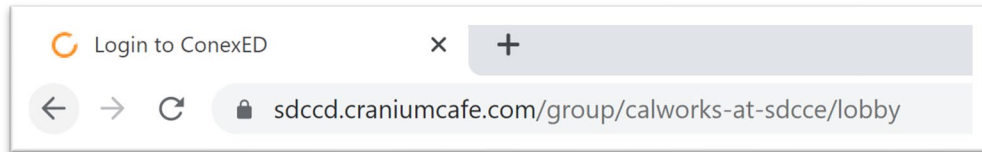


Step 1- Click the Cranium Café lobby link: <https://sdccd.craniumcafe.com/group/calworks-at-sdcce/lobby> or type it into your internet web browser



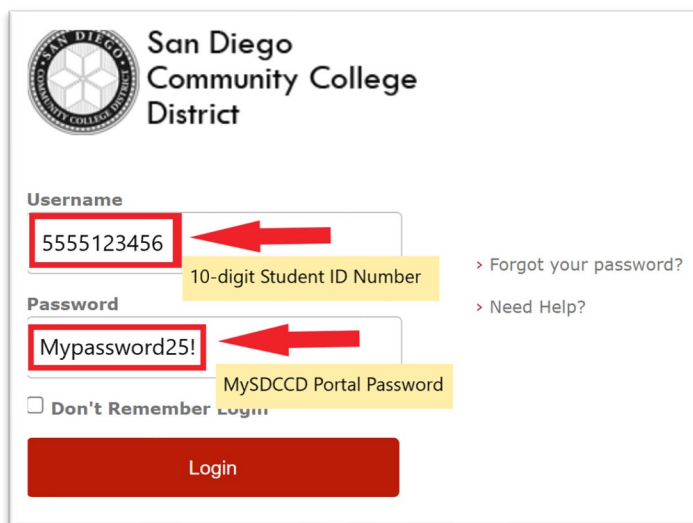
Step 2- On the webpage you will be asked to accept an 'Informed Consent Statement'. Click the green button to 'Agree'

A screenshot of a web page titled 'Informed Consent Statement'. The text explains the terms and conditions for using online services at SDCCD. It lists five points of agreement: 1. Authenticity of information, 2. FERPA permissions, 3. Recording of sessions, 4. Access to recorded information, and 5. Protection of personal information. At the bottom right, there are two buttons: 'Disagree' (red) and 'Agree' (green). A red arrow points to the 'Agree' button.

Step 3- You will be asked to log into Cranium Café. Click the button with the SDCCD logo above 'Current Students and Staff'

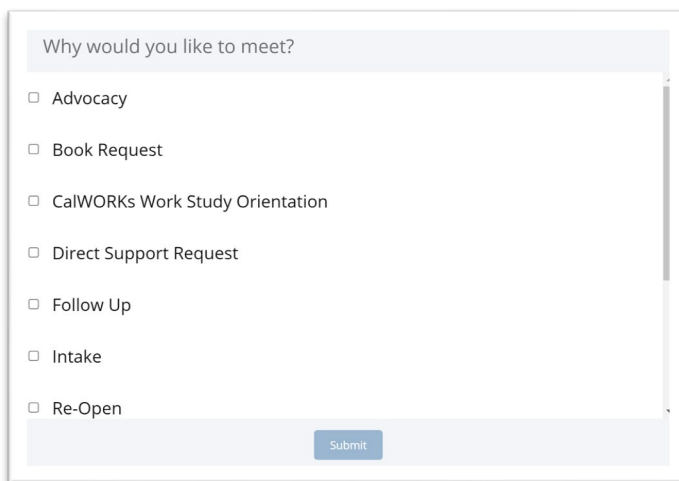
A screenshot of a login page for Cranium Café. At the top is the San Diego Community College District logo and the text 'SAN DIEGO COMMUNITY COLLEGE DISTRICT'. Below this is the instruction 'Choose a login button below to access ConexED'. There are two main login options: 'Current Students and Staff' (with a red circle around the button) and 'Prospective Students' (with a 'Guest Registration' button). A red arrow points to the 'Current Students and Staff' button. Below the 'Current Students and Staff' button, it says 'Login with your mySDCCD Credentials (10 digit ID and password)'. Below the 'Prospective Students' button, it says 'Use the button above to login to ConexED'.

Step 4- To log in type your 10-digit student ID number in the ‘username’ box. Then type your MySDCCD portal password in the ‘password’ box. Click Login



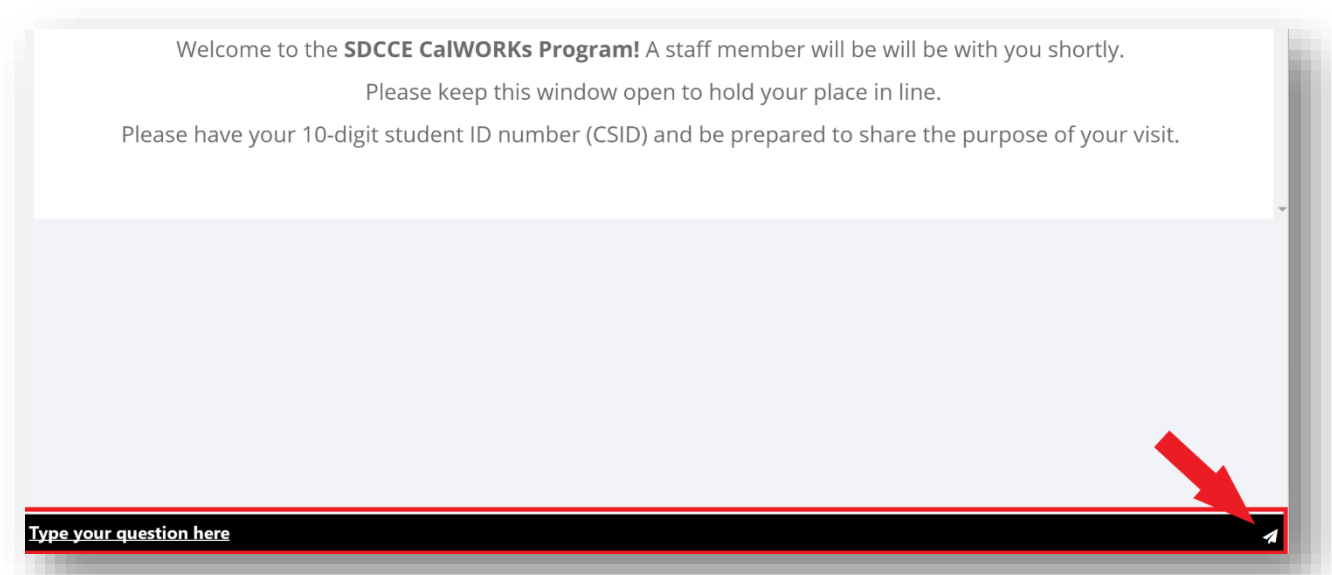
The login form for the San Diego Community College District. It features the college's logo and name at the top. Below, there are two input fields: 'Username' and 'Password'. The 'Username' field contains the text '5555123456', with a red box around it and a red arrow pointing to it from a yellow label '10-digit Student ID Number'. The 'Password' field contains 'Mypassword25!', also with a red box and a red arrow pointing to it from a yellow label 'MySDCCD Portal Password'. To the right of the password field are two links: '> Forgot your password?' and '> Need Help?'. Below the password field is a checkbox labeled 'Don't Remember Login'. At the bottom is a red 'Login' button.

Step 5- Once logged in choose at least one option from the list of ‘Why would you like to meet’ and click submit.



A form titled 'Why would you like to meet?'. It contains a list of seven options, each with an unchecked checkbox: 'Advocacy', 'Book Request', 'CalWORKs Work Study Orientation', 'Direct Support Request', 'Follow Up', 'Intake', and 'Re-Open'. At the bottom right of the form is a blue 'Submit' button.

Step 6- You will be placed in the SDCCE CalWORKs lobby. Please wait until CalWORKs staff can assist you online. You are welcome to type a question in the chat box below and click the white arrow to send the message.



A chat box interface for the SDCCE CalWORKs Program. It has a white header area with the text: 'Welcome to the **SDCCE CalWORKs Program!** A staff member will be will be with you shortly. Please keep this window open to hold your place in line. Please have your 10-digit student ID number (CSID) and be prepared to share the purpose of your visit.' Below this is a large light blue area for the chat. At the bottom is a black input field with the placeholder text 'Type your question here'. A red arrow points to a white arrow icon in the bottom right corner of the chat box, which is used to send messages.