Outreach Event Registration

1. Open your browser to access the Employee Portal and click on the **Add Outreach Event** button above the **Staff Snapshots** section.

2. When you have been directed to the registration form, be sure to provide as much detailed information as possible in the required fields. Click on the **Submit** button.

OUTREACH EVENTS

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Event Info

Name/Title Outreach Event *

Date of Outreach Event *
Month ▾ Day ▾ Year ▾

Start Time of Event *
Hour ▾ : 00 ▾ ◉ am ○ pm

End Time of Event *
Hour ▾ : 00 ▾ ◉ am ○ pm

Contact Info

Your Name *

Your Email Address *

Your Program Name *