

Evergreen Public Schools

Staff Development Catalog & Registration Site – GoSignMeUp

Please ensure you are using a modern web browser: IE 11, Google Chrome, or Mozilla Firefox.

How Do I Register for a Course?

Make sure you are at the Evergreen Public Schools Staff Development Catalog & Registration Site located at the URL below.

<https://eps.gosignmeup.com>

The screenshot shows a web browser window with the URL <https://eps.gosignmeup.com>. The page header includes links for Home, Create account, Calendar, and Login. The Evergreen Public Schools logo is prominently displayed. Below the logo, the text reads "Registration Site" and "This site and the courses listed within are for Evergreen Public Schools employees only." A search bar is present with the text "Search" and a magnifying glass icon. To the right of the search bar is a shopping cart icon labeled "Empty". The main content area is divided into two sections: "Welcome Visitor" on the left and "Browse Courses" on the right. Under "Welcome Visitor", there is a "Show All" button and three expandable categories: "+ ESL/Bilingual Education", "+ Fall2014", and "+ Location". Under "Browse Courses", there are "From" and "Until" date pickers and a grid icon. Below these elements, the text says "Choose from the categories on the left." The footer of the page contains the text "Copyright 1999-2014 | GoSignMeUp Online Event Registration Software".

Login or Create a New Account

If this is your first time accessing the Evergreen Public Schools Staff Development Catalog & Registration Site please create an account (steps on next page) or login using your GoSignMeUp username and password you created during your last visit.

The screenshot shows a web browser window with the URL <https://eps.gosignmeup.com>. The page features the Evergreen Public Schools logo and navigation links for Home, Create account, and Calendar. A registration site notice states that the content is for employees only. A search bar is present, along with a shopping cart icon labeled 'Empty'. The 'Welcome Visitor' section includes a 'Browse Courses' button and a filter menu with options: Show All, + ESL/Bilingual Education, + Fall2014, and + Location. The 'Browse Courses' section has 'From' and 'Until' date pickers and a 'Choose from the categories on the left' instruction. The footer contains the copyright information: Copyright 1999-2014 | GoSignMeUp Online Event Registration Software.

Create a New Account

To create a GoSignMeUp account, fill out all the required information and then click on the “Agree and Create account” button.

Reminders:

1. If you have a District email address, please use it when creating your account.
2. The email address you use when creating your account is also your username in GoSignMeUp.

Welcome Visitor	User Registration
Please enter information required.	
Student Information	Subject Areas Currently Teaching
First Name*: Joe	Subject Area: <input type="checkbox"/> Pre-Kindergarten
Middle Initial:	<input type="checkbox"/> Grades K-2 (all subjects)
Last Name*: Imap	<input type="checkbox"/> Grades 3-5 (all subjects)
Location*: Administrative Service Center	<input type="checkbox"/> Reading (K-5)
Employee Type*: Other	<input type="checkbox"/> Humanities (grades 6-8)
Job Title: Test User	<input type="checkbox"/> English LA (grades 9-12)
Username: (Your email address will be your username)	<input type="checkbox"/> Math (grades 6-8)
District Email Address*: joe.imap@evergreenps.org	<input type="checkbox"/> Math (grades 9-12)
Confirm District Email Address*: joe.imap@evergreenps.org	<input type="checkbox"/> Science (grades 6-8)
Password*: ●●●●●●	<input type="checkbox"/> Science (grades 9-12)
Confirm Password*: ●●●●●●	<input type="checkbox"/> Social Studies (grades 9-12)
Work Phone*: 4000	<input type="checkbox"/> Library/Media (K-12)
Alternate Phone*: (360) 555-1212	<input type="checkbox"/> Music/Fine Arts (K-12)
Alternate Email Address: joe@mail.com	<input checked="" type="checkbox"/> World Languages (6-12)
	<input type="checkbox"/> CCTE
Registration Policy	
CLASS SIZES ARE LIMITED	
If you are unable to attend a session you are registered for please cancel your registration via your GoSignMeUp account so the seat can be offered to another person.	
Do you agree to the terms and conditions of our Registration Policy ?*	
Agree and Create account	

Finding a Course

There are several options for finding a course.

1. Search by using the search bar.
2. Search for a course using the categories in the left navigation (courses may appear under multiple categories.)
3. Switch the way courses are displayed using the icons to give more or less information.

The screenshot shows a course browsing page. At the top, there is a search bar labeled '1' and a shopping cart icon labeled 'Empty'. Below the search bar, the user is greeted with 'Welcome Joe Imap'. On the left, there is a navigation menu with 'Show All' and several expandable categories: '+ ESL/Bilingual Education', '+ Fall2014', and '+ Location'. A red arrow labeled '2' points to the 'Location' category. The main content area displays a list of courses. The first course is 'Testing a course' with ID '446554avd' and 'test'. The second is 'Theoretical Foundations of ESL Programs' with ID 'EDEU9388-BU'. The third is another 'Testing a course' with ID '123142'. Each course card includes details like start dates, sessions, location, and status, along with an 'Add to cart' button. A red arrow labeled '3' points to the course selection icons at the top right of the course list.

Click on the course title for more information.

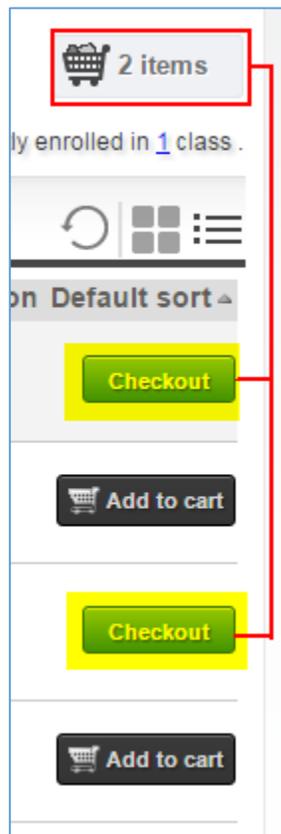
1. The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course number and the name of the course.
2. This area shows a description of the course
3. This area has Contact Information (if available)
4. This area has Clock Hour/Credit information (if available).
5. Dates and Times shows additional information including when the course starts and the sessions of the course.
6. Locations shows where this course is located.
7. Instructors shows the instructors that will be instructing the course, including a bio if they have one.
8. This area is where you can add the course to your cart by clicking "Add to cart". You will also have to mark required information here including pre-requisites or materials (if required).

The screenshot shows the details for the course 'EDTECH200 Introduction to Microsoft Excel 2013'. At the top left, there are social media icons and a breadcrumb trail: 'Home > All > EDTECH200 Introduction to Microsoft Excel 2013', with a red '1' next to it. The course title is 'EDTECH200 Introduction to Microsoft Excel 2013'. Below the title is a description: 'Have you ever wondered how Microsoft Excel could help you in the classroom? Come to this class to learn how to create simple spreadsheets using Excel. Other topics covered will be creating and sorting data, formatting cells, using the AutoSum feature and creating simple charts.' To the right of the description is a green 'Add to cart' button with a shopping cart icon, labeled '8'. Below the description are several sections: 'Contact' with 'Jule Houser' and email 'jule.houser@evergreens.org', labeled '3'; 'Credits' showing 'Credits : 3', labeled '4'; 'Locations' with a map of the Vancouver area and the address 'Cascade Middle School Computer Lab, 13900 N.E. 18th St. Vancouver, WA US 98684 Room: Room 103B', labeled '6'; 'Dates and Times' showing 'Starts: Tue, Sep 23, 2014 4:15 PM', 'Sessions: Tue, Sep 23, 2014 4:15 PM - 6:30 PM', and 'Registration closes: Tue, Sep 23, 2014 4:15 PM', labeled '5'; and 'Instructor(s)' showing 'Julie Houser' with a silhouette, labeled '7'.

Register for a Course

Once you find a course or courses you wish to register for, click on the “Add to cart” button from either the catalog or the course description. This will add the course(s) to your shopping cart. Once you are finished adding courses to your shopping cart click on either the shopping cart icon at the top of the page (and click on the go to cart button) or click on the Checkout button associated with the course(s) in your shopping cart.

You can sign up for multiple courses at one time – just keep adding courses to your cart before checking out!



Review Cart

During the checkout process you can review the courses in your cart. Click on the “Proceed to Next Step” button to finish registering for the course(s) in your cart.

* Removing Courses from your Cart – click on the x icon to remove a course form your shopping cart.

Log in/ Create Account Review Processing Receipt & Confirmation

Add more courses

Review your current order

Course Name	Date(s)	Time(s)
ET0516 Online: OneDrive for Business - 18701	This class will open for enrollment on 5/16. Participants will have one week to independently complete the class at their own pace and must submit the final assignment by 5 p.m. on 5/23.	<input type="checkbox"/>
ET0601 Online: Create and Design Online Surveys and Quizzes - 18703	This class will open for enrollment on 6/1. Participants will have one week to independently complete the class at their own pace and must submit the final assignment by 5 p.m. on 6/8.	<input type="checkbox"/>

Proceed to Next Step

Receipt and Confirmation

After clicking on the "Proceed to Next Step Button you will automatically be taken to the Receipt and Confirmation page indicating that you have registered for the course(s) that were in your shopping cart. You can always print a copy of the receipt but you will also receive a confirmation email with the details of the course(s) you signed up for.

*** Since the District does not charge for classes you will automatically proceed past the "Payments" portion of the checkout process.**



Log in/ Create Account Review Processing Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:	
Date:	5/13/2016
Registration number:	CJW1U6GK0055495
Username:	

Participant Information:	Payment Details:

Order Details

Course name	Course#	Dates	Status
Online: OneDrive for Business	ET0516	This class will open for enrollment on 5/16. Participants will have one week to independently complete the class at their own pace and must submit the final assignment by 5 p.m. on 5/23.	Enrolled
Online: Create and Design Online Surveys and Quizzes	ET0601	This class will open for enrollment on 6/1. Participants will have one week to independently complete the class at their own pace and must submit the final assignment by 5 p.m. on 6/8.	Enrolled

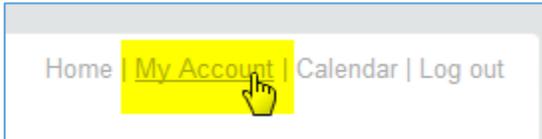
[Print Receipt](#)

[Continue Shopping For Courses](#) [Back To User Home](#)

Course History and Other Account Information

To review all your account information click on the “My Account” link at the top of the page. Your demographic information is on the left. There are 2 widgets on the right.

1. The “Email” widget lists all the emails that you should have received from GoSignMeUp over the history of your account.
2. The “Courses” widget displays all the courses you have enrolled in as well as courses you are on the wait list for.



Welcome Joe Imap You are currently enrolled in [1](#) class.

[Browse Courses](#)

Student Information

First Name*: Joe
Middle Initial:
Last Name*: Imap
Location*: Administrative Service Center
Employee Type*: Other
Job Title: Test User
Username: (Your email address will be your username)
District Email Address*: joe.imap@evergreenps.org
Password*: *****
Work Phone*: 4000
Alternate Phone*: (360) 555-1212
Alternate Email Address: joe@mail.com

Received Email

Search

Page 1 of 1 | Displaying 1 - 2 of 2

Date	Subject
06/16/2014 11:41 AM	Course calendar event
06/16/2014 11:41 AM	Enrollment Confirmation

Subject Areas Currently Teaching

Subject Area:

- Pre-Kindergarten
- Grades K-2 (all subjects)
- Grades 3-5 (all subjects)
- Reading (K-5)
- Humanities (grades 6-8)

Courses

Print

Enrolled | Waiting | Past | Transcribed | Cancelled | Multiple E

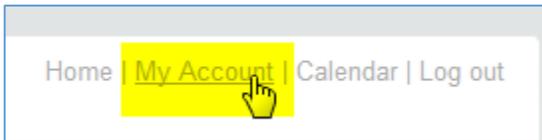
#	Course Name	Enrolled by	Start Date	Action
Order Number: CY33AI533114531		Paid Amount: \$0.00		
2527	Introduction to Micr...		09-23-2014	Select...

Total Paid: \$0.00

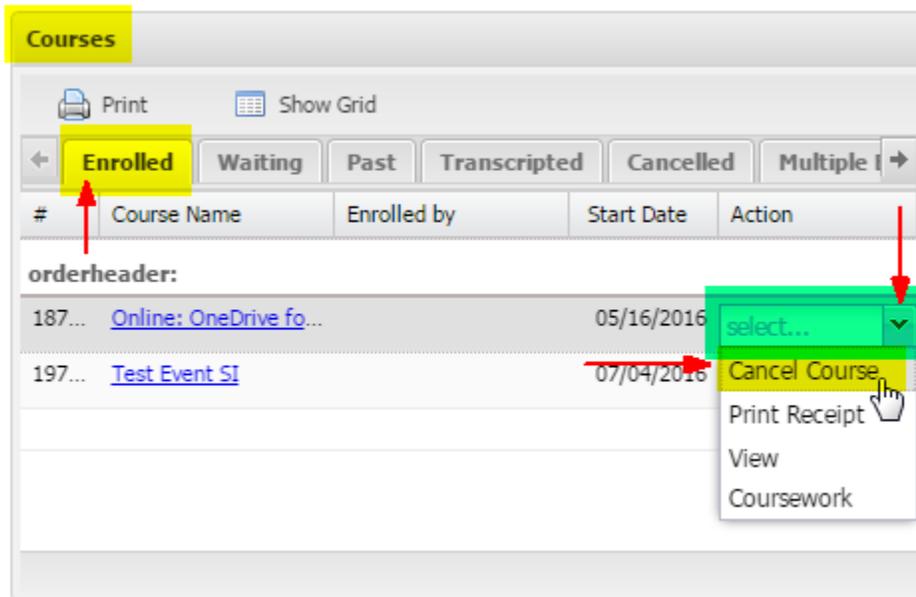
Cancelling Registration in a Course

Please follow the instructions below to cancel your registration in your course.

1. Click on the “My Account” link at the top of the page.



2. Under the “Courses” widget, click on the “Enrolled” tab, find the course you wish to cancel your registration in and click on the drop-down menu and select “Cancel Course”.



3. You will be prompted to confirm the cancellation of your registration. Click on the “Yes” button.
 - a. The page will reload and the course registration will be moved to the courses in under the “Cancelled”.
 - b. You will receive the “Course Cancellation” email.

