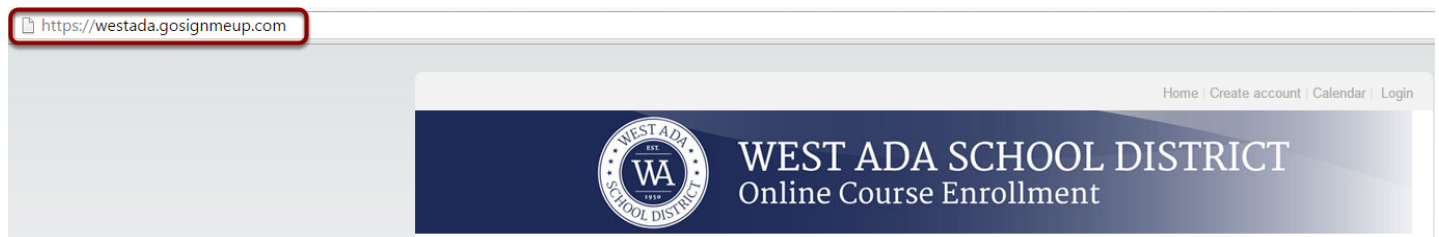


How Do I Register for a West Ada School District Course

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

**1) Make sure you are on our registration site at:
westada.gosignmeup.com**



2) The first thing you will want to do is create an account. Or login using your Username and Password if you already have one.



3) To create an account, please fill in all required information. Click on "Create Account" to proceed.

Welcome Visitor

User Registration

Please enter information required.

Identity	
First Name *	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name *	<input type="text"/>
Username:	(Your email address will be your username)
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
E-Mail Address *	<input type="text"/>
Confirm E-Mail Address *	<input type="text"/>
Employee Status *	Select only from the list <input type="button" value="v"/>
Position *	<input type="text"/>
School *	Select only from the list <input type="button" value="v"/>



You must agree to our Registration Policy to continue.

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

Welcome Trevor Test

Search

Empty

Browse Courses

Show All

+ Professional Development Courses

+ Trainings

Color Legend

- Technology
- Mandatory Course
- Special Ed
- Curriculum
- Classified
- Inservice

Icon Legend

- Access
- Computer Lab
- Classified Academy

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

School Nurse Mentoring 2016
CC1018
The Peer to Peer Leadership course for School Nurse Mentors is designed to develop mentoring and communication skills for... [More](#)
Starts: 6/6/2016 8:00 AM
Sessions: 2
Location: [District Service Center](#)
Status: 3 open seats left
Class size: 18 seats
Add to cart

Peer to Peer Mentoring for School Counselors
CC1516SC
The Peer to Peer Mentor Training for School Counselors course is designed for experienced school counselors to gain... [More](#)
Starts: 6/15/2016 7:30 AM
Sessions: 2
Location: [Mountain View High School](#)
Status: 18 open seats left
Class size: 30 seats
Add to cart

Peer to Peer Mentoring
CC1589
Only teachers who intend to mentor in the upcoming academic year and have not previously taken the course should register... [More](#)
Starts: 6/7/2016 7:30 AM
Sessions: 2
Location: [District Service Center](#)
Status: Full
Class size: 32 seats
Class full

Peer to Peer Mentoring
CC1589
Only teachers who intend to mentor in the upcoming academic year and have not previously taken the course should register... [More](#)
Starts: 6/9/2016 7:30 AM
Sessions: 2
Location: [District Service Center](#)
Status: 12 open seats left
Class size: 30 seats
Add to cart

Peer to Peer Mentoring
CC1589
Only teachers who intend to mentor in the upcoming academic year and have not previously taken the course should register... [More](#)
Starts: 6/13/2016 7:30 AM
Sessions: 2
Location: [District Service Center](#)
Status: 18 open seats left
Class size: 30 seats
Add to cart


Peer to Peer Mentoring
CC1589
Only teachers who intend to mentor in the upcoming academic year and have not previously taken the course should register... [More](#)
Starts: 6/15/2016 7:30 AM
Sessions: 2
Location: [District Service Center](#)
Status: 14 open seats left
Class size: 30 seats
Add to cart


Total: 6 Page size: 10

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.

Search 

Welcome Trevor Test Browse Courses  Empty

From Until

Show All

- + Professional Development Courses
- + Trainings

Color Legend


- Technology
- Mandatory Course
- Special Ed
- Curriculum
- Classified
- Inservice

Icon Legend

- Access
- Computer Lab
- Classified Academy

Sort by: [Default](#) | [Course number](#) | [Course name](#) | [Course start](#) | [Location](#) | [Course time](#) | [Course date](#)

<p>School Nurse Mentoring 2016 CC1018 The Peer to Peer Leadership course for School Nurse Mentors is designed to develop mentoring and communication skills for... More</p> <p>Starts: 6/6/2016 8:00 AM Sessions: 2 Location: District Service Center Status: 3 open seats left Class size: 18 seats</p> <p>Add to cart</p>	<p>Peer to Peer Mentoring for School Counselors CC1516SC The Peer to Peer Mentor Training for School Counselors course is designed for experienced school counselors to gain... More</p> <p>Starts: 6/15/2016 7:30 AM Sessions: 2 Location: Mountain View High School Status: 18 open seats left Class size: 30 seats</p> <p>Add to cart</p>	<p>Peer to Peer Mentoring CC1589 Only teachers who intend to mentor in the upcoming academic year and have not previously taken the course should register... More</p> <p>Starts: 6/7/2016 7:30 AM Sessions: 2 Location: District Service Center Status: Full Class size: 32 seats</p> <p>Class full</p>
<p>Peer to Peer Mentoring CC1589 Only teachers who intend to mentor in the upcoming academic year and have not previously taken the course should register... More</p> <p>Starts: 6/9/2016 7:30 AM Sessions: 2 Location: District Service Center Status: 12 open seats left Class size: 30 seats</p> <p>Add to cart</p>	<p>Peer to Peer Mentoring CC1589 Only teachers who intend to mentor in the upcoming academic year and have not previously taken the course should register... More</p> <p>Starts: 6/13/2016 7:30 AM Sessions: 2 Location: District Service Center Status: 18 open seats left Class size: 30 seats</p> <p>Add to cart</p>	<p>Peer to Peer Mentoring CC1589 Only teachers who intend to mentor in the upcoming academic year and have not previously taken the course should register... More</p> <p>Starts: 6/15/2016 7:30 AM Sessions: 2 Location: District Service Center Status: 14 open seats left Class size: 30 seats</p> <p>Add to cart</p>

Total: 6 Page size: 10 

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

The screenshot shows a web page for a course titled "CC1018 School Nurse Mentoring 2016". The page layout includes a top navigation bar with social media icons and a breadcrumb trail. Below this is a course title and a description. The main content area is divided into several sections: "Credits" (1 credit), "Location" (with a map and address), "Dates and Times" (start date and sessions), "Instructor" (Sue Ropski), and an "Add to cart" button. Red circles with numbers 1 through 6 are overlaid on the page to indicate key features.

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 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.

Search 

Welcome Trevor Test  1 item

Browse Courses

From Until

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

Show All

- + Professional Development Courses
- + Trainings

Color Legend

- Technology
- Mandatory Course
- Special Ed
- Curriculum Classified
- Inservice

Icon Legend

- Access
- Computer Lab
- Classified Academy


<p>School Nurse Mentoring 2016 CC1018 The Peer to Peer Leadership course for School Nurse Mentors is designed to develop mentoring and communication skills for... More</p> <p>Starts: 6/6/2016 8:00 AM Sessions: 2 Location: District Service Center Status: 3 open seats left Class size: 18 seats</p> <p>Checkout</p>	<p>Peer to Peer Mentoring for School Counselors CC1516SC The Peer to Peer Mentor Training for School Counselors course is designed for experienced school counselors to gain... More</p> <p>Starts: 6/15/2016 7:30 AM Sessions: 2 Location: Mountain View High School Status: 18 open seats left Class size: 30 seats</p> <p>Add to cart</p>	<p>Peer to Peer Mentoring CC1589 Only teachers who intend to mentor in the upcoming academic year and have not previously taken the course should register... More</p> <p>Starts: 6/7/2016 7:30 AM Sessions: 2 Location: District Service Center Status: Full Class size: 32 seats</p> <p>Class full</p>
<p>Peer to Peer Mentoring CC1589 Only teachers who intend to mentor in the upcoming academic year and have not previously taken the course should register... More</p> <p>Starts: 6/9/2016 7:30 AM Sessions: 2 Location: District Service Center Status: 12 open seats left Class size: 30 seats</p> <p>Add to cart</p>	<p>Peer to Peer Mentoring CC1589 Only teachers who intend to mentor in the upcoming academic year and have not previously taken the course should register... More</p> <p>Starts: 6/13/2016 7:30 AM Sessions: 2 Location: District Service Center Status: 18 open seats left Class size: 30 seats</p> <p>Add to cart</p>	<p>Peer to Peer Mentoring CC1589 Only teachers who intend to mentor in the upcoming academic year and have not previously taken the course should register... More</p> <p>Starts: 6/15/2016 7:30 AM Sessions: 2 Location: District Service Center Status: 14 open seats left Class size: 30 seats</p> <p>Add to cart</p>

Total: 6 Page size: 10


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


The screenshot shows a web interface for course registration. At the top, there is a search bar and a notification for the cart containing 1 item. A dropdown menu for the cart is open, showing 'Empty cart' and 'Checkout' buttons. Below the search bar, there are filters for 'From' and 'Until' dates. A sidebar on the left contains navigation options like 'Professional Development Courses' and 'Trainings', along with 'Color Legend' and 'Icon Legend'. The main area displays a grid of course listings. The first listing is 'School Nurse Mentoring 2016' (CC1018) with a 'Checkout' button. The second is 'Peer to Peer Mentoring for School Counselors' (CC1516SC) with an 'Add to cart' button. The third is 'Peer to Peer Mentoring' (CC1589) with a 'Class full' status. The bottom row shows three more 'Peer to Peer Mentoring' (CC1589) listings, each with an 'Add to cart' button. At the bottom, there is a 'Total: 6' and a 'Page size: 10' dropdown.


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".


 1 item

Welcome Trevor Test


Log in/ Create Account


Review


Processing


Receipt & Confirmation

[Add more courses](#)


Review your current order

Course Name	Date(s)	Time(s)	
CC1018 School Nurse Mentoring 2016 - 3438 <i>Non-District</i>	6/6/2016 6/7/2016	8:00 AM - 4:00 PM 8:00 AM - 4:00 PM	✕

[Proceed to Next Step](#)

Please answer any of the required questions/pre-requisite requests before you proceed. *Note if there is no payment required, this will enroll you in the course.

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

 Empty

Welcome Trevor Test

✓
Log in/ Create Account

✓
Review

✓
Processing

4
Receipt & Confirmation

✕

Congratulations, you have successfully completed the enrollment process.
You may print this page as a receipt for this transaction.

Order Receipt

Participant Information:		Enrollment Details:	
Trevor Test trevor@gosignmeup.com		Date:	6/1/2016
		Registration number:	CN9FLD8L6181639
		Username:	trevor@gosignmeup.com
Order Details		Payment Details:	
Membership			

Course name	Course#	Dates	Status
School Nurse Mentoring 2016 <i>Selected Credit(s)</i> 1	CC1018	6/6/2016 8:00 AM - 4:00 PM 6/7/2016 8:00 AM - 4:00 PM	Enrolled

Print Receipt

Continue Shopping for Courses

Back To User Home

You will also get a confirmation email sent to you.