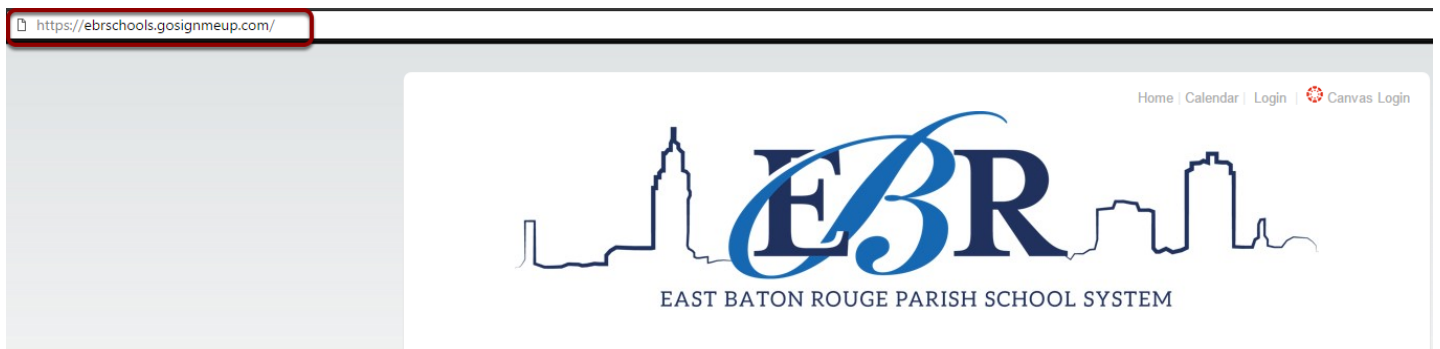


How Do I Register for an East Baton Rouge Parish School Course

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

**1) Make sure you are on our registration site at:
<https://ebrschools.gosignmeup.com>**



2) Log in using your GSMU or Canvas Username and Password.



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

The screenshot shows a web interface for searching courses. At the top, there is a search bar with a magnifying glass icon and a red circle with the number '1' next to it. To the right of the search bar is a shopping cart icon labeled 'Empty'. Below the search bar, the text 'Welcome Anthony Test' is on the left and 'Browse Courses' is on the right. A navigation bar contains 'From' and 'Until' date pickers, a refresh icon, and a menu icon. Below this, a 'Sort by: Default' dropdown is followed by links for 'Course number', 'Course name', 'Course start', 'Location', 'Course time', and 'Course date'. On the left side, there is a 'Show All' button and a '+ Leadership Training' button, with a red circle and the number '2' next to the latter. Below these is a 'Color Legend' with four categories: 'ESL/Bilingual' (red), 'ESS' (purple), 'Instructional Leadership' (green), and 'Professional Development' (blue). The main content area displays a course card for 'Team Management Essentials' (ID 10114). The card includes a description: 'This course is designed to train new supervisors in methods of team management. Learn to inspire your team members so... More'. It also lists details: 'Starts: Tue, 7/26/2016 9:00 AM', 'Session: 1', 'Location: Professional Development Center', 'Status: 10 open seats left', and 'Class size: 10 seats'. At the bottom of the card is a 'Register' button.

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.

4) Once you find the course you are looking for, you can add it straight to your cart by clicking on "Register". Or See more information by clicking on the Course Name.

This screenshot is identical to the one above, but with red rectangular boxes highlighting the course name 'Team Management Essentials' and the 'Register' button at the bottom of the course card.

5) 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 "10114 Team Management Essentials". The page is divided into several sections, each highlighted with a red box and a numbered callout (1-6):

- 1**: The top navigation bar, including social media icons (LinkedIn, Facebook, Twitter) and a breadcrumb trail: "Home > All > 10114 Team Management Essentials".
- 2**: A descriptive paragraph: "This course is designed to train new supervisors in methods of team management. Learn to inspire your team members so everyone can perform at their best."
- 3**: The "Contact" section, which includes the phone number "555-555-5555", "Credits" (CE Contact Hours: 5, Grad Credit: 5), and "Location" (Professional Development Center).
- 4**: The "Dates and Times" section, showing "Starts: Tue. Jul 26, 2016 9:00 AM", "Sessions: Tue. Jul 26, 2016 9:00 AM - 3:30 PM", and "Registration closes: Tue. Jul 26, 2016 9:00 AM".
- 5**: The "Instructor(s)" section, which currently displays "No Selected Instructor."
- 6**: A green "Register" button with a shopping cart icon.

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

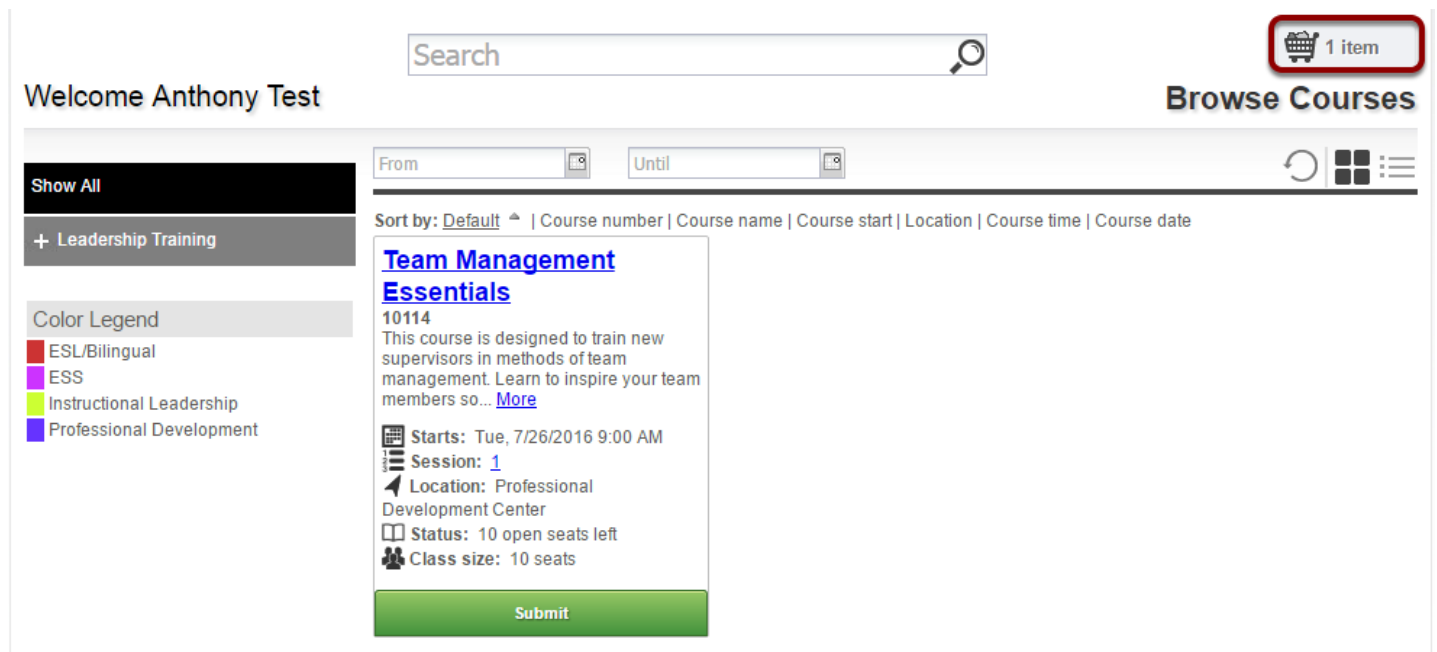
3) This area shows the contact, credits, location and any visual icon for the course if any.

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.

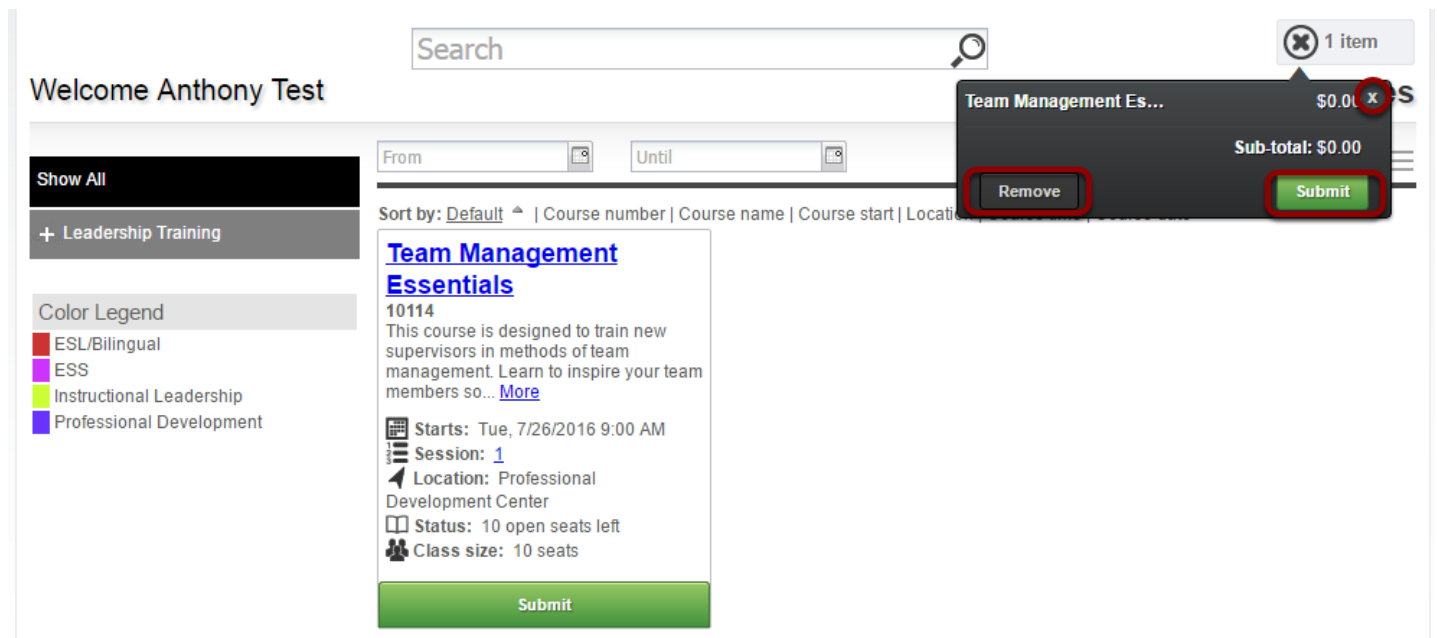
6) This area is where you can add the course to your cart by clicking "Add to Cart". You will also have to mark required information here including pre-requisites or materials if present.

6) You can continue adding courses to your cart, or click on the cart to see what is in there.



The screenshot shows a web interface for a course catalog. At the top right, there is a search bar and a cart icon with a red border containing the text "1 item". Below the search bar, the text "Welcome Anthony Test" is on the left and "Browse Courses" is on the right. A navigation bar contains "From" and "Until" date pickers, a refresh icon, and a menu icon. Below this, a "Sort by: Default" dropdown is followed by a list of columns: "Course number", "Course name", "Course start", "Location", "Course time", and "Course date". On the left side, there is a "Show All" button and a "+ Leadership Training" button. Below these is a "Color Legend" with four categories: "ESL/Bilingual" (red), "ESS" (purple), "Instructional Leadership" (green), and "Professional Development" (blue). The main content area displays a course card for "Team Management Essentials" (ID 10114). The card includes a description, a "More" link, and details: "Starts: Tue, 7/26/2016 9:00 AM", "Session: 1", "Location: Professional Development Center", "Status: 10 open seats left", and "Class size: 10 seats". A green "Submit" button is at the bottom of the card.

7) 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 "Remove". To continue click on "Submit".

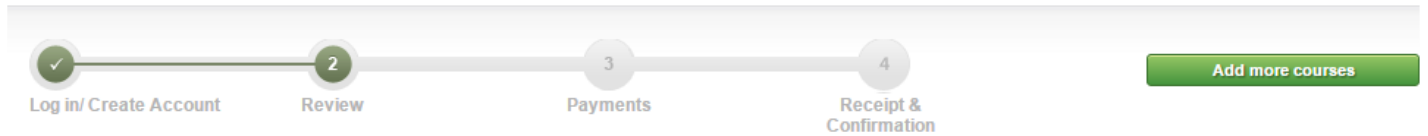


This screenshot shows the same course catalog page as above, but with a modal overlay in the top right corner. The modal is titled "Team Management Es..." and shows a price of "\$0.00" with a red "X" icon next to it. Below the price, it says "Sub-total: \$0.00". At the bottom of the modal, there are two buttons: "Remove" (with a red border) and "Submit" (with a green border). The background page is partially obscured by the modal.

8) When you continue you will be taken to the Checkout section. In the Review Management 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.

Welcome Anthony Test



Log in/ Create Account Review Payments Receipt & Confirmation

[Add more courses](#)

Review your current order


Course Name	Date(s)	Time(s)	Price	
10114 Team Management Essentials - 2525	7/26/2016	9:00 AM - 3:30 PM	\$0.00	✕

[Proceed to Next Step](#)

Please answer any of the required questions/pre-requisite requests before you proceed.

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

Welcome Anthony Test



Log in/ Create Account Review Payments Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Participant Information:		Enrollment Details:	
Anthony Test city , ca , 92626 anthony@gosignmeup.com 5555555555		Date:	7/18/2016 1:45 PM
		Registration number:	CYBJC3PT6519310
		Username:	AnthonyT

Participant Information:		Payment Details:	
Anthony Test city , ca , 92626 anthony@gosignmeup.com 5555555555			

Order Details				
Course name	Course#	Dates	Status	Price
Team Management Essentials	10114	7/26/2016 9:00 AM - 3:30 PM	Enrolled	\$0.00

[Print Receipt](#)

[Continue Shopping For Courses](#) [Back To User Home](#)

You will also get a confirmation email sent to you.