

# REGISTERING FOR AN EVENT ON CORNERSTONE

## STEP 1: LOGIN TO CERRITOS PORTAL

Login to the [Cerritos Portal](#) using your Cerritos College username and password.

**Cerritos Campus Portal**

**Student Log-ins**  
The default password for students signing in for the 1st time is their 8-digit DOB using this format:  
**MMDDYYYY**  
[Student Login Help](#)  
[studentcomputerhelp@cerritos.edu](mailto:studentcomputerhelp@cerritos.edu)

**Username / Student ID**

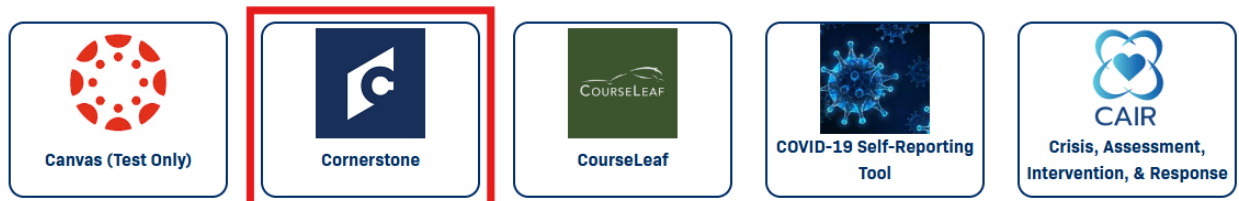
**Password**

**Login**

**Set Password** **User Self-Service**

## STEP 2: GO TO CORNERSTONE

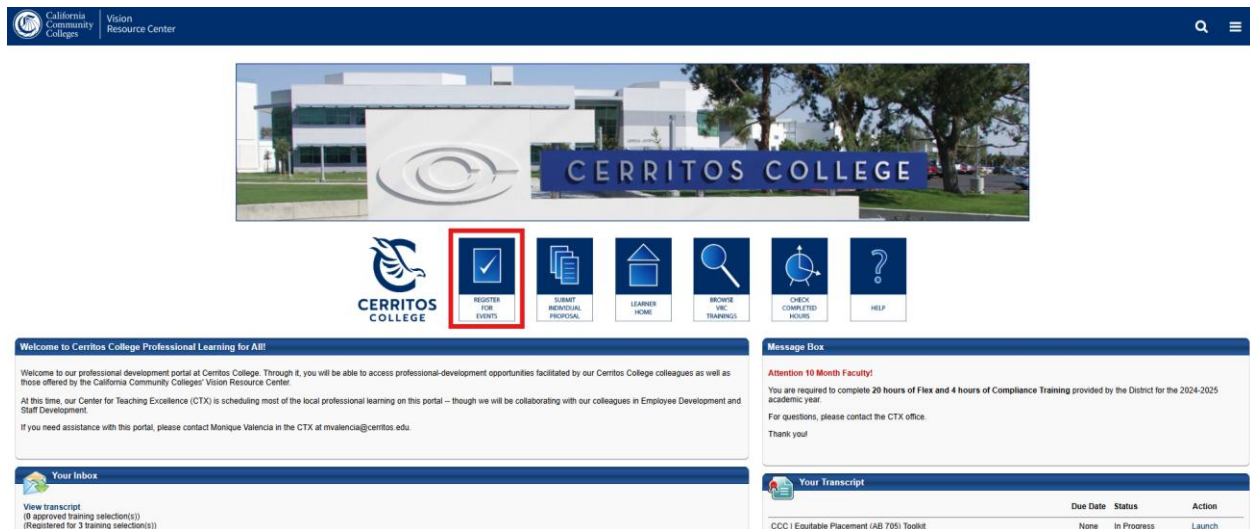
Click on the tile "Cornerstone."



If you are unable to gain access to Cornerstone, please contact Monique Valencia at [mvalencia@cerritos.edu](mailto:mvalencia@cerritos.edu).

## STEP 3: REGISTER FOR THE EVENT

Now that you are logged in to Cornerstone, click on the button “Register for Events.”



Locate the workshop you would like to attend, then click on the event title. The workshop details will appear in a new window. Click on “Request,” and the training will be added to your transcript.

**(Note:** The software refers to an attempt to register as a Request, but that is simply a term built into the software; it does not necessarily mean that there is any approval required.).

This annotated screenshot shows the 'TEST - Grading in Canvas' event details page. Callouts provide instructions: 'View the Event Details to learn about the Title, Description, and No. of Available Flex Credit.' points to the event title and description; 'Close Session Details to view Event Details.' points to the 'Session Details' tab; 'View Session Details to learn the Date, Time, Duration, & Instructor.' points to the session details; 'Click Show More to view Zoom Link.' points to the 'Show More' button; and 'Click Request to register for an event.' points to the 'Request' button.