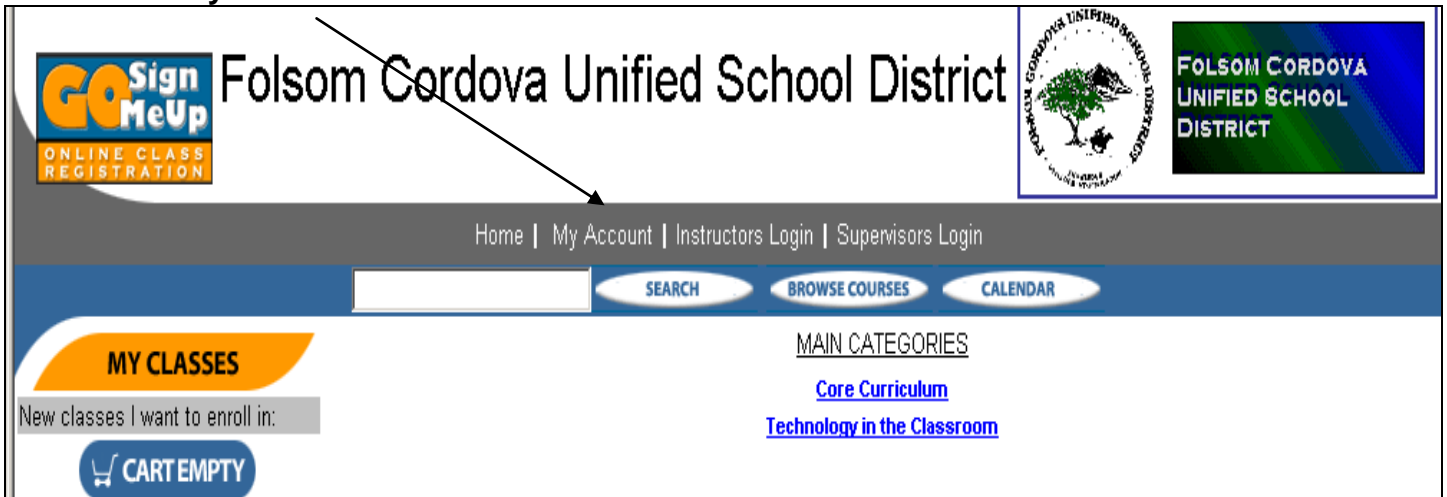


Go Sign Me Up!
Registration Instructions
<http://fcusd.gosignmeup.com>

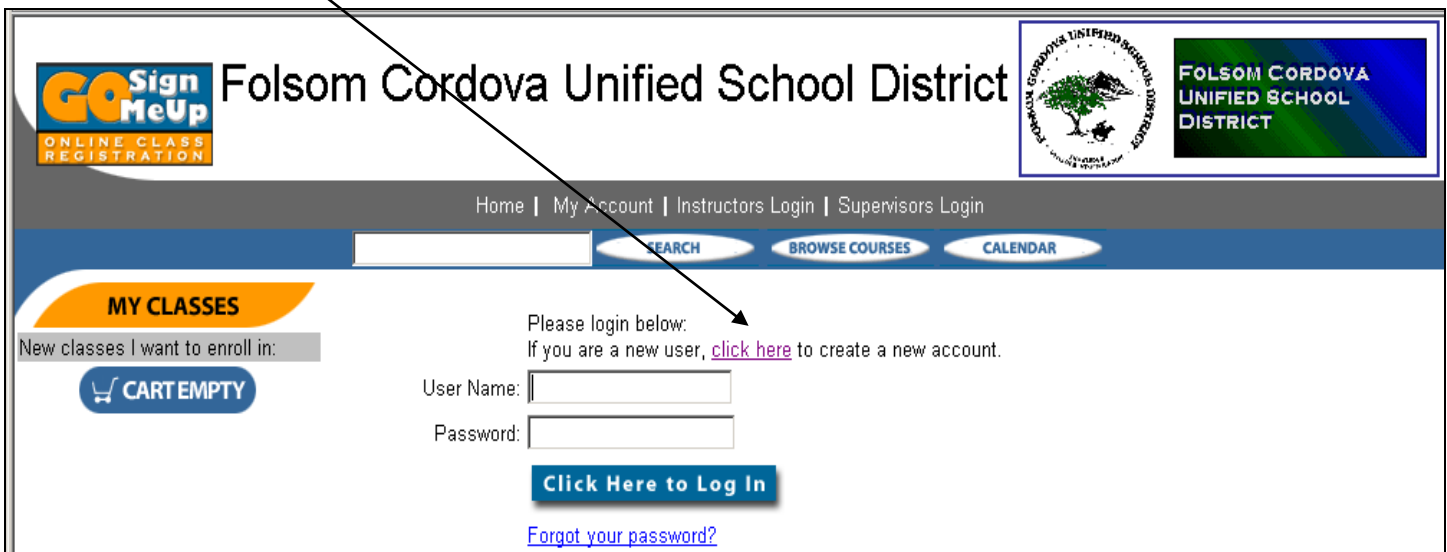
STEP 1: CREATING AN ACCOUNT

If you already have an account in Go Sign Me Up, skip to Step Two and register for your classes.

Click on the **My Account** button.



Use the **click here** button to create a new account.



Enter information in **all required** fields.

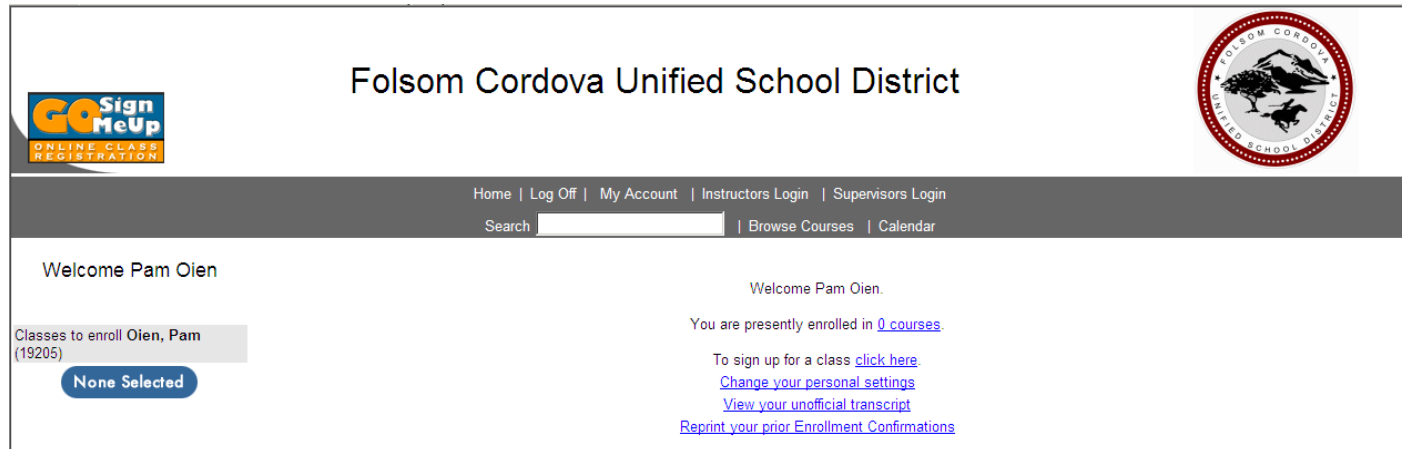
- Enter your **FCUSD** email address your **FCUSD** employee ID number.
- Click **Submit** after you have entered all of your information.

Job Title: *	<input type="text" value="Teacher"/>
Employee ID Number: *	<input type="text" value="987655"/>
Password: *	<input type="text" value="sample"/>
First Name: *	<input type="text" value="Pam"/>
Last Name: *	<input type="text" value="Oien"/>
Username: *	<input type="text" value="poien"/>
E-Mail Address: * (@fcusd.org)	<input type="text" value="poien@fcusd.org"/>
Verify E-Mail Address: *	<input type="text" value="poien@fcusd.org"/>
Street Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
School Grade Level:	<input type="text" value="All"/>
School/Location: *	<input type="text" value="ETIS"/>
Classification: *	<input type="text" value="Certificated/Other"/>
Home Phone: *	<input type="text"/>
Work Phone: *	<input type="text"/>
Fax:	<input type="text"/>
<input type="button" value="Submit"/>	



STEP 2: SEARCHING AND REGISTERING FOR CLASSES

After you click on **submit** to create your account, you will see the screen below.



The screenshot shows the user interface for the Folsom Cordova Unified School District's online class registration system. At the top left is the "Go Sign Me Up ONLINE CLASS REGISTRATION" logo. The main header displays "Folsom Cordova Unified School District" and the district's seal on the right. A navigation bar includes links for "Home", "Log Off", "My Account", "Instructors Login", and "Supervisors Login". Below this is a search bar with the text "Search" and a dropdown menu with options "Browse Courses" and "Calendar". The user's name, "Pam Oien", is displayed in the top left. On the left side, a box titled "Classes to enroll Oien, Pam (19205)" shows "None Selected". On the right side, the user is greeted with "Welcome Pam Oien." and informed that they are currently enrolled in "0 courses". Below this, there are several links: "To sign up for a class click here", "Change your personal settings", "View your unofficial transcript", and "Reprint your prior Enrollment Confirmations".

There are several ways to search for classes.

SEARCH: (Useful if you know the instructor or course name for a session)

Type a keyword(s) into the blank to the right of the word Search and click on the Search button. The program searches the **title of the course** and the **general categories** (ex. technology, mathematics, language arts, curriculum, etc.) and **instructor name**.

For example:

- If you were searching for a class on PowerPoint you could search on the word "PowerPoint" or the word "technology".

BROWSE:

Click on the area that you wish to view (ex. Elementary or secondary)

- NOTE: If courses are appropriate for multiple levels, they will appear under all relevant levels

CALENDAR:

Select the Calendar button and the current month will be displayed. You can use the arrow keys or drop down menu to look at future months. Click on the class name on the calendar to access the registration page for the class.

REGISTERING:

- Utilizing one of the three methods of locating the class (Search, Browse or Calendar) you will access a page similar to the one displayed below
 - Click on the SignUp button to register for a class.
 - After you have hit SignUp it will place the class in a list on the left side of the page

My Classes

Classes to enroll
Not Logged On.

Course	sort by: course # date time	Status	Enroll Now
Session A			
PDD0809-08/06 (A) Caring School Community Intro Training-Pt.1 AM	Date(s) Time(s) Wednesday 8/6/2008 7:30 AM-9:45 AM	Space Available	Buyback SIGN-UP
at Folsom High School			
PDD0809-08/06 (A) Connecting Art and Writing	Date(s) Time(s) Wednesday 8/6/2008 7:30 AM-9:45 AM	Space Available	Buyback SIGN-UP
at Folsom High School			
PDD0809-08/06 (A) Deaf/Hard of Hearing Students in the Classroom	Date(s) Time(s) Wednesday 8/6/2008 7:30 AM-9:45 AM	Space Available	Buyback SIGN-UP
at Folsom High School			

Done

Internet

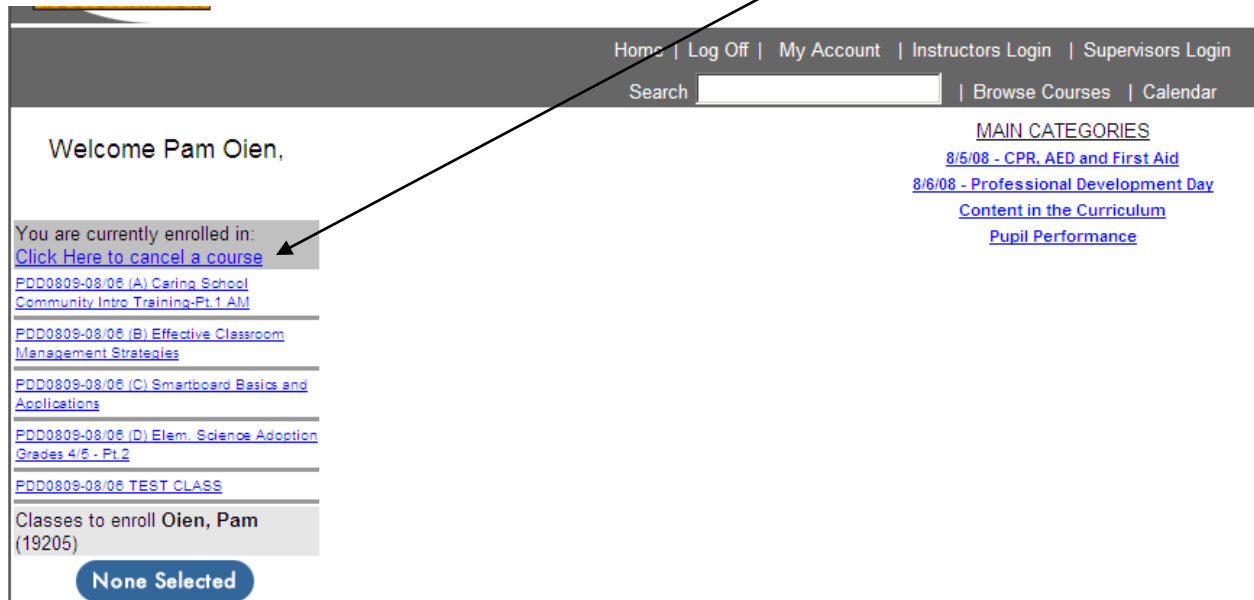
- Choose Register
- It will display a summary page – YOU MUST HIT SUBMIT on the summary page to actually register for the class
- Go Sign Me Up will send you a confirmation email once you have submitted your request
- PLEASE NOTE: If you wish to register for a class that is full, you can be placed on a waiting list. If a spot becomes available Go Sign Me Up will automatically move people from the waiting list to the enrolled list and send an email to the participant.

Canceling a course:

If you need to cancel a session, login to Go Sign Me Up (or if you are already logged in – choose Home).

You will see all of the classes you enrolled in listed on the left side of the page.

To delete a class click on the link that says “**Click Here to Cancel a Course**”.



Home | Log Off | My Account | Instructors Login | Supervisors Login

Search | Browse Courses | Calendar

Welcome Pam Oien,

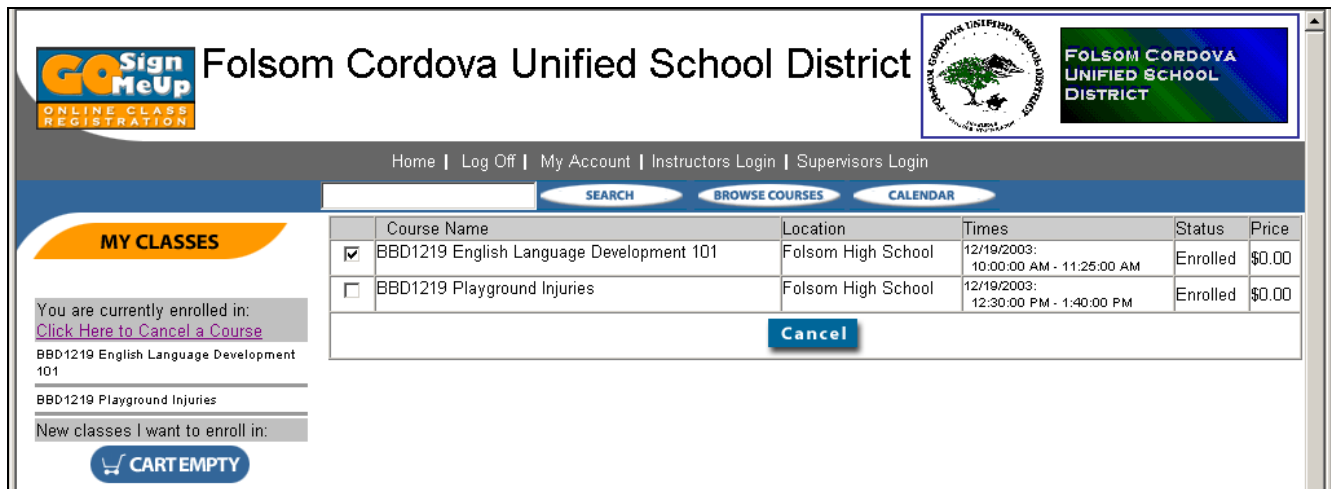
MAIN CATEGORIES
[8/5/08 - CPR, AED and First Aid](#)
[8/6/08 - Professional Development Day](#)
[Content in the Curriculum](#)
[Pupil Performance](#)

You are currently enrolled in:
[Click Here to cancel a course](#)
[PDD0809-08/06 \(A\) Caring School Community Intro Training-Pt 1 AM](#)
[PDD0809-08/06 \(B\) Effective Classroom Management Strategies](#)
[PDD0809-08/06 \(C\) Smartboard Basics and Applications](#)
[PDD0809-08/06 \(D\) Elem. Science Adoption Grades 4/5 - Pt 2](#)
[PDD0809-08/06 TEST CLASS](#)

Classes to enroll Oien, Pam (19205)
None Selected

Check the courses you would like to cancel. Click **Cancel**.

You will be sent an email confirming the cancellation.



Go Sign Me Up ONLINE CLASS REGISTRATION

Folsom Cordova Unified School District

Home | Log Off | My Account | Instructors Login | Supervisors Login

SEARCH BROWSE COURSES CALENDAR

MY CLASSES

	Course Name	Location	Times	Status	Price
<input checked="" type="checkbox"/>	BBD1219 English Language Development 101	Folsom High School	12/19/2003: 10:00:00 AM - 11:25:00 AM	Enrolled	\$0.00
<input type="checkbox"/>	BBD1219 Playground Injuries	Folsom High School	12/19/2003: 12:30:00 PM - 1:40:00 PM	Enrolled	\$0.00

Cancel

You are currently enrolled in:
[Click Here to Cancel a Course](#)
BBD1219 English Language Development 101
BBD1219 Playground Injuries

New classes I want to enroll in:
CART EMPTY

For assistance contact:

Pat Jackson (pjackson@fcusd.org or 985-7700 ext. 202)

Pam Oien (poien@fcusd.org or 355-1111 ext. 174)