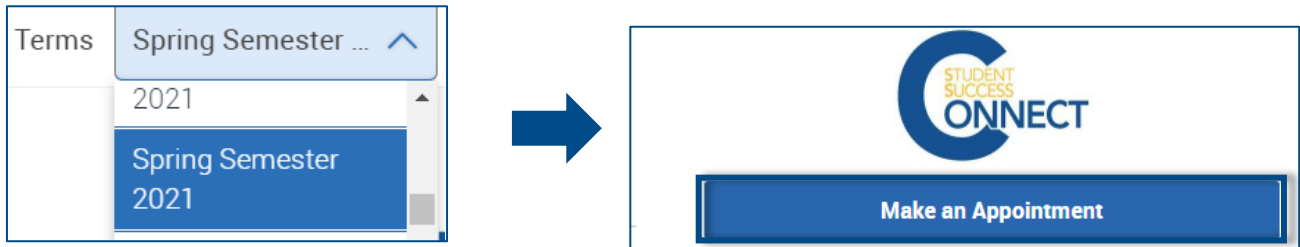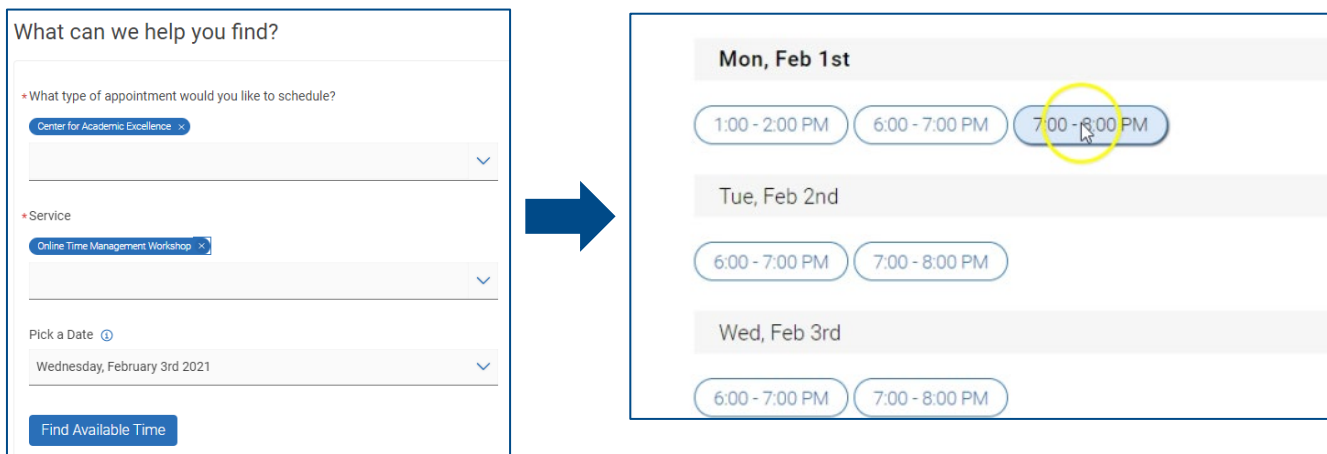# How To Sign Up for CAE's Small-Group Workshops

Center for Academic Excellence | 3rd Floor Axinn Library | (516) 463-2000 | cae@hofstra.edu

1. Log into **My.Hofstra.Edu** and click the **Student Success Connect** icon.
2. In Student Success Connect, set the **term** to the current semester, then click the **Make an Appointment** button.

3. Select **Center for Academic Excellence** as the appointment type.
4. Select your preferred workshop: **Time Management** or **Study Strategies, Pick a Date,** and click **Find Available Time**.
5. Select an available **appointment time.**

6. Review the **details** and include any **comments** or questions you have for the workshop facilitator.
7. Select **Email Reminder** and/or **Text Message Reminder** and click **Schedule**.

Check your **Hofstra Pride email** for your appointment confirmation and **Zoom link**.

If you have questions or need further assistance, please contact The Center for Academic Excellence at utp@Hofstra.edu.