

How Do I Register for a Placer County Office of Education Course

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

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

<https://placercoe.gosignmeup.com/>



2) Create an account. If you have one, skip to step 3

Welcome Visitor

User Registration

Please enter information required.

Registration Information

E-mail Address * :

Confirm E-mail Address * :

Username: (Your email address will be your username)

Password * :

Confirm Password * :

First Name * :

Last Name * :

Address * :

City * :

State * :

Zip * :

Home or cell phone * :

Work Phone:

Employment Information

District:

School:

Title:

Registration Policy

CLASS SIZES 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

© 2015 Placer County Office of Education - 360 Nevada Street Auburn, CA 95603 · P 530.889.8020 · F 530.886.5841

3A) Log in using your Username and Password if you do not have a Canvass Account.



Use this login option to add your first courses, and use your Canvas login on all other logins.

3B) Clicking on "PCOE Login" will take you to a page where you can log in with your Canvas Credentials.



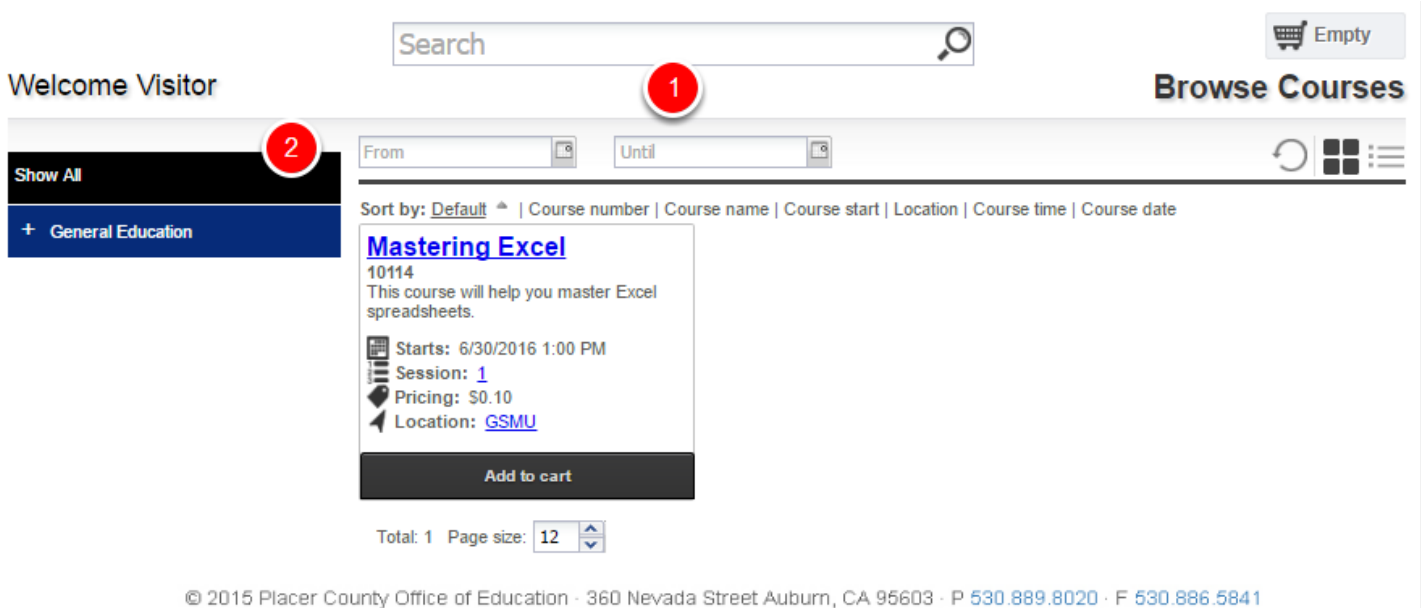
Sign in with your work or school account

Keep me signed in

[Sign in](#)

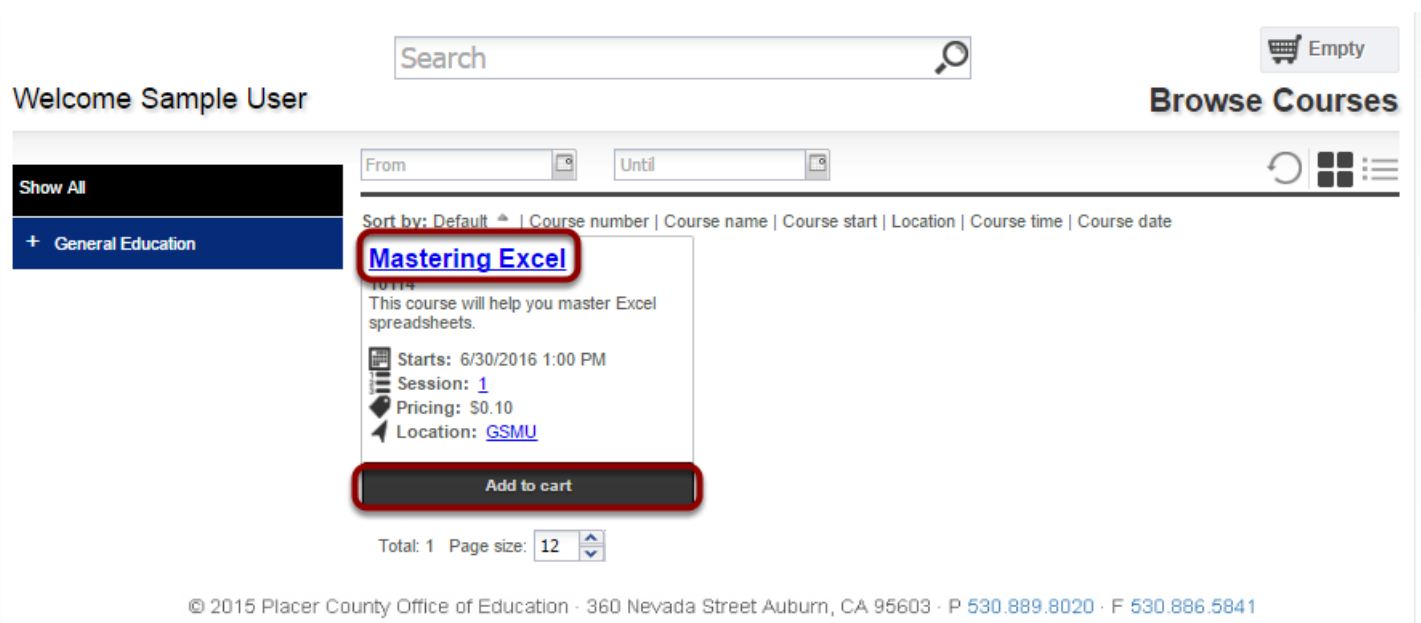
[Can't access your account?](#)

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.



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

The screenshot shows a course page for "DIY Workflows for Captioning". At the top left, there are social media icons and a breadcrumb trail: Home > CU Online > In Person > DIY Workflows for Captioning. A red circle with the number 1 is placed over the course title. Below the title is a description of the webinar, with a red circle and number 2 over the text. To the right of the description is a green "Enroll" button with a shopping cart icon and a red circle with the number 7. Below the description are several sections: "Contact" (CU Online, 3033153700) with a red circle and number 3; "Credits" (CE Contact Hours: 1); "Location" (a map of Denver with a red circle and number 3); "Dates and Times" (Starts: Thu, Jul 23, 2015 12:00 PM; Sessions: Thu, Jul 23, 2015 12:00 PM - 1:00 PM; Registration closes: Thu, Jul 23, 2015 12:00 PM) with a red circle and number 4; "Instructor(s)" (Vendor Presentation, Instructor varies by presentation) with a red circle and number 5; and "Additional Offering(s)" (a table of offerings) with a red circle and number 6. The table lists offerings such as "Test Course" (Starts: 6/30/2015 - 8:00 AM) and "Camvas Basics" (Starts: 7/22/2015 - 12:00 PM, 8/4/2015 - 12:00 PM, 8/10/2015 - 9:00 AM, 8/10/2015 - 2:00 PM), all with a status of "Space available".

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.

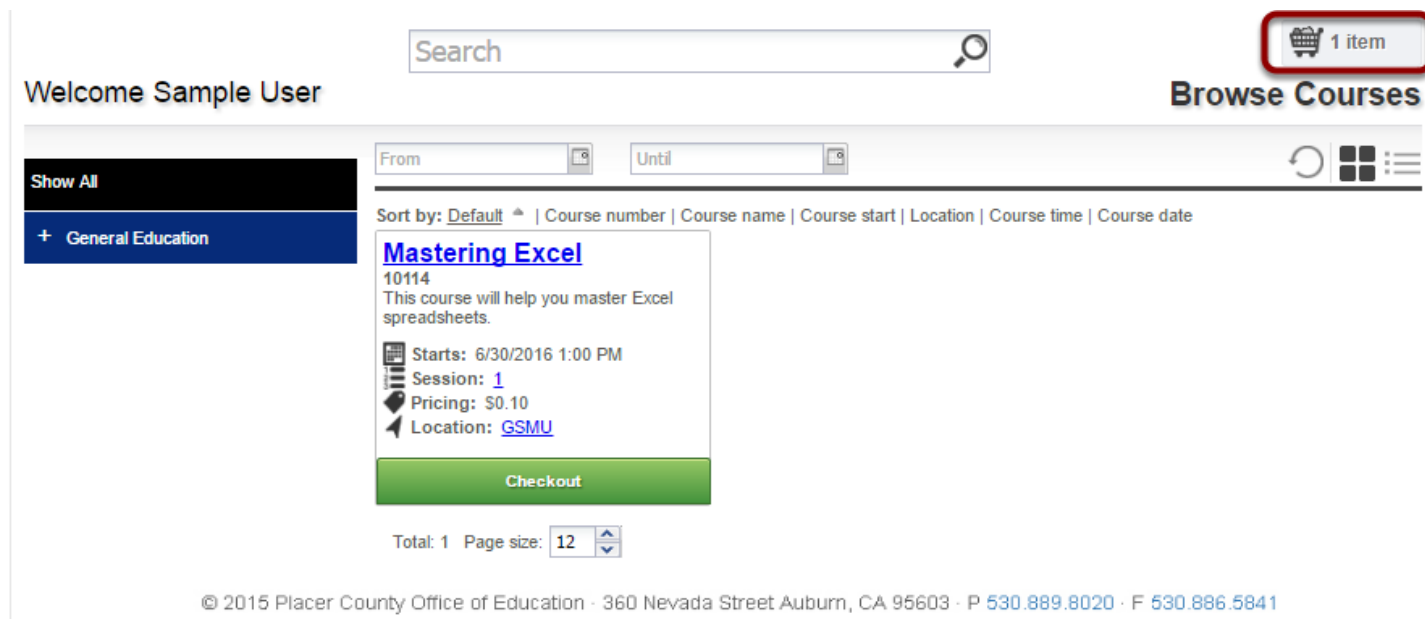
4) Dates and Times shows additional information including when the course starts and the sessions of the course or whether this is an online course.

5) Instructors shows the instructors that will be instructing the course, including a bio if they have one.

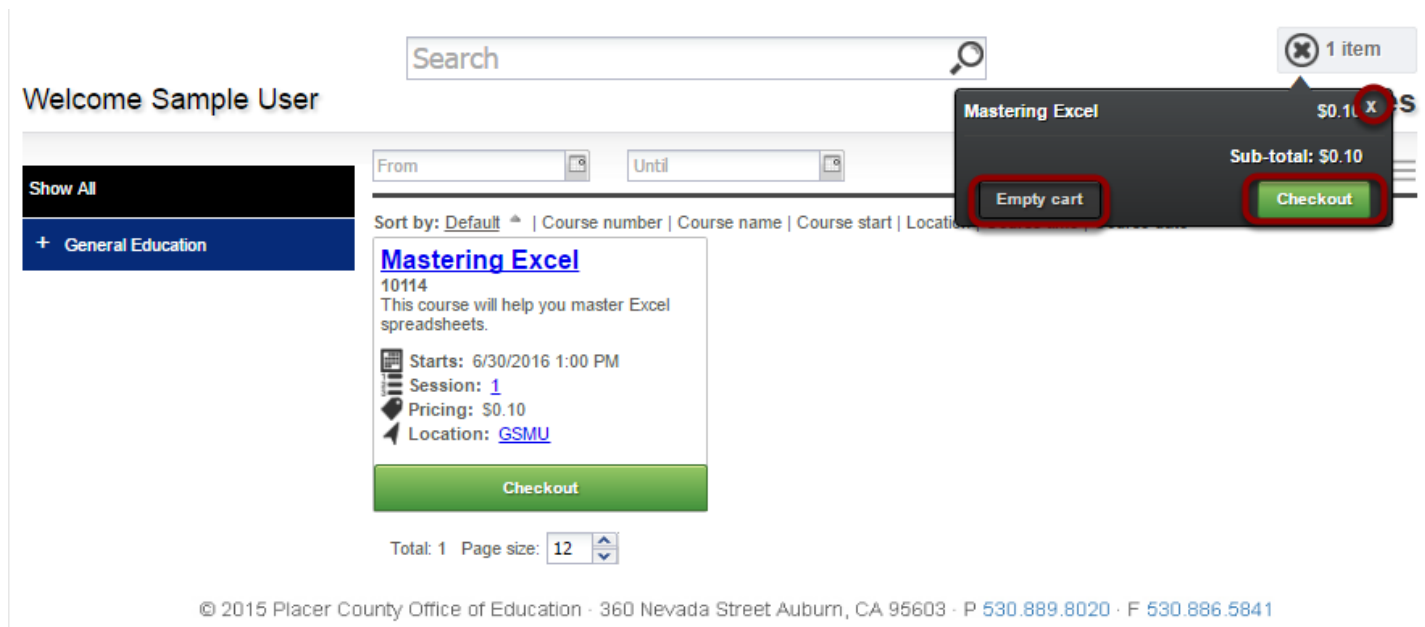
6) Additional Offerings is where you can see other courses you may want to register for.

7) This area is where you can add the course to your cart by clicking "Enroll". 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.



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.

 1 item

Welcome Sample User

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)	Price	
10114 Mastering Excel - 2527	6/30/2016	1:00 PM - 3:00 PM	\$0.10	✕

Sub-total: \$0.10

Discount: 0

Sales Tax: \$0.00

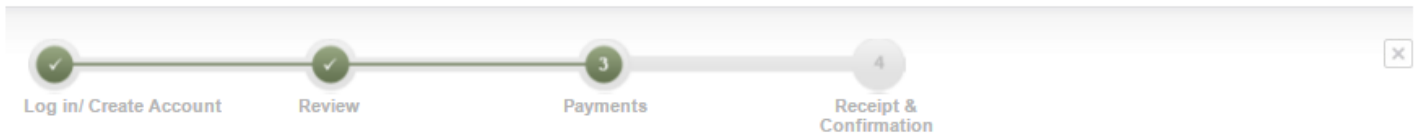
Total: \$0.10

[Proceed to Payment](#)

© 2015 Placer County Office of Education - 360 Nevada Street Auburn, CA 95603 - P 530.889.8020 · F 530.886.5841

If there is no payment required, this will enroll you in the course.

10) Select a Payment Type and press the 'Place Order Now' button



Payment Amount: \$0.10

For Credit Card Payment, Click "Place Order Now".

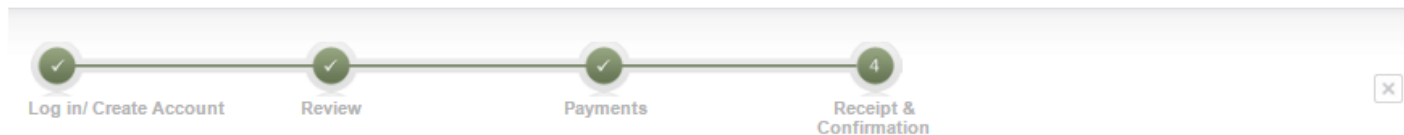
Payment methods
Select Payment Type ▾

You must press the button below to complete registration.
Place Order Now

© 2015 Placer County Office of Education · 360 Nevada Street Auburn, CA 95603 · P 530.889.8020 · F 530.886.5841

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

Welcome Sample User



Thank you for enrolling!

Order Receipt

Participant Information:

Sample User
9200 Irvine Center dr.
Irvine , CA , 92618
trevor@gosignmeup.com
(555) 555-5555

Enrollment Details:

Date: 6/17/2016
Registration number: CNFOPSYC7969048
Username: trevor@gosignmeup.com

Payment Details:

Purchase Order 6546242425

Order Details

Membership Price

Course name	Course#	Dates	Status	Price
Mastering MS Word	10115	6/30/2016 8:00 AM - 11:00 AM	Enrolled	\$0.00
Mastering Excel <i>Selected Credit(s)</i> <i>Grad Credit 1</i> <i>CE Contact Hours 2</i>	10114	6/30/2016 1:00 PM - 3:00 PM	Enrolled	\$0.10

Total: \$0.10
Discount: \$0.00
Total Amount Paid:

[Print Receipt](#)

[Continue Shopping for Courses](#)

[Back To User Home](#)

© 2015 Placer County Office of Education - 360 Nevada Street Auburn, CA 95603 - P 530.889.8020 - F 530.886.5841

You will also get a confirmation email sent to you.