

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

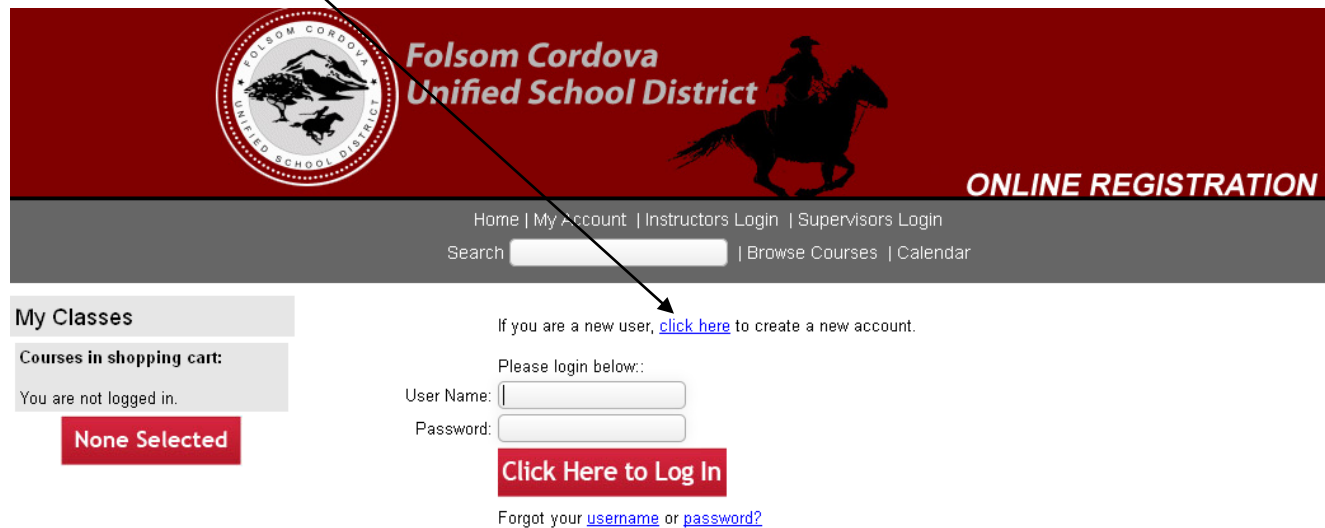
STEP 1: CREATING AN ACCOUNT

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.

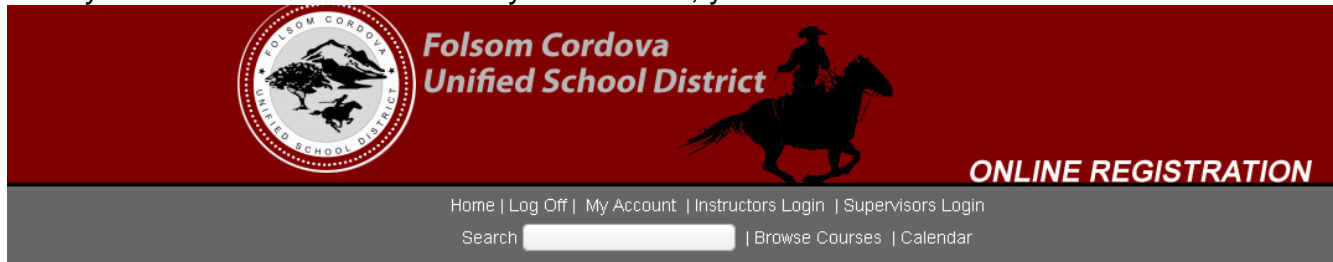


Enter information in **all required** fields.

- 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.



Welcome Sally Teacher

Welcome Sally Teacher.

Courses in shopping cart:
Teacher, Sally (21508)

None Selected

You are presently enrolled in [0 courses](#).

To sign up for a class [click here](#).

[Change your personal settings](#)

[View your transcript](#)

[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

Home | Log Off | My Account | Instructors Login | Supervisors Login
Search | Browse Courses | Calendar

Welcome Sally Teacher

Main-> Technology-> Technology

Showing 1 to 6 of 6 records | Records Per Page: 10 | Refresh

Directions: Click on a Course Name to view course details

Courses in shopping cart:
Teacher, Sally (21508)

[RT1213-23B ESC Conference Room & Lab Equipment Training](#) \$0.00

Total \$0.00

REGISTER

Color Legend

- Administrator Training
- PowerSchool
- Release Time
- Salary Schedule Credit
- Stipend

Course	Status	Enroll Now
RT1213-23A ESC Conference Room & Lab Equipment Training	Space Available	SIGN UP
RT1213-23B ESC Conference Room & Lab Equipment Training	Space Available	SIGN UP

- 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 Sally Teacher

You are currently enrolled in:
[click here to cancel a course](#)
[RT1213-23B ESC Conference Room & Lab Equipment Training](#)

Courses in shopping cart:
Teacher, Sally (21508)

None Selected

Main Categories
CPR/AED
Cross Curricular
G.A.T.E.
Math
Student Support Services
Technology

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

Home | Log Off | My Account | Instructors Login | Supervisors Login
Search | Browse Courses | Calendar

Teacher, Sally

Welcome Sally Teacher

	Course Name	Location	Times	Credit	Status
<input type="radio"/>	RT1213-23B ESC Conference Room & Lab Equipment Training	FCUSD Education Services Center	10/25/2012: 10:00 AM - 10:45 AM	1	Enrolled

Cancel

You are currently enrolled in:
[click here to cancel a course](#)
[RT1213-23B ESC Conference Room & Lab Equipment Training](#)

Courses in shopping cart:
Teacher, Sally (21508)

None Selected

For assistance contact:

Hannah Brock (hbrock@fcusd.org or 294-9000 ext. 103200)

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