

Cardinal Register

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This is a quick page guide to accessing and using Cardinal Register. This is not a training document. Cardinal Register is used to register for workshops and training courses provided on campus by various subject matter experts on a variety of topics. To access Cardinal Register do the following:

Go to the York web page

<https://www.york.cuny.edu/>

From the "Login To" drop down select "Service Desk"

Or click on this link: <https://www.york.cuny.edu/it/service-delivery-unit/y-connect>

Select "Faculty/Staff" or click on this link: <http://york-sd/helpdesk/newlogin.asp>

When YConnect Self Service comes up click on the "Training and Workshop Registration" tab as seen below.

Session #	Course	Date	Time	Room	Instructor	Max # of Students	Registered Students
1063	CS-SP-201 SELF PACE LEAR ...	Tuesday, 4/14	10:00 AM - 12:00 PM	AC-3H07	Radhni Mallesh	10	17
1255	CLNYfirst Travel and Expense Work ...	Wednesday, 4/15	2:00 PM - 4:00 PM	AC-3H07	Radhni Mallesh	10	0
1257	CLNYfirst Travel and Expense Work ...	Tuesday, 4/21	10:00 AM - 12:00 PM	AC-3H07	Ishmael Perez	10	0
1258	CLNYfirst Travel and Expense Work ...	Wednesday, 4/22	2:00 PM - 4:00 PM	AC-3H07	Ishmael Perez	10	0
1259	CLNYfirst Travel and Expense Work ...	Tuesday, 4/28	10:00 AM - 12:00 PM	AC-3H07	Greg Vega	10	0
1260	CLNYfirst Travel and Expense Work ...	Wednesday, 4/29	2:00 PM - 4:00 PM	AC-3H07	Greg Vega	10	0

To register for a course

Review the date you would like and also look at the max # of students to be sure the class is not filled. Double click on that course. You will see a Workshop & Training Registration detailed form come up that has the course name and a description of the course as well as the date, time, room and trainer information. Go to the bottom of the form and click in the checkbox and save in order to register for the course. You will get a confirmation number as well as a notification for your registration.

That's it. You are all done. If you have any issues with this please contact our Helpdesk at Ext. 5311 for assistance.

More About this notice

Call out service Desk at ext. 5311. The Service Delivery Unit at York College is your main contact point for all IT and Non-IT requests. We are committed to maintaining outstanding levels of excellence in servicing all your requests.