

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.



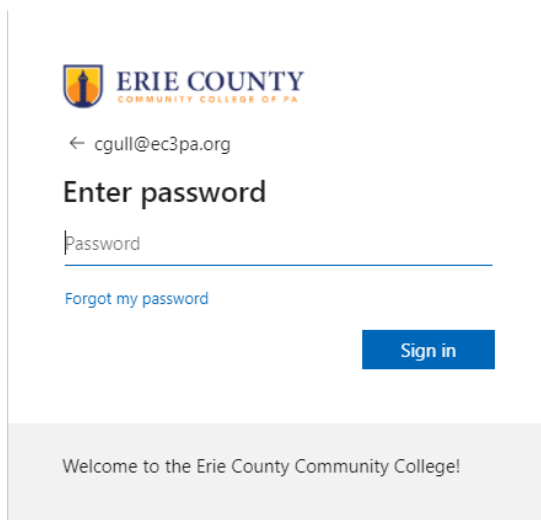
Sign in

[Can't access your account?](#)

Back

Next

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.



The screenshot shows a login interface for Erie County Community College. At the top left is the college's logo, which consists of a shield with a stylized figure and the text "ERIE COUNTY COMMUNITY COLLEGE OF PA". Below the logo is a back arrow and the email address "cgull@ec3pa.org". The main heading is "Enter password". Below this is a password input field with the placeholder text "Password". Underneath the input field is a link that says "Forgot my password". To the right of the input field is a blue button labeled "Sign in". At the bottom of the page, there is a light gray banner with the text "Welcome to the Erie County Community College!"

A "More information required" window will pop up. Please choose "Next"



cgull@ec3pa.org

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[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.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

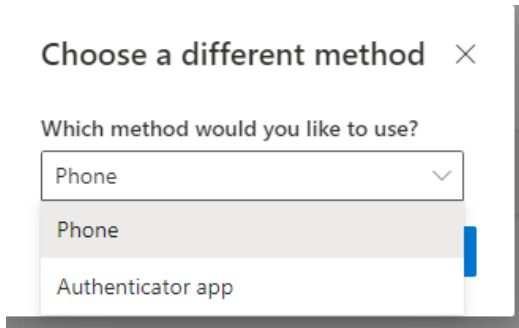
After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

This drop down menu will open. Please select Phone.



Please put in the cell phone number you provided during your application process.

Phone

You can prove who you are by texting a code to your phone.

What phone number would you like to use?

United States (+1)

Text me a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[I want to set up a different method](#)

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

Phone

We just sent a 6 digit code to . Enter the code below.

[Resend code](#)

[want to set up a different method](#)

Click Next again.

Phone

SMS verified. Your phone was registered successfully.

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:



Done

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.



cgull@ec3pa.org

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

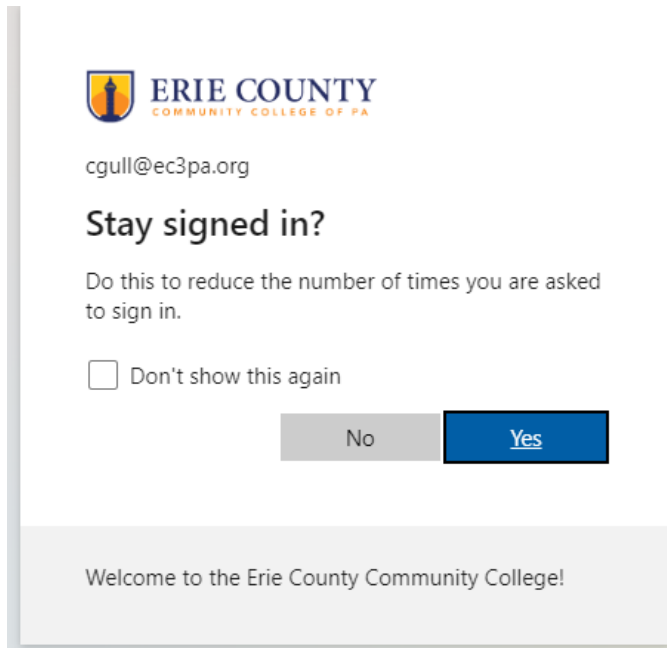
New password

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" dialog 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".



Remember Device?



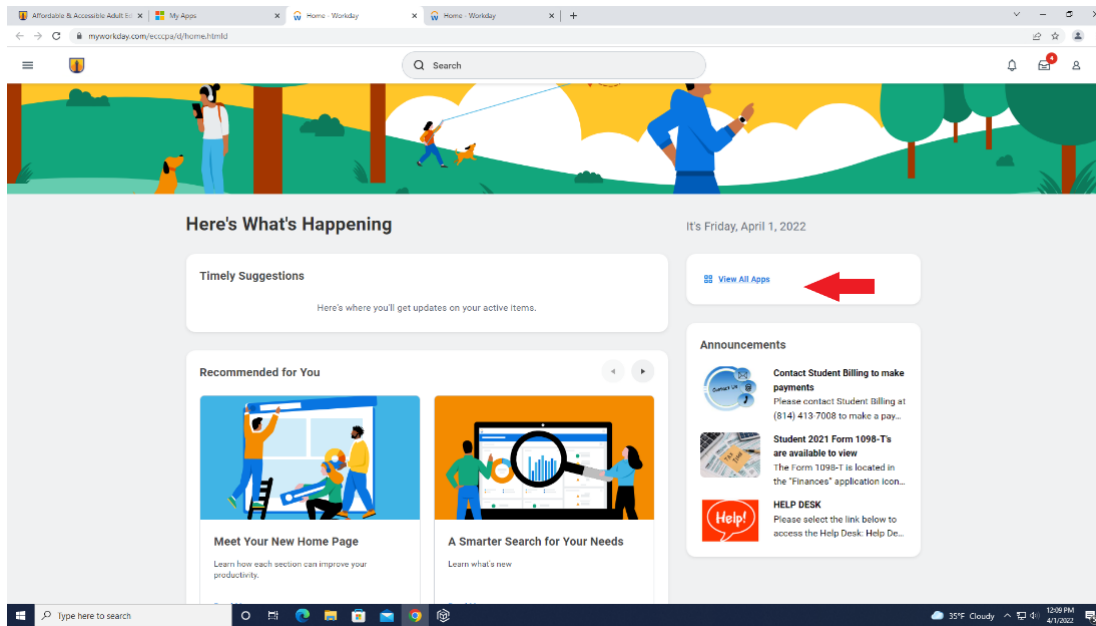
Remembering this device allows you to sign in more easily and better protect your account

Remember this device

Submit

[Skip](#)

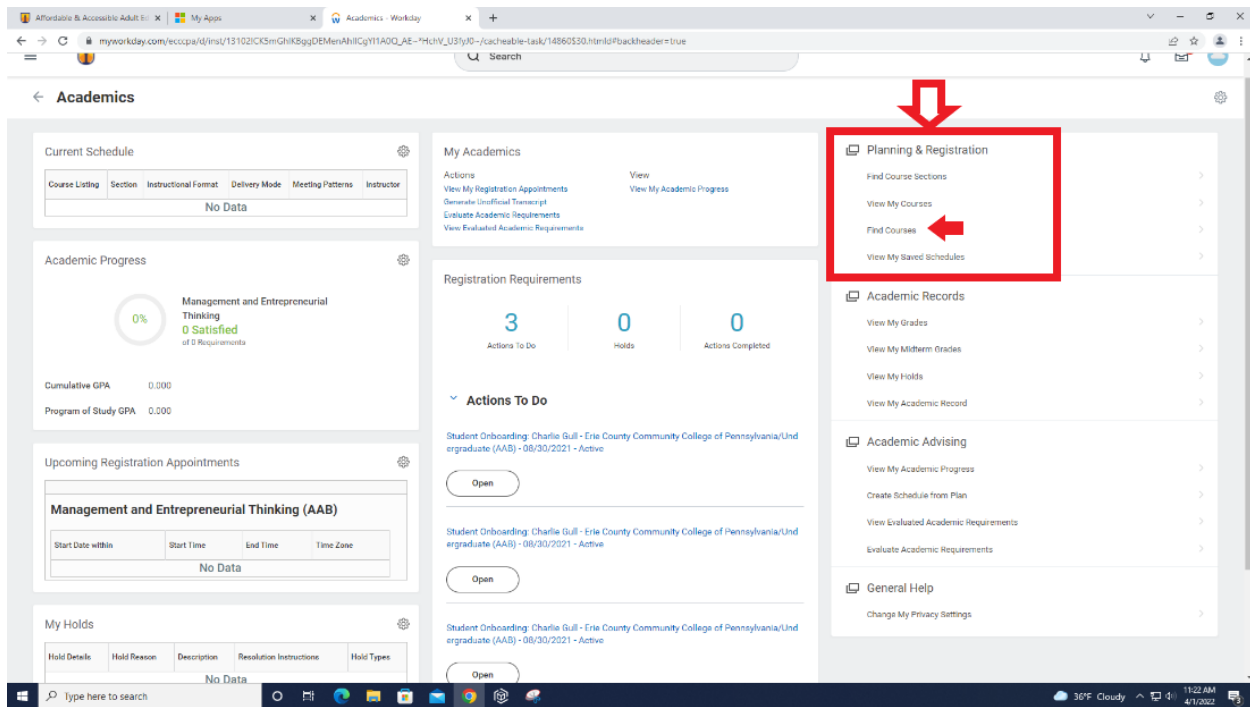
This will be your Workday dashboard screen. On the right hand side, you will see the [View All Apps](#) link. Click here.



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.

Find Courses ☰

Q search

> Saved Searches

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.

Find Courses ☰

Q CIS100

> Saved Searches

Current Search Save

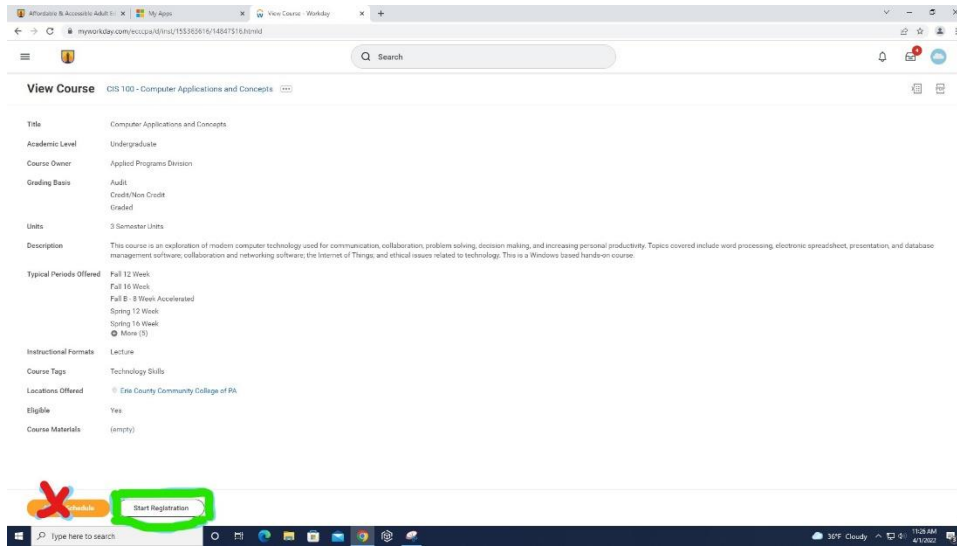
Clear All

▼ **Academic Level**

1 Result

CIS 100 - Computer Applications and Concepts

The course information screen will open. Click on **Start Registration**.



The Academic Period drop down menu will open.

Start Registration for Course


Course * CIS 100 - Computer Applications and Concepts

Academic Period *

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.

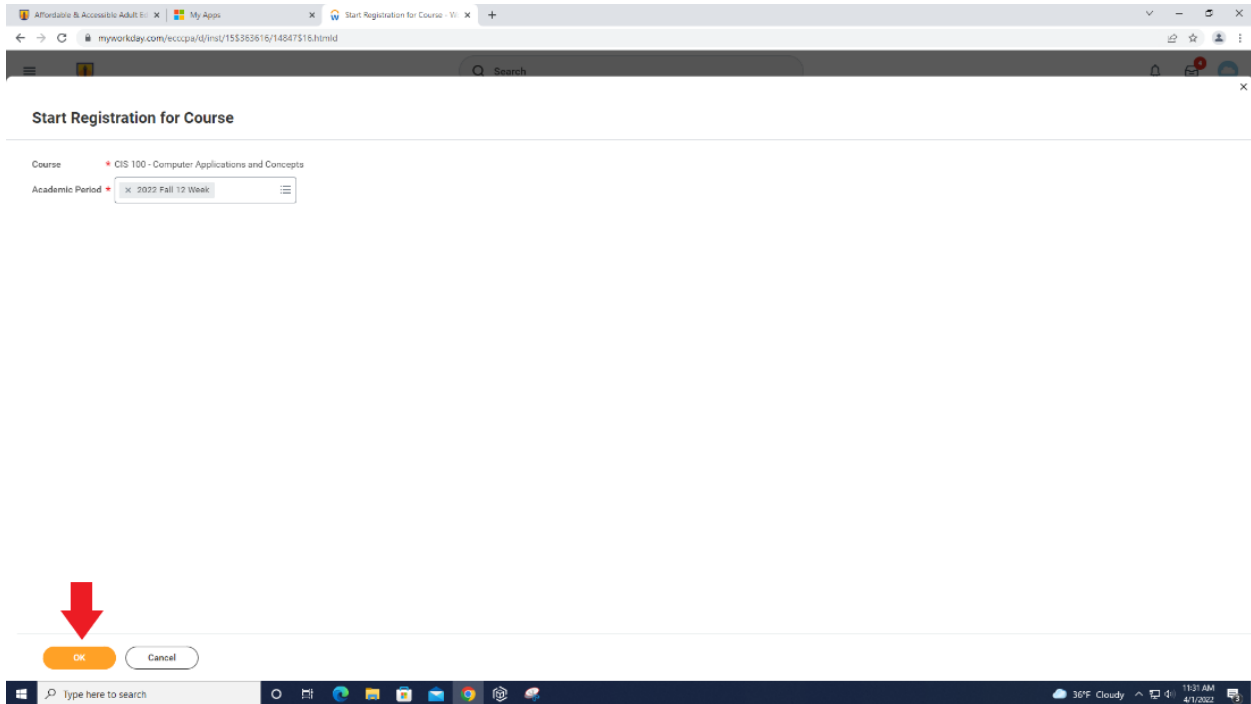
Start Registration for Course

Course * CIS 100 - Computer Applications and Concepts

Academic Period * 

- 2022 Fall 12 Week
- 2022 Fall - First 8 Weeks
- 2022 Fall - Second 8 Weeks
- 2022 Spring
- 2022 Spring 12 Week
- 2022 Spring - Second 8 Weeks
- 2022 Summer 8 Week

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)
- 2) Then click Register at the bottom left of the screen (**green arrow**).

The screenshot shows a web browser window with the URL myworkday.com/ecccpa/d/inst/155382616/14647516.html. The page title is "Start Registration for Course".

Academic Period: 2022 Fall 12 Week

Add Course: CIS 100 - Computer Applications and Concepts (3 Semester Units)

Course Listing: CIS 100 - Computer Applications and Concepts

Description: This course is an exploration of modern computer technology used for communication, collaboration, problem solving, decision making, and increasing personal productivity. Topics covered include word processing, electronic spreadsheet, presentation, and database management software; collaboration and networking software; the Internet of Things; and ethical issues related to technology. This is a Windows based hands-on course.

Eligible:

Lecture

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
<input checked="" type="checkbox"/>	CIS 100-121 - Computer Applications and Concepts	<input checked="" type="checkbox"/>	Open	09/21/2022	12/16/2022	Online	Online with weekly due dates		30	30	0

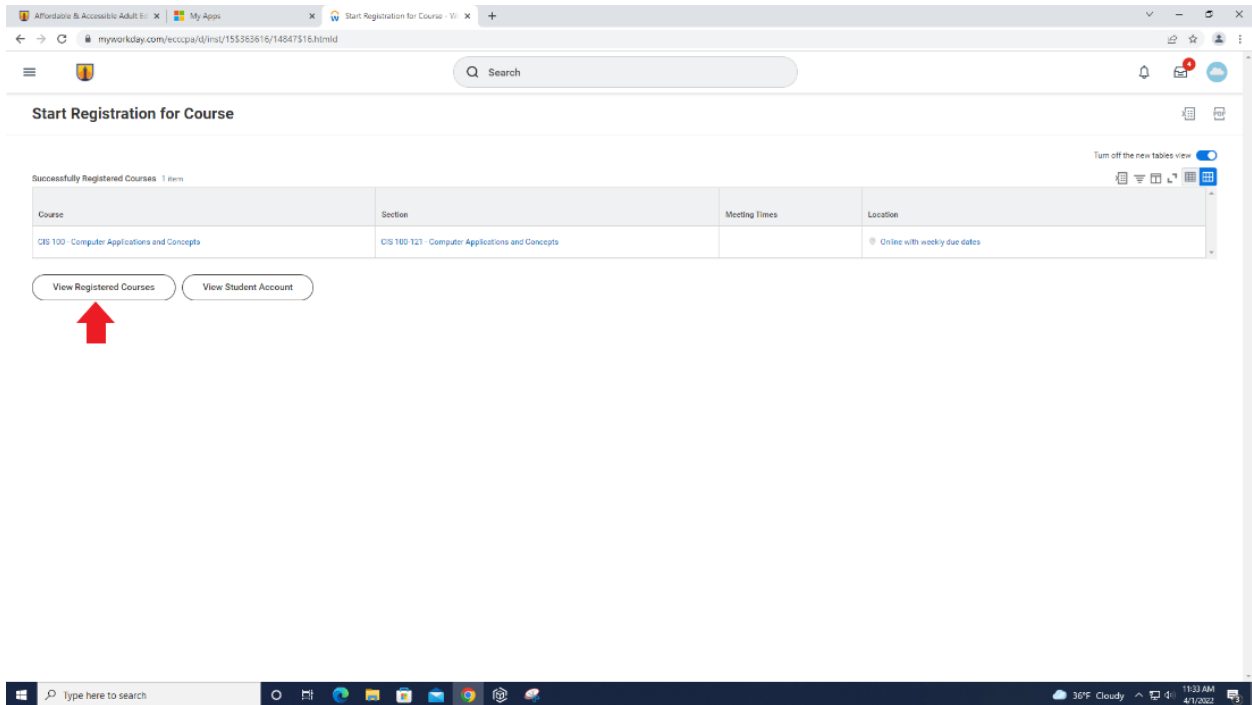
Grading Basis: Graded

Units: 3

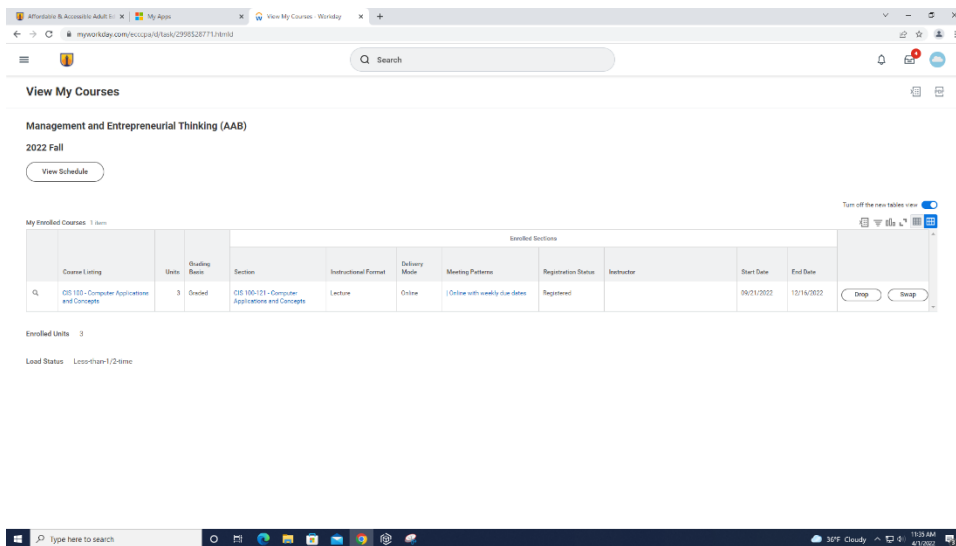
Unit Type: Semester Units

Buttons: Register (orange), Cancel (white)

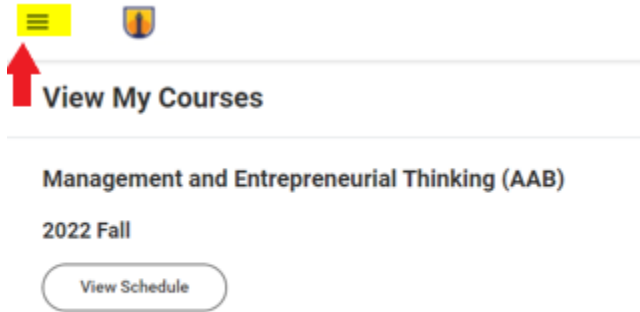
Once completed, you will see a screen similar to this one. Click on **View Registered Courses** option.



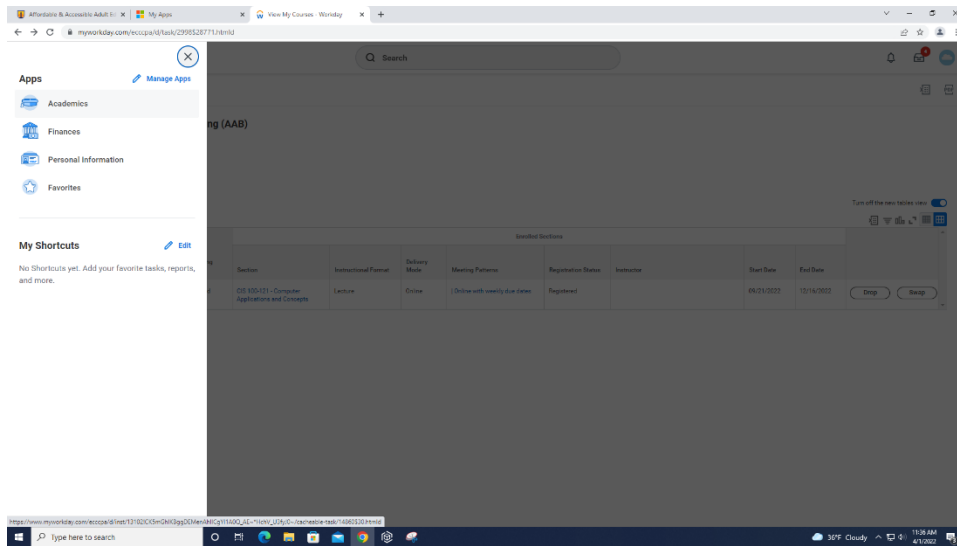
Here you can see the course you have registered for to verify it was done successfully.



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.

The screenshot shows the 'Academics' dashboard on myworkday.com. The dashboard is divided into several sections: 'Current Schedule' (No Data), 'Academic Progress' (0% Satisfied), 'Upcoming Registration Appointments' (Management and Entrepreneurial Thinking (AAB)), and 'My Holds' (No Data). The 'My Academics' section includes 'Actions' (View My Registration Appointments, View My Academic Progress), 'Registration Requirements' (3 Actions To Do, 0 Holds, 0 Actions Completed), and 'Actions To Do' (Student Onboarding: Charlie Gull - Erie County Community College of Pennsylvania/Undergraduate (AAB) - 08/30/2021 - Active). The 'Planning & Registration' menu is highlighted with a red box and contains the following options: 'Find Course Sections', 'View My Courses', 'Find Courses', and 'View My Saved Schedules'. A red arrow points to the 'Find Courses' option. The 'Academic Records' menu includes 'View My Grades', 'View My Midterm Grades', 'View My Holds', and 'View My Academic Record'. The 'Academic Advising' menu includes 'View My Academic Progress', 'Create Schedule from Plan', 'View Evaluated Academic Requirements', and 'Evaluate Academic Requirements'. The 'General Help' menu includes 'Change My Privacy Settings'. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date 4/1/2021 and time 11:22 AM.

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.