# Bedework – Classroom Registration Job Aid

**Purpose:** The purpose of this Job Aid is to provide you with information that will assist you in registering for Classroom Workshops using the Bedework registration system.

<table>
<thead>
<tr>
<th>STEP . . .</th>
<th>ACTION . . .</th>
<th>RESULT . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Access the Professional Development Overview website.</td>
<td>Type in the below URL to access the Columbia University HR Website: <a href="http://hr.columbia.edu/learning-professional-development-overview">http://hr.columbia.edu/learning-professional-development-overview</a> The Professional Development Overview website will appear in your browser.</td>
</tr>
<tr>
<td>2.</td>
<td>Select “Classroom Offerings.”</td>
<td>Hover your computer mouse over the “Classroom Learning” icon and select the first link, “Classroom Offerings.” You will be redirected to the current Classroom Offerings.</td>
</tr>
<tr>
<td>3.</td>
<td>Select a Classroom Workshop.</td>
<td>Scroll through the Classroom Offerings and click “Register” to sign-up for your selection. You will be directed to the registration page of your selected Classroom Workshop.</td>
</tr>
</tbody>
</table>
4. **Click to reserve your seat.**
   - A. Click “Reserve your Seat” (the link to register with a UNI will appear).
   - B. Click “Register with my Columbia UNI” to proceed.
   - **RESULT:** You will be instructed to fill in required fields of information.

5. **Fill in the required fields.**
   - A. Enter the appropriate required information for each field. Once completed, click “Register.”
   - B. Upon clicking “Register” the webpage reloads, click “ok.”
   - C. Note: Website page will indicate you are registered for this event. You will receive a confirmation via email.
   - **RESULT:** You will be successfully registered for a Classroom Workshop.

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**You are registered for this event.**

\[\text{unregister}\]