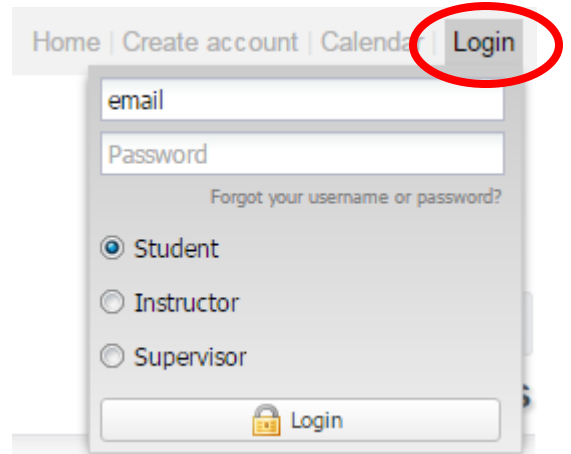


Frequently Asked Questions

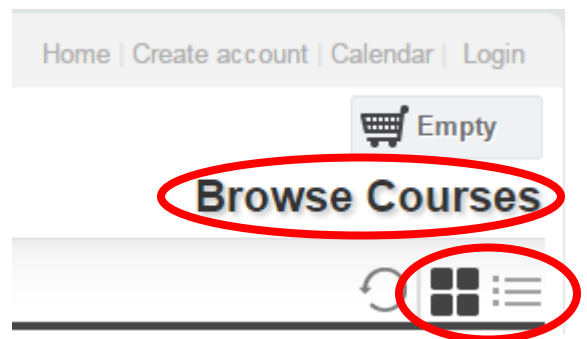
How do I log in?

1. Select the log in option in the upper right corner.
 - a. Enter USERNAME which is your email address
 - b. Enter PASSWORD which you created to set up your profile
 - c. Select the STUDENT option



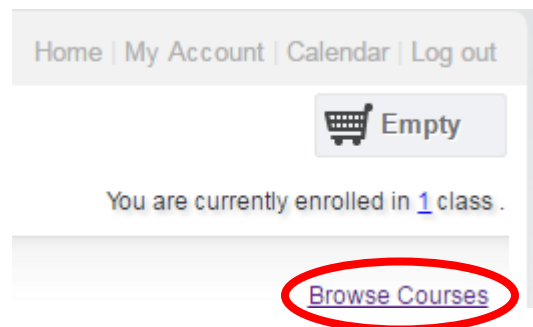
How do I register for a course?

2. Search for the course you would like to attend.
 - a. Use the SQUARE icon in the upper right corner for a thumbnail view of all courses; or
 - b. Use the OUTLINE icon in the upper right corner for a list view of all courses, or
 - c. Use the list of categories on the left if you know which department is hosting the course.
3. Select ADD TO CART
4. If you have not logged in, you will be prompted to do so before you check out. (See log in instructions above)



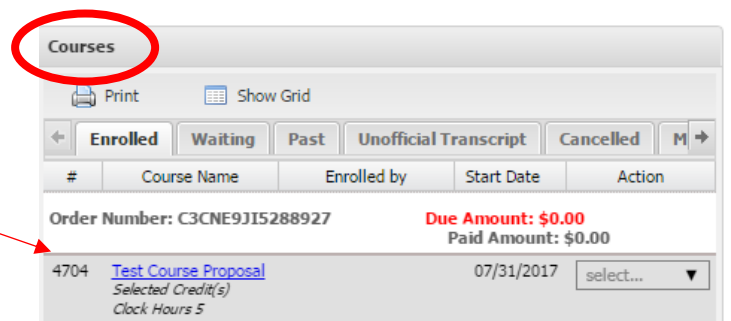
If you have already logged in...

Select BROWSE COURSES link



How can I verify I have registered for a course?

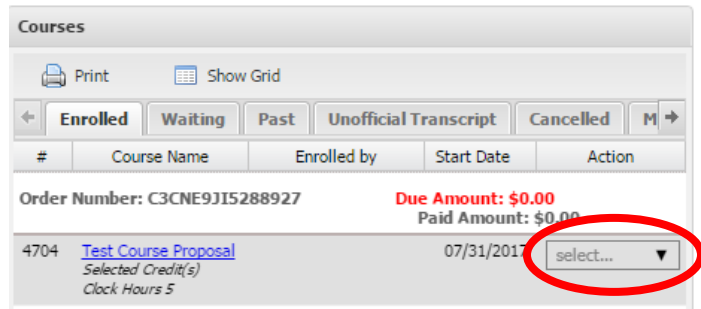
1. Log into your GoSignMeUp account.
2. Under the COURSES menu you will see a list of the courses you are registered to attend.



Frequently Asked Questions

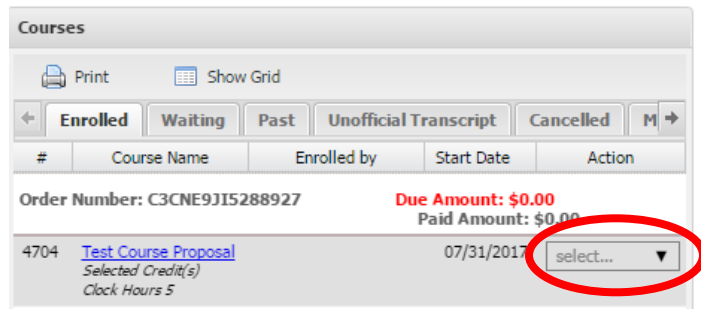
How do I cancel a course?

1. Log into your GoSignMeUp account.
2. Under the COURSES menu use the pull down menu to the right of the course and select cancel.



Can I print a receipt for my registration?

1. Log into your GoSignMeUp account.
2. Under the COURSES menu use the pull down menu to the right of the course and select receipt.



How do I enroll multiple staff for a course?

Each school district has a few staff identified as supervisors who can enroll multiple staff at one time. See the District Contact List under Quick Links.

Where can I find a list of the courses I have taken through NEWESD 101?

Mary Kempel, registrar, can research a list of courses you have taken or provide you with a transcript of clock hours claimed. Select Transcripts under Quick Links.