Minnesota Department of Education

Minnesota Common Course Catalogue (MCCC)

Registration Instructions for Fall 2013 K-12 MCCC Update

This session provides **NEW K-12 information about the Minnesota Common Course Catalogue data collections**. The content for each session is the same. Multiple dates and times are offered for your scheduling convenience.

The visual portion of the session is accessed online using an Internet link provided in your registration confirmation email. *Each session has a unique link. One session's link will not work to access a different session.* The audio portion is accessed by telephone using a call-in number. The telephone number is provided online after you complete the registration process, in your registration confirmation email and again as you log into the Internet session.

The session is held online using the WebEx teleconference system. The instructions to register for an update session follow.

Fall 2013 K-12 MCCC Update WebEx Session Schedule		
DATE	**TIME**	**SESSION NAME**
Wednesday, September 18	1:00 PM	Fall 2013 MCCC K-12 Update
Thursday, September 19	10:00 AM	Fall 2013 MCCC K-12 Update
Friday, September 20	10:00 AM	Fall 2013 MCCC K-12 Update
Monday, September 23	1:00 PM	Fall 2013 MCCC K-12 Update
Tuesday, September 24	10:00 AM	Fall 2013 MCCC K-12 Update
Wednesday, September 25	1:00 PM	Fall 2013 MCCC K-12 Update
Friday, September 27	10:00 AM	Fall 2013 MCCC K-12 Update
Monday, September 30	1:00 PM	Fall 2013 MCCC K-12 Update

Presentation materials will be emailed to registered participants prior to the session.

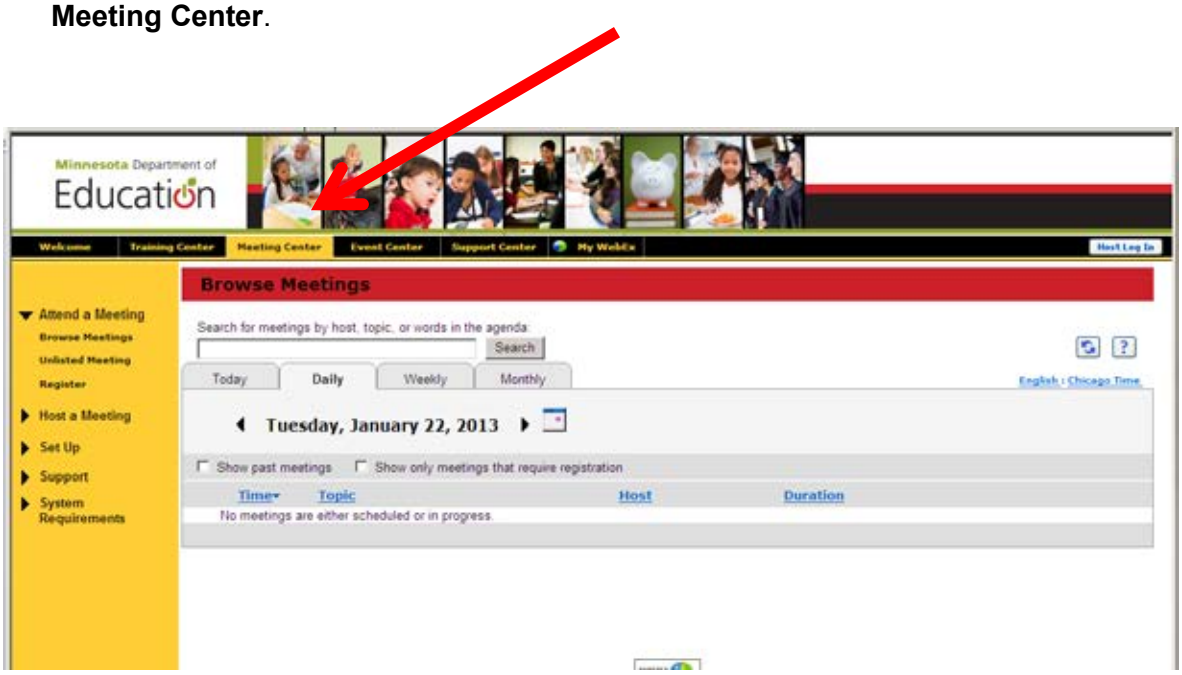
You may attend more than one session if you wish. If none of these date and time options fit your schedule, please contact the MCCC staff, mde.mccc@state.mn.us, to inquire about setting up a more a convenient session.

HOW TO REGISTER

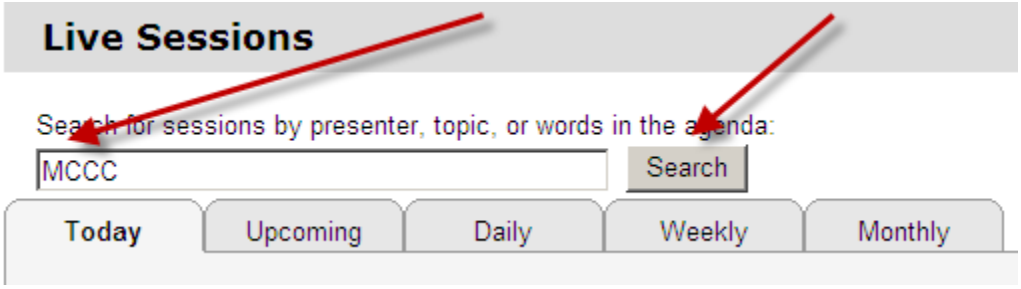
Registration is required. The following is intended to help you through the registration process:

1. Access the WebEx website to register. [Visit the Minnesota Department of Education WebEx website.](https://mde.webex.com/mw0306ld/mywebex/default.do?siteurl=mde&service=1) (https://mde.webex.com/mw0306ld/mywebex/default.do?siteurl=mde&service=1)

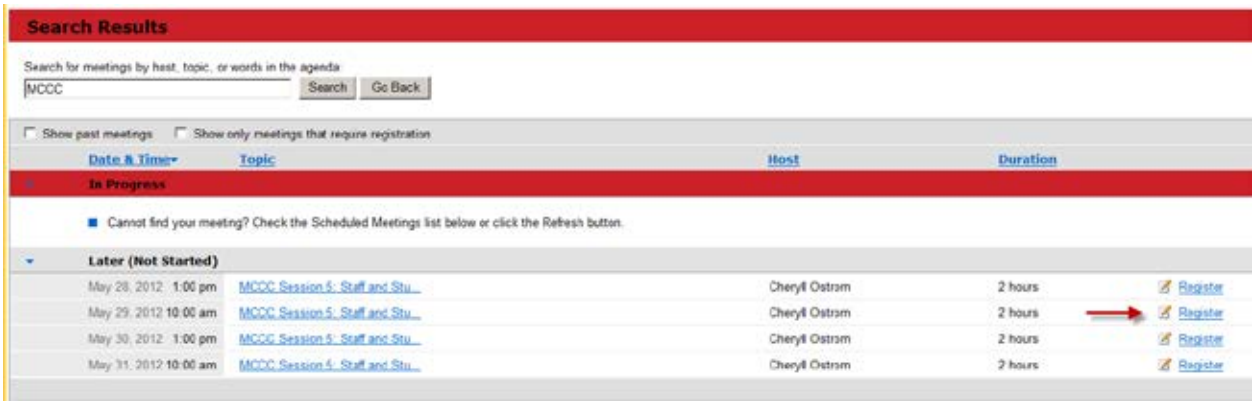
2. This screen should display with the current date. **Be sure you are in the Meeting Center**.



3. To find the MCCC session schedule, type **MCCC** in the search box and select the ***Search*** button.

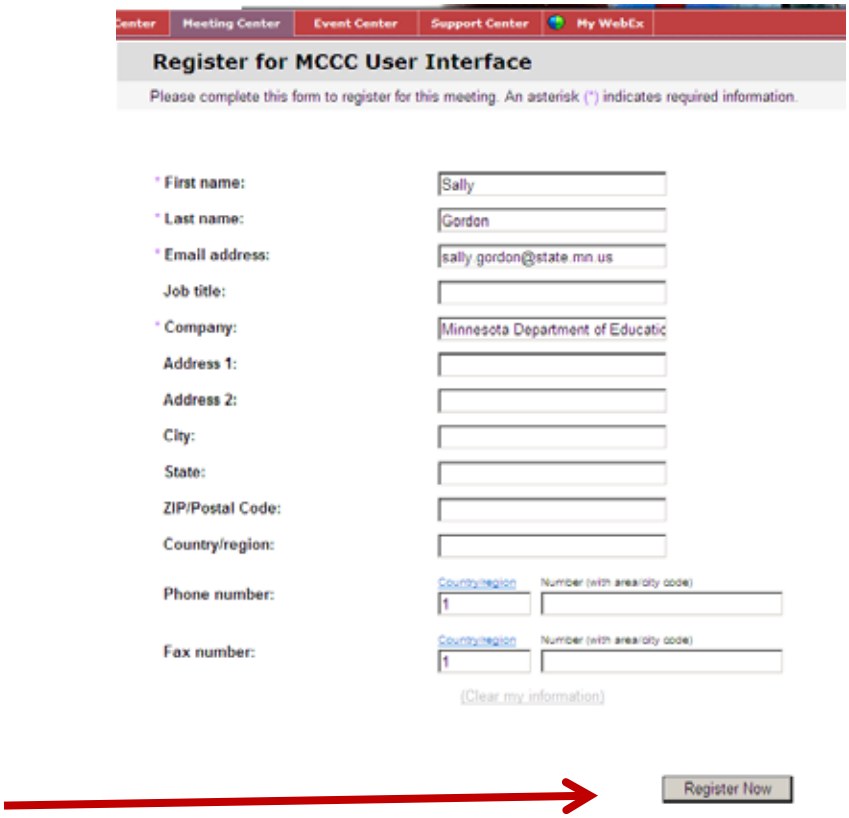


4. The list of MCCC information sessions will display.



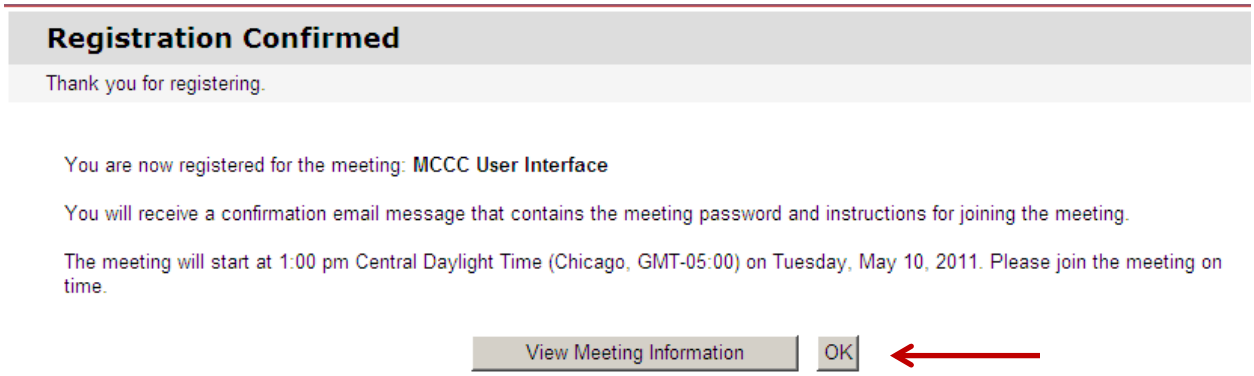
5. Select the **register** link on the far right of the session you wish to attend. **You will need to repeat the registration process for each session if you wish to attend this session more than once.**

6. Complete the required registration information with your information.



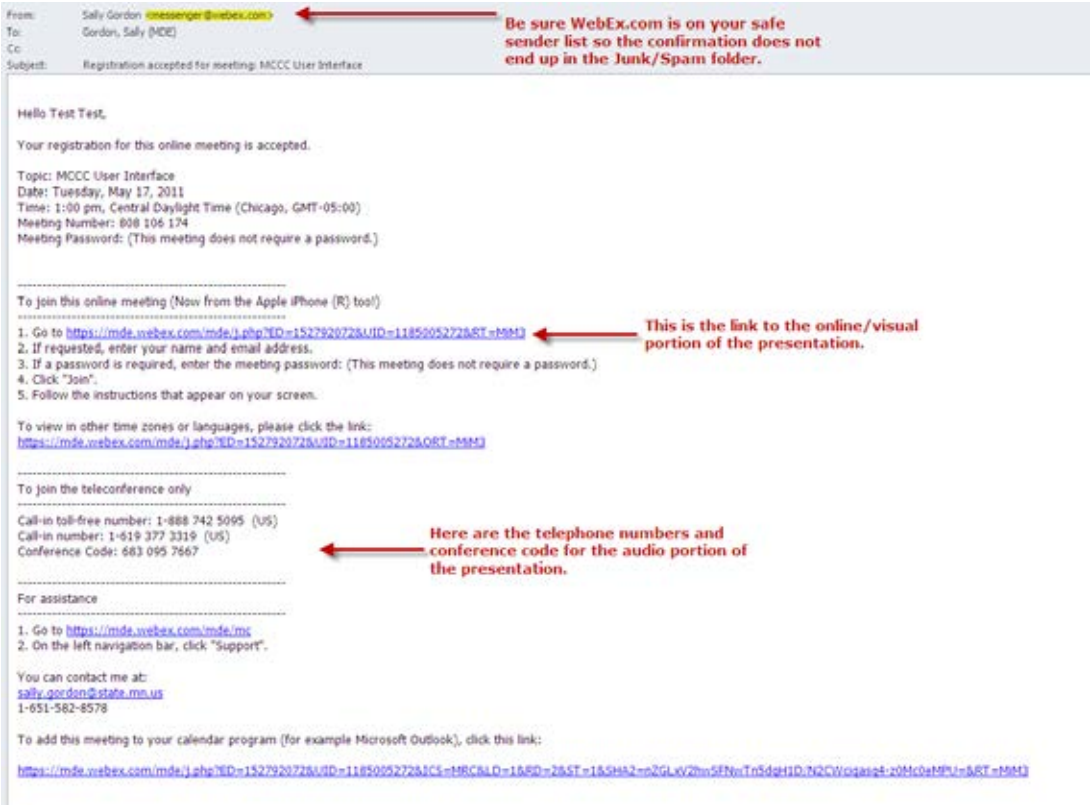
7. Select the **Register Now** button.

8. The **Registration Confirmed** page will display.



9. Select **OK** to complete your registration. **You will receive a registration confirmation email**. **If you do not receive this email, you have not successfully completed your registration.** Be sure to look in junk mail for this email if you do not receive it. You will need the information in this email to sign onto the visual portion and call in for the audio portion of the WebEx session.

10. Your registration confirmation email will look like this:



NOTE: You will need to complete the registration process for each session you want to attend. **The registration confirmation link is unique for each session**.