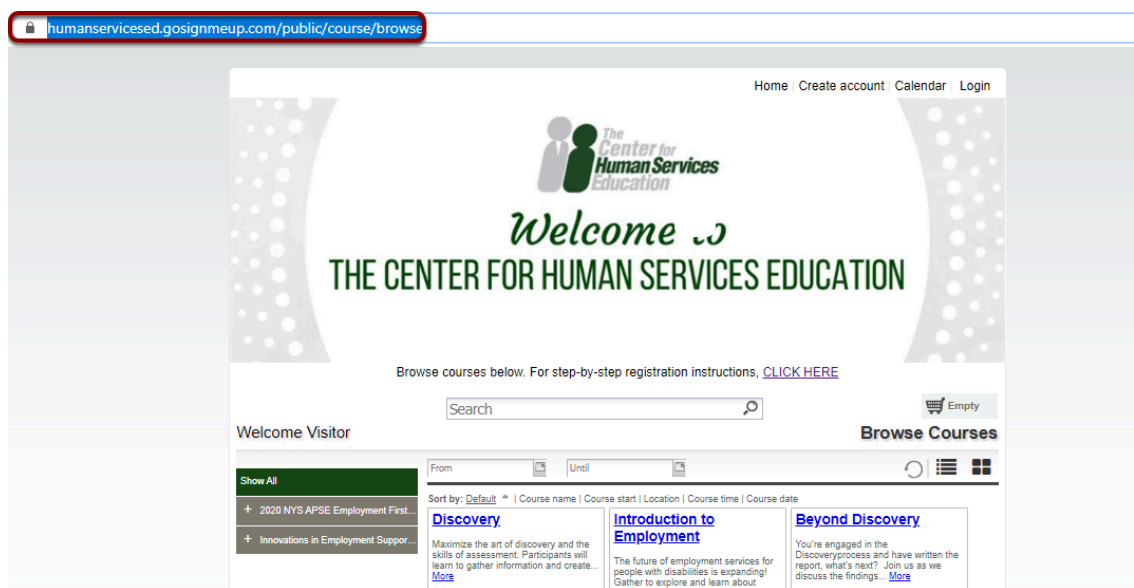


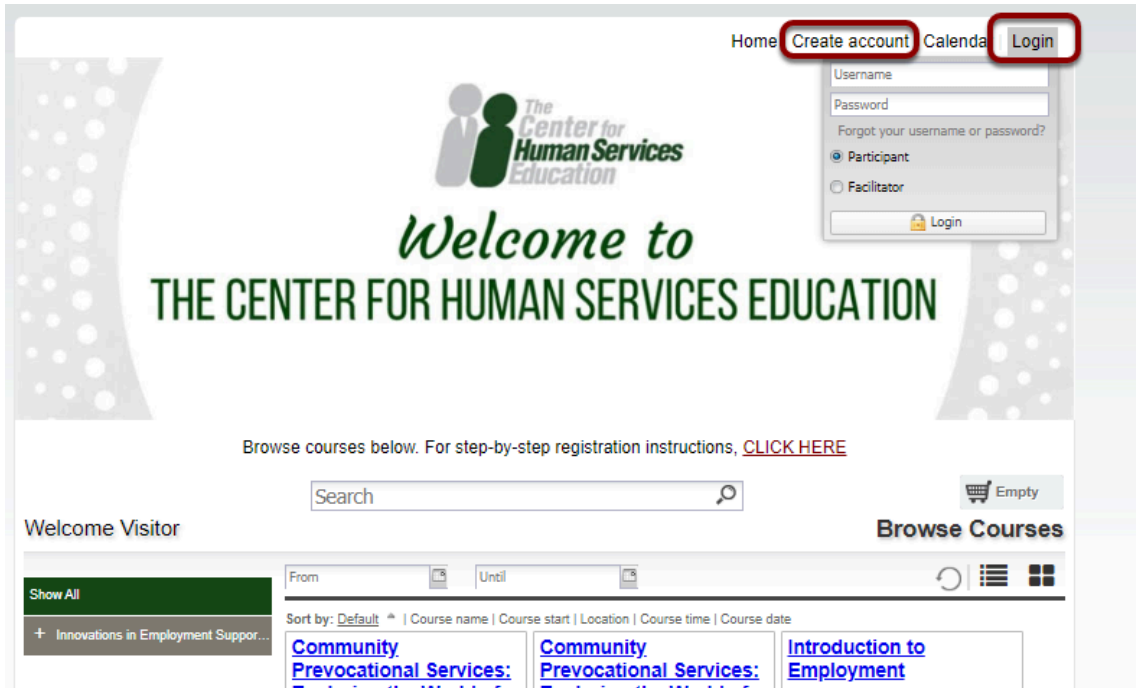
How Do I Register for a Center for Human Services Education Course?

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

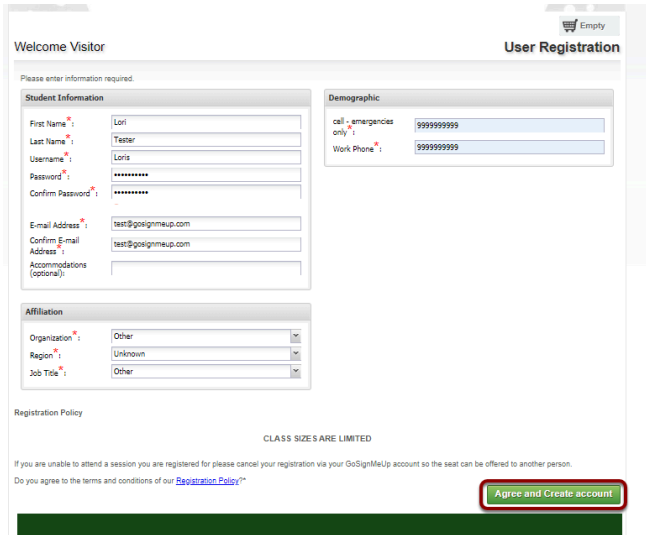
1) Make sure you are on our registration site at:
<https://humanservicesed.gosignmeup.com/public/course/browse>



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



3) To create an account, please fill in all required information. Read the Registration Policy and Click on "Agree and Create Account" to proceed.



Welcome Visitor Empty

User Registration

Please enter information required.

Student Information

First Name : Lori
Last Name : Tester
Username : Lori
Password : *****
Confirm Password : *****
E-mail Address : test@goigniteup.com
Confirm E-mail Address : test@goigniteup.com
Accommodations (optional) :

Demographic

cell emergencies only : 999999999
Work Phone : 999999999

Affiliation

Organization : Other
Region : Unknown
Job Title : Other

Registration Policy

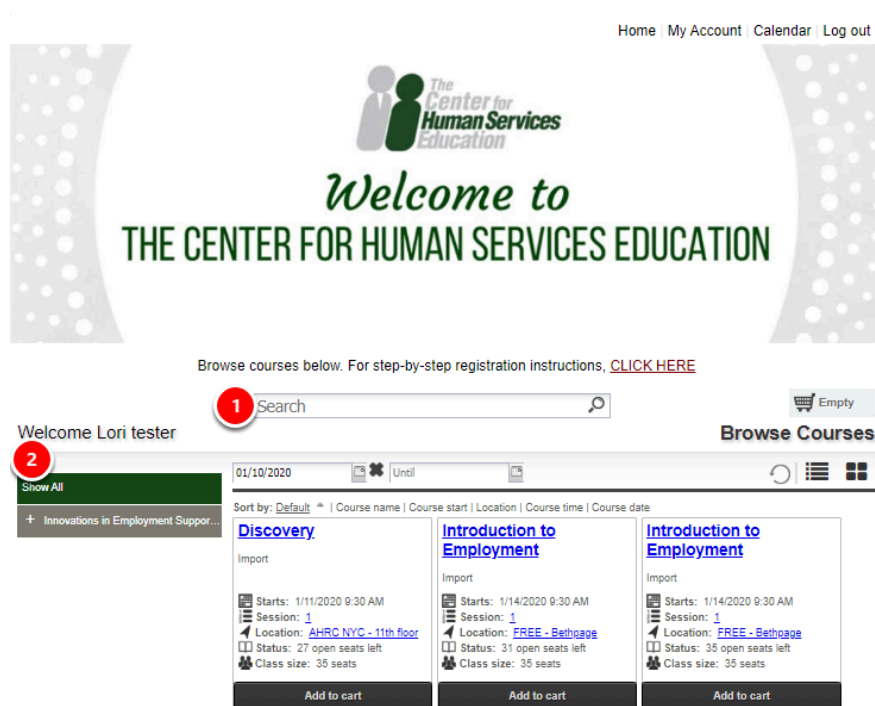
CLASS SIZE \$ ARE LIMITED

If you are unable to attend a session you are registered for please cancel your registration via your GoSignMeUp account so the seat can be offered to another person.

Do you agree to the terms and conditions of our [Registration Policy](#)?

Agree and Create account

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

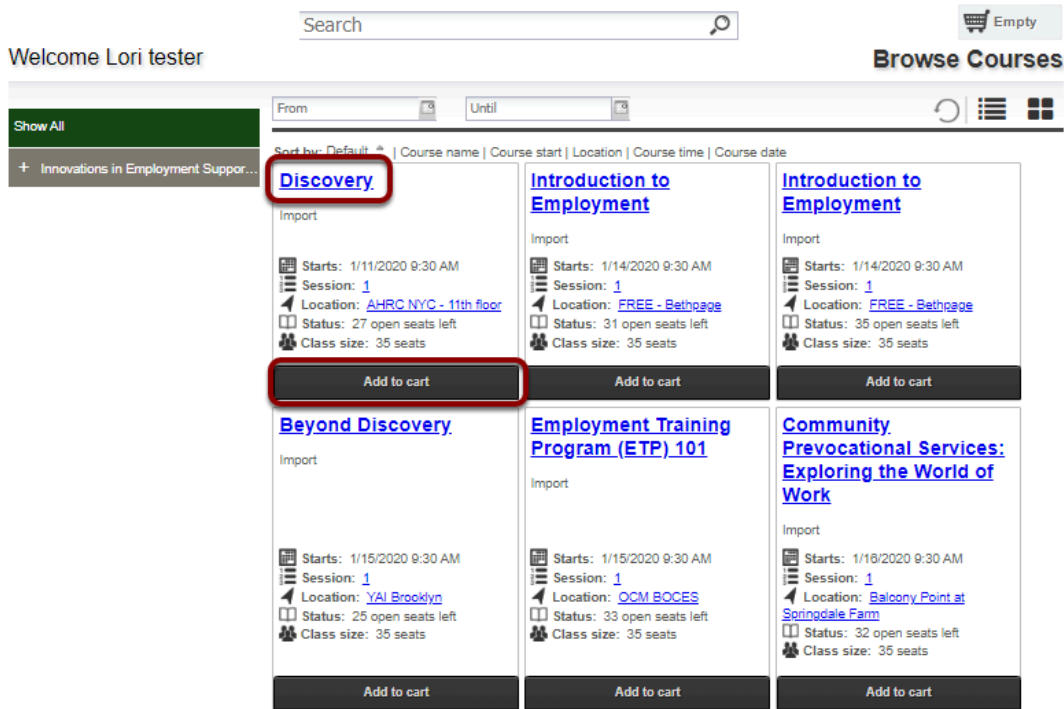


1) You can search for specific courses using the search bar.

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.

Browse courses below. For step-by-step registration instructions, [CLICK HERE](#)



Welcome Lori tester

Search

Empty

Browse Courses

From Until

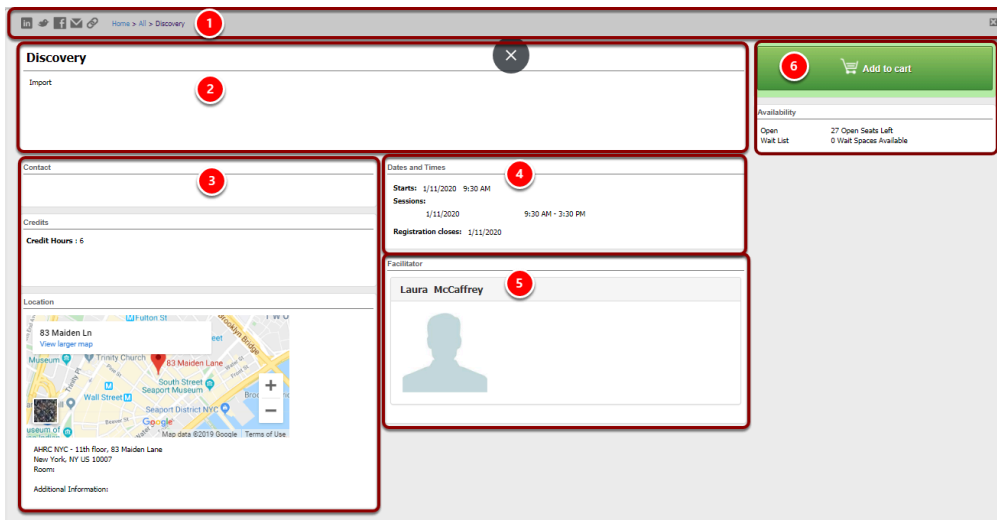
Show All

Innovations in Employment Suppor...

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

Discovery Import Starts: 1/11/2020 9:30 AM Session: 1 Location: AHRC NYC - 11th floor Status: 27 open seats left Class size: 35 seats Add to cart	Introduction to Employment Import Starts: 1/14/2020 9:30 AM Session: 1 Location: FREE - Bethpage Status: 31 open seats left Class size: 35 seats Add to cart	Introduction to Employment Import Starts: 1/14/2020 9:30 AM Session: 1 Location: FREE - Bethpage Status: 35 open seats left Class size: 35 seats Add to cart
Beyond Discovery Import Starts: 1/15/2020 9:30 AM Session: 1 Location: YAI Brooklyn Status: 25 open seats left Class size: 35 seats Add to cart	Employment Training Program (ETP), 101 Import Starts: 1/15/2020 9:30 AM Session: 1 Location: OCM BOCES Status: 33 open seats left Class size: 35 seats Add to cart	Community Prevocational Services: Exploring the World of Work Import Starts: 1/16/2020 9:30 AM Session: 1 Location: Baloony Point at Springdale Farm Status: 32 open seats left Class size: 35 seats Add to cart

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



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

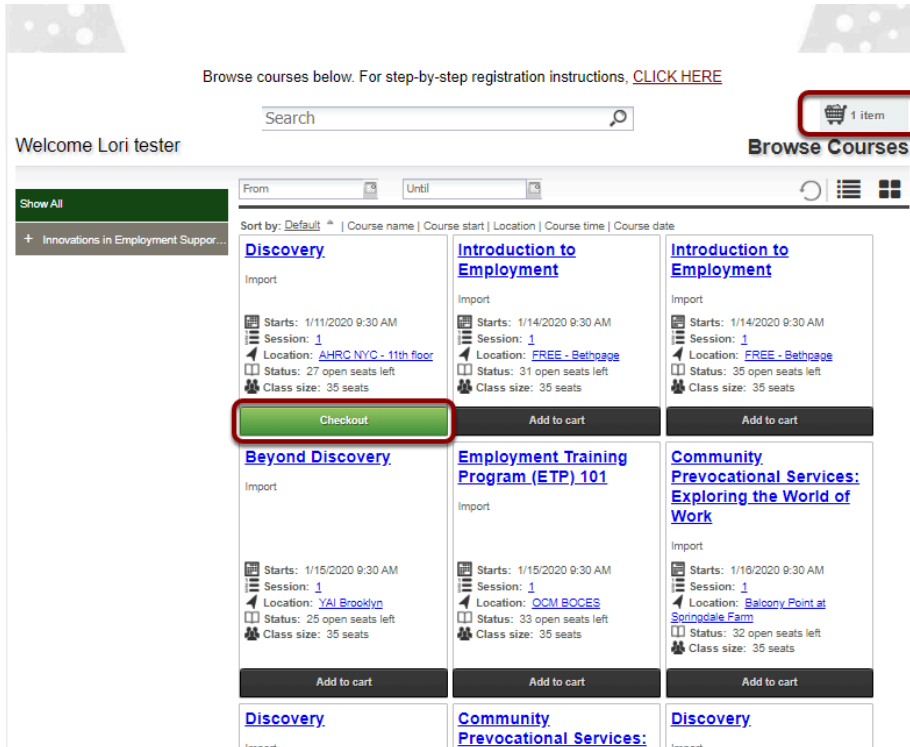
3) This area shows the contact, credits, location and any visual icon for the course if any.

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) Facilitators shows who 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. You can also click "Checkout" to go directly to the Checkout page.



Browse courses below. For step-by-step registration instructions, [CLICK HERE](#)

Welcome Lori tester

Search

 1 item

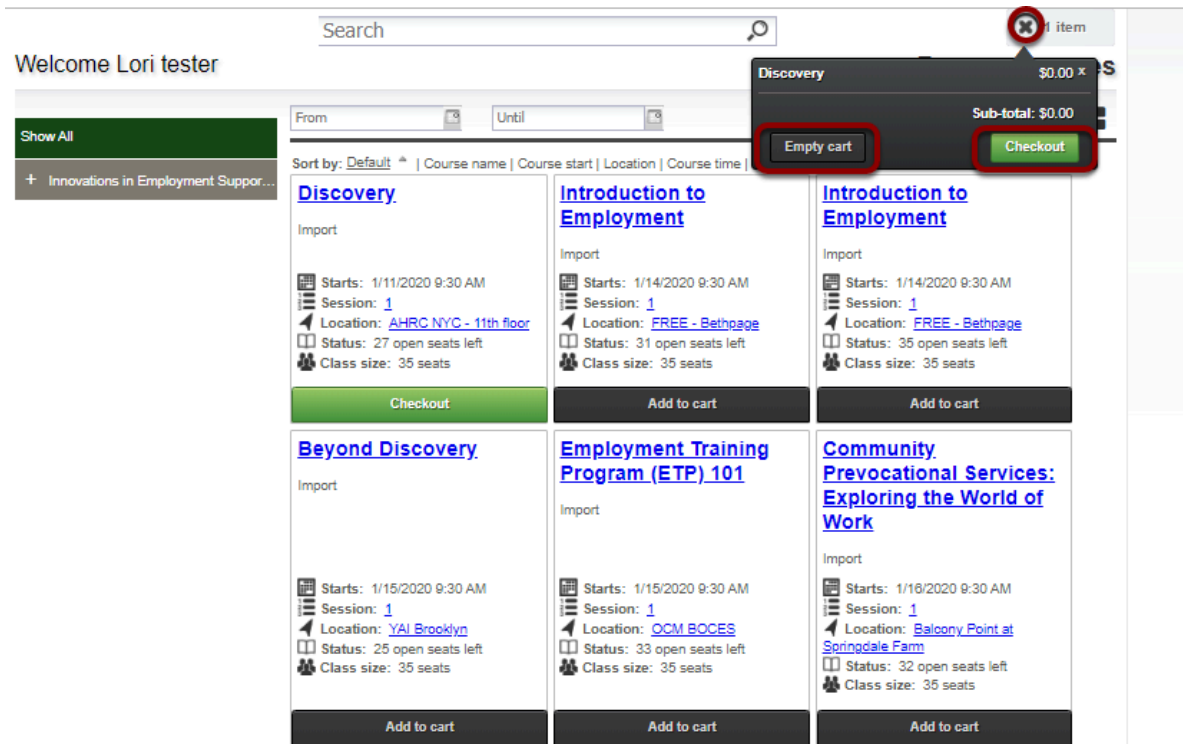
Browse Courses

From Until

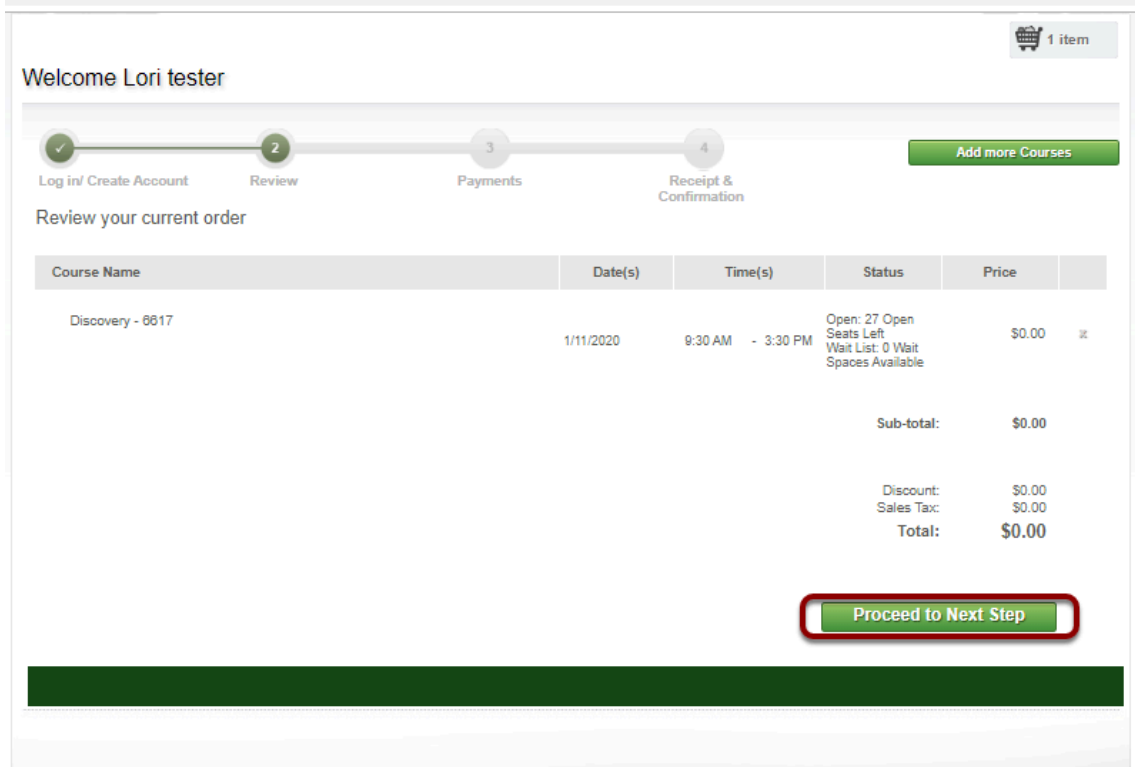
Sort by: **Default** | Course name | Course start | Location | Course time | Course date

<p>Discovery</p> <p>Import</p> <p>Starts: 1/11/2020 9:30 AM</p> <p>Session: 1</p> <p>Location: AHRCC NYC - 11th floor</p> <p>Status: 27 open seats left</p> <p>Class size: 35 seats</p> <p>Checkout</p>	<p>Introduction to Employment</p> <p>Import</p> <p>Starts: 1/14/2020 9:30 AM</p> <p>Session: 1</p> <p>Location: FREE - Bathpage</p> <p>Status: 31 open seats left</p> <p>Class size: 35 seats</p> <p>Add to cart</p>	<p>Introduction to Employment</p> <p>Import</p> <p>Starts: 1/14/2020 9:30 AM</p> <p>Session: 1</p> <p>Location: FREE - Bathpage</p> <p>Status: 35 open seats left</p> <p>Class size: 35 seats</p> <p>Add to cart</p>
<p>Beyond Discovery</p> <p>Import</p> <p>Starts: 1/15/2020 9:30 AM</p> <p>Session: 1</p> <p>Location: YAI Brooklyn</p> <p>Status: 25 open seats left</p> <p>Class size: 35 seats</p> <p>Add to cart</p>	<p>Employment Training Program (ETP) 101</p> <p>Import</p> <p>Starts: 1/15/2020 9:30 AM</p> <p>Session: 1</p> <p>Location: OCM BOCES</p> <p>Status: 33 open seats left</p> <p>Class size: 35 seats</p> <p>Add to cart</p>	<p>Community Prevocational Services: Exploring the World of Work</p> <p>Import</p> <p>Starts: 1/19/2020 9:30 AM</p> <p>Session: 1</p> <p>Location: Balcony Point at Springdale Farm</p> <p>Status: 32 open seats left</p> <p>Class size: 35 seats</p> <p>Add to cart</p>
<p>Discovery</p> <p>Import</p>	<p>Community Prevocational Services:</p> <p>Import</p>	<p>Discovery</p> <p>Import</p>

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".



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(s).



Welcome Lori tester 🛒 1 item

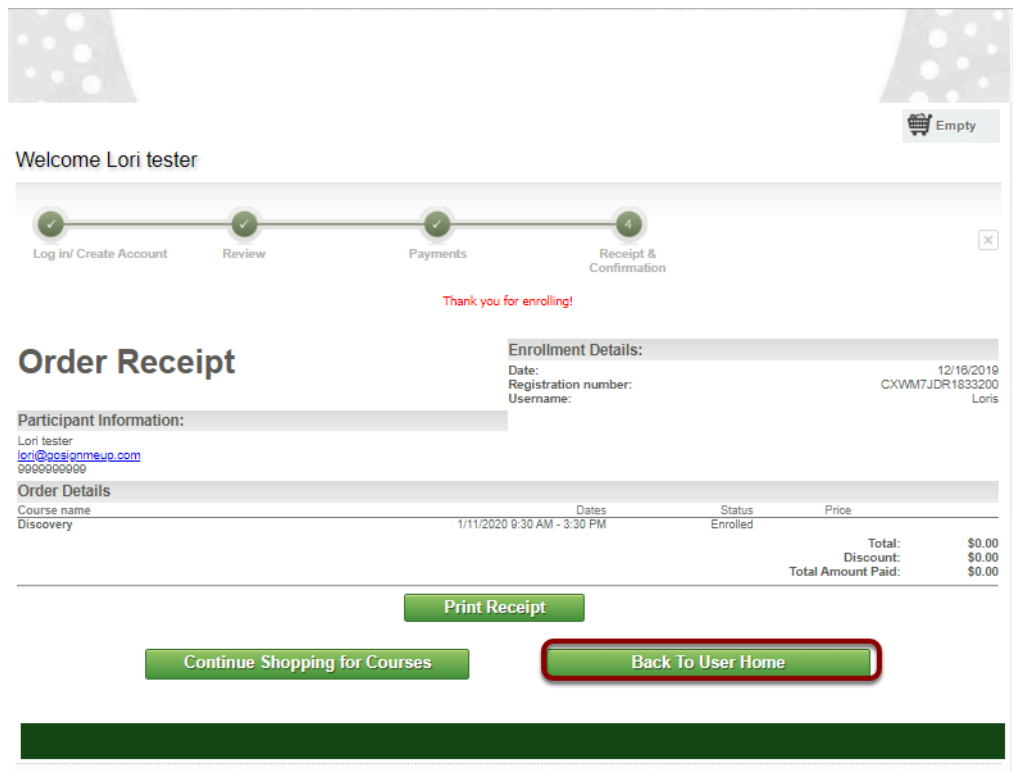
1 Log in/ Create Account
 2 Review
 3 Payments
 4 Receipt & Confirmation
 [Add more Courses](#)

Review your current order

Course Name	Date(s)	Time(s)	Status	Price
Discovery - 6617	1/11/2020	9:30 AM - 3:30 PM	Open: 27 Open Seats Left Wait List: 0 Wait Spaces Available	\$0.00 ✕
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 Lori tester

Empty

Log in/ Create Account Review Payments Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:
Date: 12/16/2019
Registration number: CXWM7JDR1833200
Username: Loris

Participant Information:
Lori tester
lori@gosignmeup.com
0000000000

Course name	Dates	Status	Price
Discovery	1/11/2020 9:30 AM - 3:30 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 have a confirmation email sent to you.