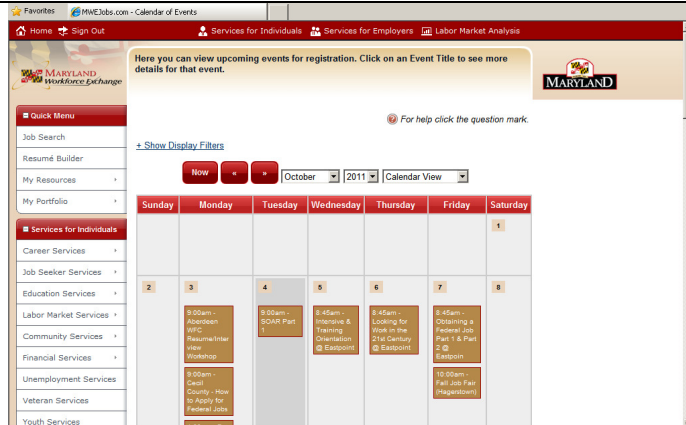


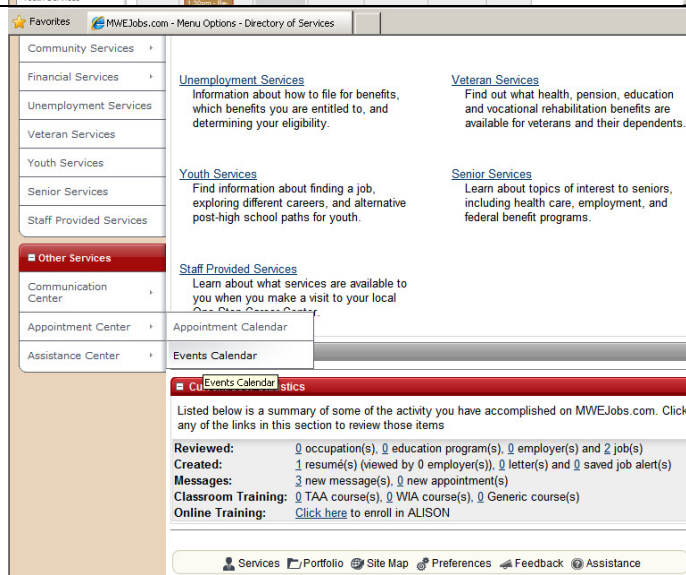
## How to register for a workshop in the Maryland Workforce Exchange

1. Log in to MWE ( Maryland Workforce Exchange) website:  
<http://mwejobs.maryland.gov/>



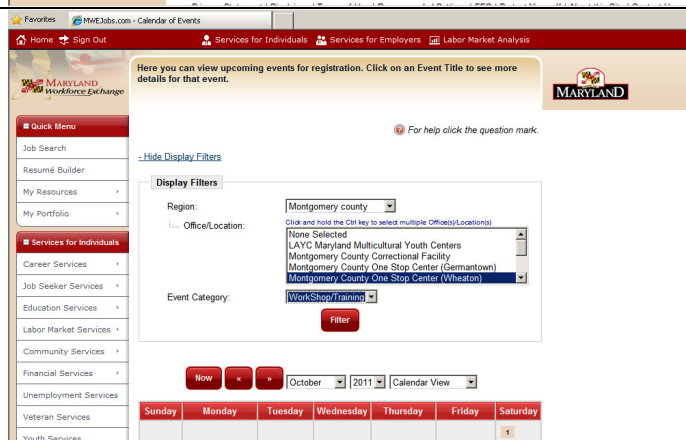
The screenshot shows the 'Calendar of Events' page on the MWEJobs.com website. The page features a navigation menu on the left with categories like 'Services for Individuals' and 'Other Services'. The main content area displays a calendar grid for October 2011, with several event listings for various dates. A 'Show Display Filters' link is visible above the calendar.

2. Scroll down to the section titled **“Other Services”**
3. Choose **“Appointment Center”**
4. Select **“Events Calendar”**



The screenshot shows the 'Menu Options - Directory of Services' page. The left sidebar lists various service categories, with 'Other Services' expanded to show 'Appointment Center' and 'Events Calendar'. The main content area provides information about different services, including 'Unemployment Services', 'Youth Services', 'Senior Services', and 'Staff Provided Services'. A summary of user activity is also displayed at the bottom.

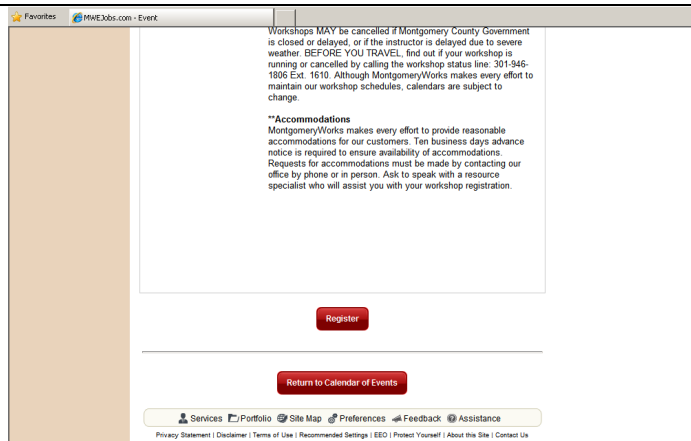
5. Click **“+ Show Display Filters”** Link
6. Select **Region, Office/Location, and Event Category** then Click **“Filter”** button
7. Select a **“Workshop”** on calendar view



The screenshot shows the 'Calendar of Events' page with the 'Display Filters' dialog box open. The filters are set to 'Region: Montgomery county', 'Office/Location: [AYC Maryland Multicultural Youth Centers, Montgomery County Correctional Facility, Montgomery County One Stop Center (Germantown), Montgomery County One Stop Center (Wheaton)]', and 'Event Category: Workshop/Training'. A 'Filter' button is visible at the bottom of the dialog box.

8. View the event details on the registration form

9. Click the **“Register”** button to register for the workshop



Workshops MAY be cancelled if Montgomery County Government is closed or delayed, or if the instructor is delayed due to severe weather. BEFORE YOU TRAVEL, find out if your workshop is running or cancelled by calling the workshop status line: 301-946-1906 Ext. 1510. Although MontgomeryWorks makes every effort to maintain our workshop schedules, calendars are subject to change.

**\*\*Accommodations**  
MontgomeryWorks makes every effort to provide reasonable accommodations for our customers. Ten business days advance notice is required to ensure availability of accommodations. Requests for accommodations must be made by contacting our office by phone or in person. Ask to speak with a resource specialist who will assist you with your workshop registration.

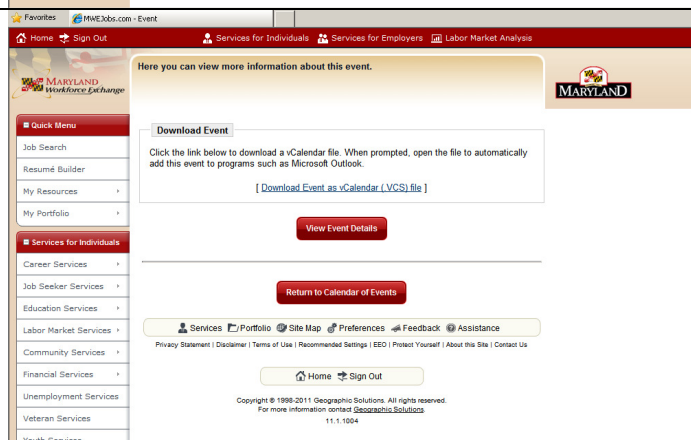
[Register](#)

[Return to Calendar of Events](#)

Services | Portfolio | Site Map | Preferences | Feedback | Assistance

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10. To return to calendar view click the **“Return to Calendar of Events”** button



Home | Sign Out | Services for Individuals | Services for Employers | Labor Market Analysis

Here you can view more information about this event.

**Download Event**

Click the link below to download a vCalendar file. When prompted, open the file to automatically add this event to programs such as Microsoft Outlook.

[ [Download Event as vCalendar \(VCS\) file](#) ]

[View Event Details](#)

[Return to Calendar of Events](#)

Services | Portfolio | Site Map | Preferences | Feedback | Assistance

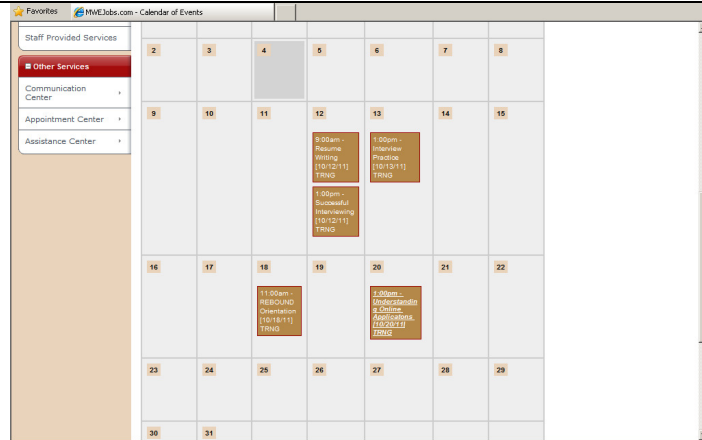
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Home | Sign Out

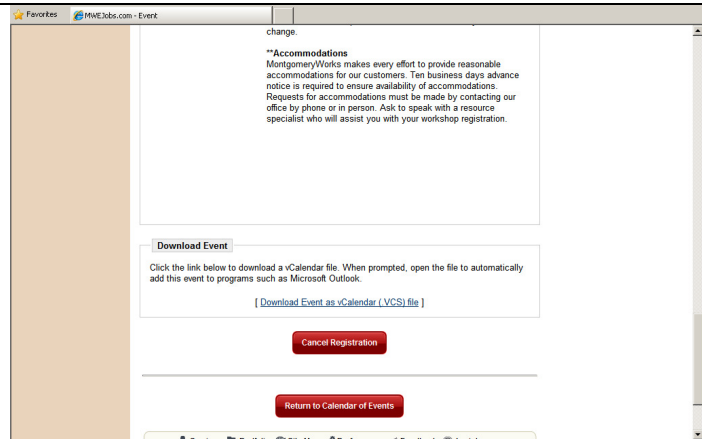
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## How to cancel your workshop registration

1. Choose registered “Workshop” which appears on the calendar in *italics and underline*



2. View the information
3. Scroll to the bottom of the page click “**Cancel Registration**” button



4. You will receive a final page displaying that “You have successfully cancelled your registration for this event”
5. To return to calendar view click the “**Return to Calendar of Events**” button

