

## How to Use Cranium Café to Contact Community Education Staff

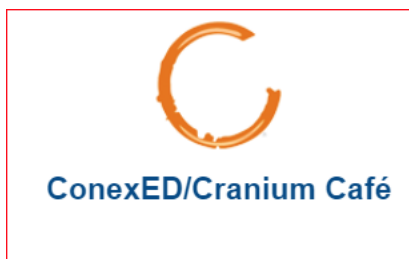
**What is Cranium Café?** Cranium Café is a tool used to allow students to get one-on-one assistance with Community Education technicians to assist you with admission, registration, or cashiering questions. Community Education staff can also help with questions regarding classes, how to access your myHancock account, and direct you to other staff on campus for support services.

### Steps to login to Cranium Café:

1. Head to the AHC webpage, and log into your myHancock portal with your username and password by using the “myHancock” icon that appears on the upper right corner of the web page.



2. Once the portal opens up, scroll down to the icons, and select the Cranium Café icon.



3. Once the page opens up, click on the round AHC button (middle of the page) to log into the Café. (If this is the 1<sup>st</sup> time you are logging into Cranium Café, the system may ask you to create a card. This process is simple and free. Follow the instructions.)
4. Use the search option (upper right section of the page). Press on the “Search by Department” button, and then type “Community Education”. Finally, click on the search icon, and this will take you to the Community Education section in the Café.
5. If the Community Education staff member's window has a green button that says "Online Now" next to it, you can press on the "Knock Door" button to chat with this person.