HOW TO USE CLNX TO
REGISTER FOR WORKSHOPS

1. Go to clnx.utoronto.ca and log in using your utorid. Once logged in, you will be directed to the Dashboard.

2. Look at the "Overview" bar on the left hand side of the screen. At the top should be your account name, along with various categories. Click the "Events and Workshops" category on this menu.

3. You will be greeted with a landing page consisting of the event calendars of multiple centers and groups on the three campuses. You will be able to find other events for other organizations here.

4. To view Accessibility Services' event, click on "Accessibility" under St. George. You will be brought to a monthly calendar of every event hosted by Accessibility Services.

5. Once you find an event, click on the event on the calendar. This will bring you to a page that describes the event, along with being able to register for the event.

6. To register, click the "register for this event" button on the top, right-hand corner. Once you click the button you will be immediately registered. To cancel the registration, click on the button again.

7. You will receive an email with the details shortly, along with a reminder email prior to the event (if you registered with ample notice).

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