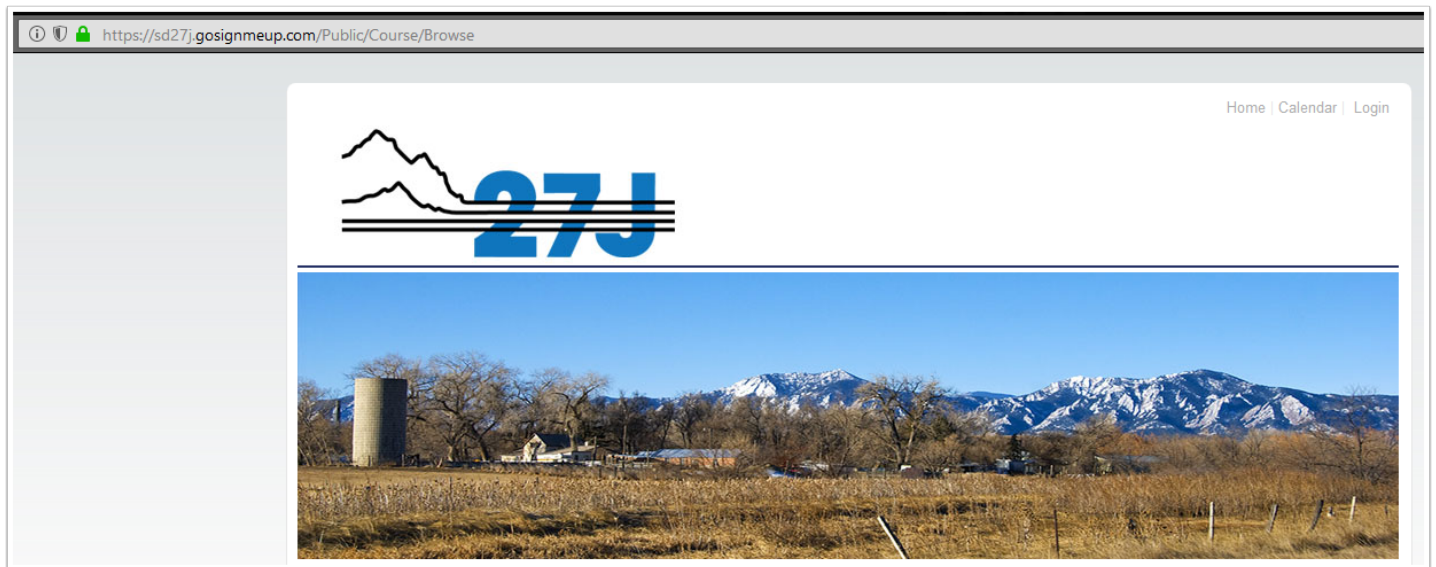


How Do I Register for a SD27J Course

This lesson will show you how to use our registration software.

1) Make sure you are on our registration site at:
<https://sd27j.gosignmeup.com>



2) Click 'Login' to be redirected to the School District 27J login page, and log in with your OneLogin credentials.

A screenshot of the School District 27J login form. At the top is a blue header with the text 'SCHOOL DISTRICT 27J' in white. Below the header are two white input fields with rounded corners. The first field is labeled 'Username' and the second is labeled 'Password'. Below these fields is a blue button with the text 'LOG IN' in white. At the bottom of the form are two links: 'FORGOT PASSWORD' and 'HELP', separated by a vertical bar.

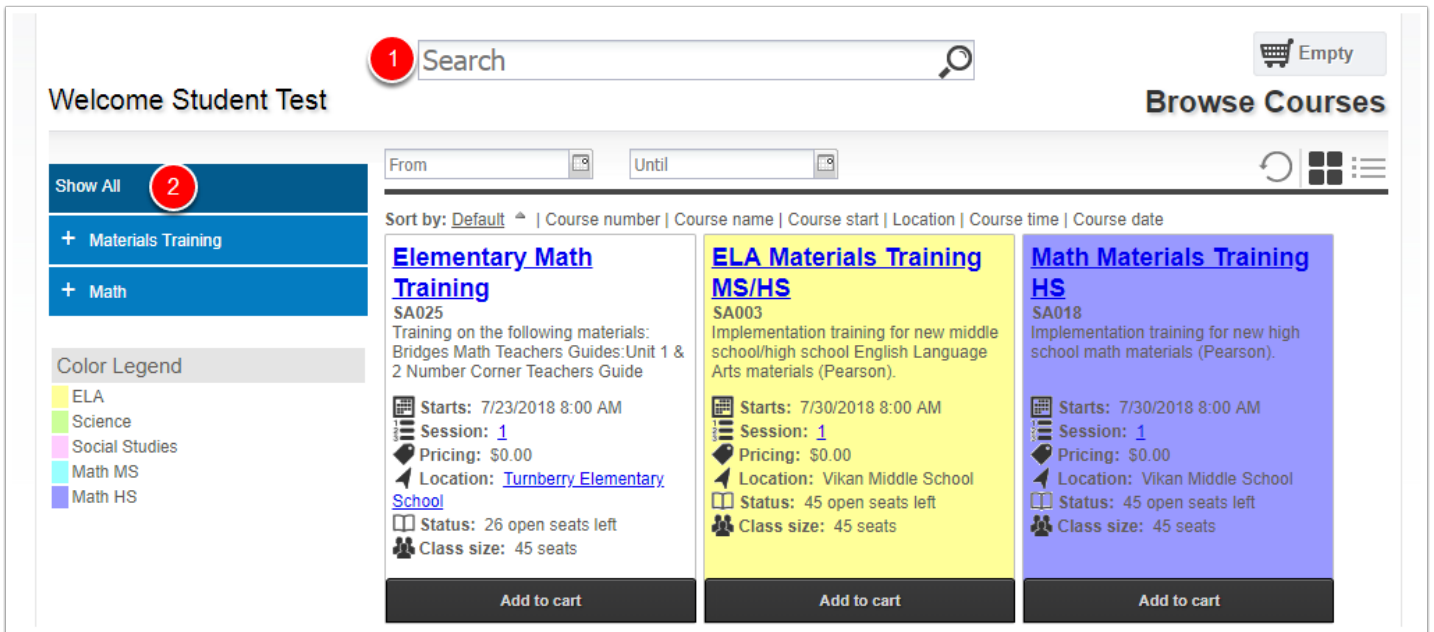
3) On your first login, you will need to choose a Site before you will be able to register for courses. Click on the Pencil icon in the upper right corner of the Student Information view, and

select a Site from the drop-down list. Press the 'Save' icon that will appear in the upper right corner of the Student Information Box.

The screenshot shows the 'Student Information' form in the 'Dashboard' area. The form fields are: Last Name: Test, First Name: Student, Username: Test_Student, Password: ***** (masked), E-mail Address: test@gosignmeup.com, Site: (empty), and Employee ID#: (empty). A red box highlights a pencil icon in the top right corner of the form, with a red arrow pointing to it. To the right, there is a 'Received Email' section with a search bar and a table with columns 'Date' and 'Subject', showing 'No e-mails found'. Below that is a 'Courses' section with a table with columns '#', 'Course Name', 'Enrolled by', 'Start Date', and 'Action', showing 'No courses to show'.

The screenshot shows the 'Student Information' form with the 'Site' dropdown menu open. The dropdown list contains: Brantner, North, Northeast, Pennock, Reunion, and Grand Creek. A red box highlights the 'Site' field and the dropdown menu, with a red arrow pointing to the dropdown. A red box with a red 'X' icon is also visible in the top right corner of the form. The other fields and sections are the same as in the previous screenshot.

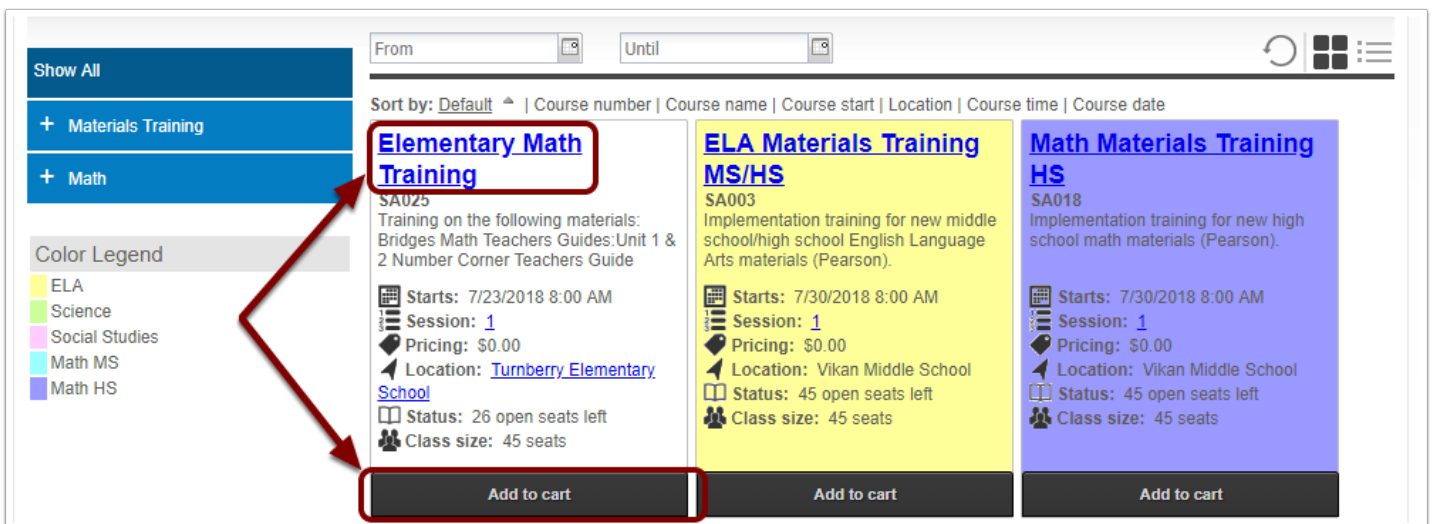
4) On the home page, you can search for courses in different ways.



1) You can search for specific courses using the search bar.

2) You can search for courses by searching through the categories/locations on the left hand side.

5) Once you find the course you are looking for, you can add it straight to your cart by clicking on "Add to cart". Or See more information by clicking on the Course Name.



6) Here is the courses information page. You can see more information about the course here.

The screenshot shows a web browser window displaying the course information page for 'SA025 Elementary Math Training'. The page is divided into several sections, each highlighted with a red box and a numbered callout (1-6):

- 1:** Course title 'SA025 Elementary Math Training'.
- 2:** Description of the course: 'Training on the following materials: Bridges Math Teachers Guides:Unit 1 & 2 Number Corner Teachers Guide'.
- 3:** Contact information: 'Cindy Ritter, 303-655-2961'.
- 4:** Dates and Times: 'Starts: 7/23/2018 8:00 AM', 'Sessions: 7/23/2018 8:00 AM - 3:00 PM', 'Registration closes: 7/23/2018'.
- 5:** Instructor information: 'CINDY RITTER' with a placeholder profile picture.
- 6:** 'Add to cart' button and availability information: '26 Open Seats Left', '45 Wait Spaces Available'.

Other visible information includes 'Re-Licensure Credit Hours : 6.5' and a map showing the location of Tumberry Elementary School in Commerce City, CO.

1) You can see the Course Number and the name of the course.

2) This area shows a description of the course

3) This area shows the contact, credits, location and any visual icon for the course if any.

4) Dates and Times shows additional information including when the course starts and the sessions of the course or whether this is an online course.

5) Instructors shows the instructors that will be instructing the course, including a bio if they have one.

6) 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.

7) You can continue adding courses to your cart, or click on the cart to see what is in there.

Welcome Student Test

Search

From [] Until []

Sort by: **Default** | Course number | Course name | Course start | Location | Course time | Course date

Elementary Math Training
SA025
Training on the following materials:
Bridges Math Teachers Guides:Unit 1 & 2
Number Corner Teachers Guide
Starts: 7/23/2018 8:00 AM
Session: 1
Pricing: \$0.00
Location: [Turnberry Elementary School](#)
Status: 26 open seats left
Class size: 45 seats
Checkout

ELA Materials Training MS/HS
SA003
Implementation training for new middle school/high school English Language Arts materials (Pearson).
Starts: 7/30/2018 8:00 AM
Session: 1
Pricing: \$0.00
Location: Vikan Middle School
Status: 45 open seats left
Class size: 45 seats
Add to cart

Math Materials Training HS
SA018
Implementation training for new high school math materials (Pearson).
Starts: 7/30/2018 8:00 AM
Session: 1
Pricing: \$0.00
Location: Vikan Middle School
Status: 45 open seats left
Class size: 45 seats
Add to cart

Color Legend
ELA
Science
Social Studies
Math MS
Math HS

1 item

Browse Courses

8) After clicking on your cart you can see what is inside of it. You can also delete the items by clicking the "X" or "Empty Cart". To continue click on "Checkout".

Welcome Student Test

Search

From [] Until []

Sort by: **Default** | Course number | Course name | Course start | Location

Elementary Math Training
SA025
Training on the following materials:
Bridges Math Teachers Guides:Unit 1 & 2
Number Corner Teachers Guide
Starts: 7/23/2018 8:00 AM
Session: 1
Pricing: \$0.00
Location: [Turnberry Elementary School](#)
Status: 26 open seats left
Class size: 45 seats
Checkout

ELA Materials Training MS/HS
SA003
Implementation training for new middle school/high school English Language Arts materials (Pearson).
Starts: 7/30/2018 8:00 AM
Session: 1
Pricing: \$0.00
Location: Vikan Middle School
Status: 45 open seats left
Class size: 45 seats
Add to cart

Math Materials Training HS
SA018
Implementation training for new high school math materials (Pearson).
Starts: 7/30/2018 8:00 AM
Session: 1
Pricing: \$0.00
Location: Vikan Middle School
Status: 45 open seats left
Class size: 45 seats
Add to cart

Color Legend
ELA
Science
Social Studies
Math MS
Math HS

1 item

Elementary Math Trai... \$0.00 X

Sub-total: \$0.00

Empty cart

Checkout

9) When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Next Step" to enroll in the course.

Welcome Student Test

Progress: 1. Log in/ Create Account (checked), 2. Review (active), 3. Payments, 4. Receipt & Confirmation

[Add more Courses](#)

Review your current order

Course Name	Date(s)	Time(s)	Status	Price	
SA025 Elementary Math Training - 3935	7/23/2018	8:00 AM - 3:00 PM	Open: 26 Open Seats Left Wait List: 45 Wait Spaces Available	\$0.00	X

Sub-total: \$0.00

Discount: \$0.00

Sales Tax: \$0.00

Total: \$0.00

[Proceed to Next Step](#)

10) You are now registered! You will be taken to the order confirmation page where you can print this for your records

Welcome Student Test

Log in/ Create Account Review Payments **4** Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:
Date: 7/17/2018
Registration number: CB93G83E4231899
Username: Test_Student

Participant Information:
Student Test
test@gosignmeup.com

Order Details

Course name	Course#	Dates	Status	Price
Elementary Math Training	SA025	7/23/2018 8:00 AM - 3:00 PM	Enrolled	
Total:				\$0.00
Discount:				\$0.00
Total Amount Paid:				\$0.00

Print Receipt

Continue Shopping for Courses **Back To User Home**

You will also get a confirmation email sent to you. If you do not receive a confirmation email within a couple minutes, please check your junk folder or go to your Student Dashboard to view it directly.