How to Register for Classes in Workday

To begin registering, go to the EC3PA home page at ec3pa.org. Select the Student Resources tab at the top and then click on the MY EC3 tab.

This will open the log in screen. Type in your Erie County Community College email address. If you do not know what your EC3PA email address is, please contact Admissions at admissions@ec3pa.org or 814-413-7028.
Next, enter your password. For new students you will use the temporary password that was e-mailed to your personal e-mail address after you applied.

A “More information required” window will pop up. Please choose “Next”
You will then be asked to download the Microsoft Authenticator App to your phone. You also have the option to use your phone number to receive a text. In this scenario, we will be using the text option. Please select the “I want to set up a different method” link at the bottom of the window.

This drop down menu will open. Please select Phone.
Please put in the cell phone number you provided during your application process.

Once you receive the text with the 6 digit code, please enter it here, and click next.

Click Next again.
This screen will pop up. Please select Done.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Phone

You will then be asked to update your password. If you were given a temporary password, please put that in the current password field. When creating your new password, please ensure it is at least 8 characters long, and includes at least 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character.

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

Welcome to the Erie County Community College
You will then see this screen. This is completely a personal preference, however, if you are on a device that is not your personal computer/laptop, we suggest choosing No.

You will then be directed to your dashboard and see the Student Apps screen. (You might not see all apps, which is ok. We are only focusing on the @Workday app for this process). Please choose @Workday.

The “Remember Device” dialogue box will pop up. This is another personal preference, however, if you are on a device that is not your personal computer/laptop, we suggest choosing “Skip”.
This will be your Workday dashboard screen. On the right hand side, you will see the View All Apps link. Click here.
The **All Apps** Window will open. Please choose the **Academics** icon on the left.

This will open the **Academics Screen**. The **Planning & Registration** options are on the right side of the screen. Please choose the **Find Courses** option. **DO NOT CHOOSE** “Find Course Sections” option!
On this screen, you can use the search bar to find the course you are looking for, or scroll through all the courses on the left side of the screen. We suggest using the search bar.

Type in the course you are looking for. In this example, we are using the CIS100 course. You will see your results appear on the right. Click on the course link in blue.
The course information screen will open. Click on **Start Registration**.

The Academic Period drop down menu will open.

**Start Registration for Course**

<table>
<thead>
<tr>
<th>Course</th>
<th>* CIS 100 - Computer Applications and Concepts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Period</td>
<td>*</td>
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</table>

Select the desired academic period for this course. Please note, if the academic period is not listed, the course is not offered during that academic period or has already reached maximum enrollment.
Once selected, click OK.
1) Click the box next to the correct section (red arrow). Make sure the section you are choosing is for the right location and time. 2) Then click Register at the bottom left of the screen (green arrow).

Once completed, you will see a screen similar to this one. Click on View Registered Courses option.
Here you can see the course you have registered for to verify it was done successfully.

Click on the **3 Line Navigation Bar** (≡) in the top left corner of the screen.
Choose Academics from the Navigation Panel.

You will be back to the Academics Screen. Please note, the current courses portion will only show courses for the Term that EC3PA is currently in and not any of your courses you scheduled for future terms.
To begin scheduling more classes, choose “Find Courses” and repeat the process you did before. To view all courses you have registered for, you can choose, “View My Courses.” This will show all current and future courses for which you are registered.