

COE Open House Event - Registration

1. Open web browser and type in <http://itec.utsa.edu> in the address line. This will take you to the Home Page.
2. Click on the “Sign In” tab at the top-it will turn red and take you to the iTEC-Sign In page where you will type in your email address and choose a password for yourself. (**NOTE TO SELF: Write down the password**)
3. Click the submit button. It will take you to the Account Home and My Teams page. Here is where you will sign up for iTEC events.
 - a. Click on “Sign Up for an Event”.
 - b. Fill in ALL the info including comments box. You must put something in the Comments Box. Suggestion: Position within your organization or Why you are interested in this event.
 - c. When you get to the “Events” drop down click on the arrow and select which event you want to attend.
 - d. Do the same with “Number of guests”
 - e. Click Submit
 - f. If area turns red then you must select something in that area.
 - g. Your Portfolio page will appear and list the events you are registered for. Note: you may **unregister** here also.
4. You may also click on the Events tab at the top.
 - a. On the left side you will see links for Competition, Open House, Summer Camp, Teacher Training, and Lab Tours.
 - b. Select which category you would like
 - c. Select the event/date. **NOTE: Only events available will be viewed.**
 - d. Fill in ALL the info including comments box. You must put something in the Comments Box. Suggestion: Position within your organization or Why you are interested in this event.
 - e. The Event will already be shown that you selected before.
 - f. Click the drop down arrow on “Number of guests” and make a selection
 - g. Click Submit
 - h. If area turns red then you must select something in that area.
 - i. Your Portfolio page will appear and list the events you are registered for. Note: you may **unregister** here also.

For questions, contact Moses Thompson at moses.thompson@utsa.edu