How Do I Register for an Institute for Training and Development Course?

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

1) Make sure you are on our registration site at: https://itd.gosignmeup.com/Public/Course/Browse
2) The first thing 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.
4) After creating a new account, you will see your Student Dashboard. Click on Browse Courses to see the courses to choose from.
5) 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.
3) You can search for courses by date range.
4) You can click on the calendar to see the courses by day, week or month on the calendar.
5) You can view and select courses from the grid or tile view.
6) Once you find the course you are looking for you can click on "Add to Cart" and then are required to type in an Access Code to add it to your cart. You can also view more information about the course by clicking on the Course Name.
7) You will be asked for an Access Code before adding the course to your cart, then click on OK to add it or x or Cancel to back out.
8) Here is the course information page with 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 person for this course.

4) This area shows the Credits you may receive for taking this course.

5) This area shows the Physical Location or if it is an online course.

6) Dates and Times shows additional information including when the course Starts, the Sessions of the course and when Registrations closes.

7) Facilitator is who will be instructing the course, including a bio if they have one.

8) Shows additional dates/times when this course is offered.

9) This area is where you can register for the course and add it to your cart by typing in the Access Code, clicking Verify then Click Add to Cart.

10) This is the number of open seats or wait spaces available. You may have to check required information here including pre-requisites or materials.
8) You can continue adding courses to your cart, click on the cart to see what is in there or click Checkout to go directly to the Checkout page.
9) After clicking on your cart you can delete the items by clicking the x or Empty Cart. To continue click on Checkout.
10) When you continue you will be taken to the Checkout section. Review your current order with all of your courses. Make sure it is correct and click on Proceed to Next Step to enroll in the course(s) or Add more Courses to continue to add more.
11) If there is a payment for this course you will click on Proceed to Payment and be taken to the payment screen to input your information.
13) Input your payment information here and then select Continue.
14) You are now registered! You will be taken to the order confirmation page where you can print it for your records. You will also receive a confirmation email that you have registered.