select “Sign In” on the far left of the screen
Step 3: **Under “New Students,” select “Create New Student Profile”**

*If you have already taken a Community Education course, you already have a login and password. Please be sure to update your profile to indicate that you are a COC employee.*

Step 4: **Select “Create a Student Profile (single user)” and then select “Create Profile”**
Step 5: Fill in all spaces that have a red asterisk (*) and the box that asks for your email address. We suggest that you use your COC email address or COC network login (Ex: carr_l) for the Username and the COC address for the address field. If you do not want to include your actual birth date, please use 1/1/1900.

Step 6: Select “Submit”

Congratulations! You now have a student profile in Lumens!
To Browse and Register for Courses/Workshops

Step 1: Log on to www.canyons.communityext.net

Step 2: Select “Sign In” on the far left of the screen
Step 3: Sign In with your **username** and **password** and then select “sign in.”

Step 4: Select “**Browse courses**” on the far left of the screen.
Step 5: Under the “Professional Development for COC Employees” main heading, select “Professional Development Workshops.”

Step 6: Locate the workshop you would like to enroll in, and select “Add To Cart.”
Step 7: Select “View Cart” in the Shopping Cart box.

Step 8: Select the box that reads, “Agree to Refund Policy,” and then select “Checkout” at the bottom of the screen.

*To unenroll in a workshop, please contact the Professional Development Office at Ext. 3100 or Ext. 5104*
How to view the Professional Development workshops you are currently registered in.

**Step 1:** Log on to [www.canyons.communityext.net](http://www.canyons.communityext.net)

**Step 2:** Select “Sign In” on the far left of the screen

**Step 3:** Sign In with your **username** and **password** and then select “sign in.”
Step 4: Select “Go to my dashboard.”

Step 5: Select the “Current registrations” tab.
Step 6: View your current workshop registration information.

How to view the workshops you have completed.
Step 1: Log on to www.canyons.communityext.net

Step 2: Select “Sign In” on the far left of the screen

Step 3: Sign In with your username and password and then select “sign in.”
Step 4: Select “Go to my dashboard.”

Step 5: Select the “My transcript” tab. This will show all of the workshops that you have completed.
<table>
<thead>
<tr>
<th>Class Name</th>
<th>Grade</th>
<th>Course Number/Class ID</th>
<th>Hours attended / Of Possible</th>
<th>Location</th>
<th>Class Start Date</th>
<th>Class End Date</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>#126 Blackboard 91</td>
<td>None</td>
<td>1810003 / 26354</td>
<td>0.00 of 2.00</td>
<td>Valencia Campus - Hasley Hall</td>
<td>10/24/2012</td>
<td>10/24/2012</td>
<td>Ann Moreno</td>
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</tbody>
</table>