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.
STEP 2: SEARCHING AND REGISTERING FOR CLASSES

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

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 theSignUp 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

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.
Cancelling 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”.

Check the courses you would like to cancel. Click Cancel.
You will be sent an email confirming the cancellation.

For assistance contact:
Hannah Brock (hbrock@fcusd.org or 294-9000 ext. 103200)
Pam Oien (poien@fcusd.org or 294-9000 ext. 103226)