

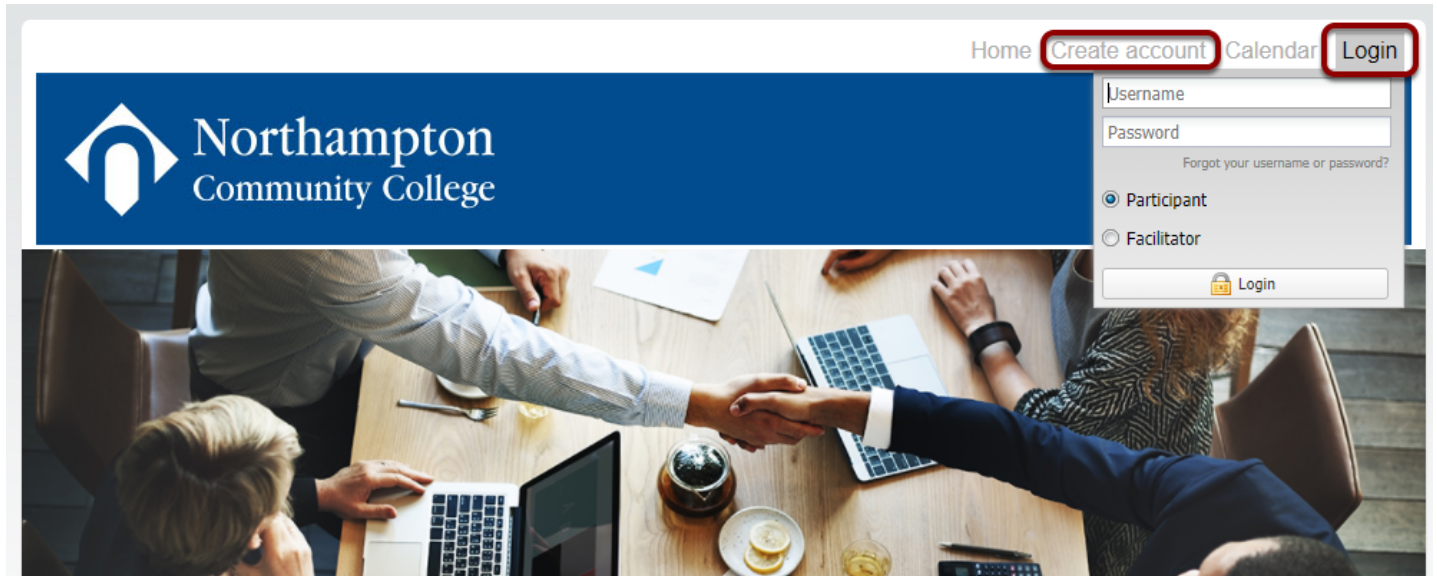
How Do I Register for a Northampton Community College Course?

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

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

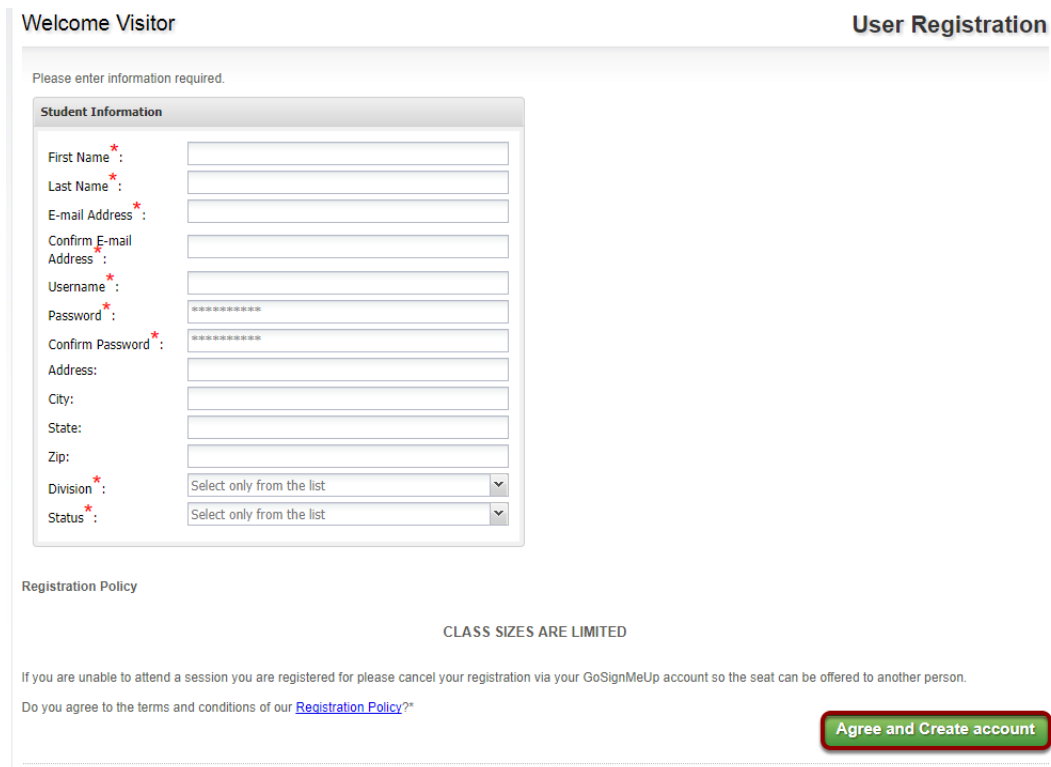


2) The first thing you will want to do is create an account. Or login using your Username and Password if you already have one.



The screenshot shows the Northampton Community College website. At the top right, there are links for "Home", "Create account", "Calendar", and "Login". The "Create account" and "Login" links are highlighted with red boxes. Below these links is a login form with fields for "Username" and "Password", a "Forgot your username or password?" link, and radio buttons for "Participant" and "Facilitator". A "Login" button is at the bottom of the form. The background of the website features a blue header with the college logo and a photograph of people shaking hands over a table with laptops and coffee.

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



The screenshot shows the "User Registration" form. At the top, it says "Welcome Visitor" and "User Registration". Below this is a section titled "Please enter information required." with a sub-header "Student Information". The form contains the following fields: "First Name", "Last Name", "E-mail Address", "Confirm E-mail Address", "Username", "Password", "Confirm Password", "Address", "City", "State", "Zip", "Division", and "Status". The "Division" and "Status" fields are dropdown menus with the text "Select only from the list". Below the form is a "Registration Policy" section with the text "CLASS SIZES ARE LIMITED" and a paragraph stating: "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." Below this is a link to the "Registration Policy". At the bottom right, there is a green button labeled "Agree and Create account" with a red border.

You must agree to our University Policy to continue.

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

The screenshot displays the Blackboard home page for a user named Trevor Test. At the top, there is a search bar labeled 'Search' with a magnifying glass icon, marked with a red circle '1'. To the right of the search bar is a shopping cart icon labeled 'Empty'. Below the search bar, the user is greeted with 'Welcome Trevor Test'. On the left side, there is a sidebar with a 'Show All' button marked with a red circle '2', followed by a list of course categories: 'Faculty Professional Development ...', 'Technology Enhanced Training', 'Academic Excellence', 'Guided Pathways', and 'Engaging With Our Communities'. Below these categories is a 'Color Legend' with five color-coded boxes: green for 'Academic Excellence', purple for 'Engaging with Our Communities', orange for 'Supporting Diverse Students', blue for 'Technology Enhanced Instruction', and light green for 'Guided Pathways'. The main content area features a 'Browse Courses' section with a 'From' and 'Until' date filter, a 'Sort by: Default' dropdown, and a list of course cards. The first two cards are 'Grade Center' and 'BB Help for New Users', both with 'Add to cart' buttons. The third card is 'APC Meetings' with a 'Meets 4th Tuesday of the Month' note. The bottom of the page has a decorative banner with various icons.

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 "Register". Or See more information by clicking on the Course Name.

Search

Welcome Trevor Test

Browse Courses

From [] Until []

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

Grade Center
Integration of Grade Center with Starfish
Starts: 12/12/2017 4:30 PM
Location: [Bethlehem Campus](#)
Add to cart

BB Help for New Users
Are you an instructor that hasn't used Blackboard? Are you a new instructor? Come join us in this class for an overview of... [More](#)
Starts: 1/23/2018 4:30 PM
Location: [Monroe Campus](#)
Add to cart

APC Meetings
APC Meetings will be held on the 4th Tuesday of the month @ 3:30 PM in CC117 and KAPP 102B. All proposals need to be in the... [More](#)
Starts: 1/23/2018 3:30 PM
Location: [Bethlehem Campus](#)
Meets 4th Tuesday of the Month

Color Legend

- Academic Excellence
- Engaging with Our Communities
- Supporting Diverse Students
- Technology Enhanced Instruction
- Guided Pathways

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

Home > 001 Project Management Essentials

001 Project Management Essentials

Have you quietly slipped into the role of an unofficial project manager? Stakeholders, scope creep, no formal training, a lack of process all combine to raise the probability of project failure costing you time, money, and morale. Project management isn't just about managing logistics and hoping the project team is ready to play to win. The skills of "informal authority" plus the PMI project management framework are keys to your project success.

Contact
Beth Rossi
908-698-5607

Location
Tommy 601 - 5th Floor Auditorium, 601 West 26th St
New York, NY 10001
Room: 5th Floor Auditorium

Dates and Times
Starts: Tue, Jun 9, 2015 8:30 AM (EST)
Sessions: Tue, Jun 09, 2015 8:30 AM - 5:00 PM (EST)
Registration closes: Tue, Jun 9, 2015 8:30 AM (EST)

Instructor(s)
Franklin Covey

Register

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

Search

Welcome Trevor Test

Browse Courses

1 item

From Until

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

Grade Center
Integration of Grade Center with Starfish
Starts: 12/12/2017 4:30 PM
Location: [Bethlehem Campus](#)
Add to cart

BB Help for New Users
Are you an instructor that hasn't used Blackboard? Are you a new instructor? Come join us in this class for an overview of... [More](#)
Starts: 1/23/2018 4:30 PM
Location: [Monroe Campus](#)
Checkout

APC Meetings
APC Meetings will be held on the 4th Tuesday of the month @ 3:30 PM in CC117 and KAPP 102BALL proposals need to be in the... [More](#)
Starts: 1/23/2018 3:30 PM
Location: [Bethlehem Campus](#)
Meets 4th Tuesday of the Month

Color Legend

- Academic Excellence
- Engaging with Our Communities
- Supporting Diverse Students
- Technology Enhanced Instruction
- Guided Pathways

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".

Search

1 item

Welcome Trevor Test

From

Until

BB Help for New Users

Empty cart

Checkout

Show All

+ Faculty Professional Development ...

+ Technology Enhanced Training

+ Academic Excellence

+ Guided Pathways

+ Engaging With Our Communities

Color Legend

Academic Excellence


Engaging with Our Communities

Supporting Diverse Students

Technology Enhanced Instruction

Guided Pathways

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




Grade Center

Integration of Grade Center with Starfish

Starts: 12/12/2017 4:30 PM
Location: [Bethlehem Campus](#)

Add to cart




BB Help for New Users

Are you an instructor that hasn't used Blackboard? Are you a new instructor? Come join us in this class for an overview of... [More](#)

Starts: 1/23/2018 4:30 PM
Location: [Monroe Campus](#)

Checkout



APC Meetings

APC Meetings will be held on the 4th Tuesday of the month @ 3:30 PM in CC117 and KAPP 102Ball proposals need to be in the... [More](#)

Starts: 1/23/2018 3:30 PM
Location: [Bethlehem Campus](#)

Meets 4th Tuesday of the Month

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.

Welcome Trevor Test

✓

2

3

4

Log in/ Create AccountReviewProcessingReceipt & Confirmation

Add more Courses

Review your current order

| Course Name | Date(s) | Time(s) | Status |
|------------------------------|-----------|-------------------|--|
| BB Help for New Users - 2540 | 1/23/2018 | 4:30 PM - 5:30 PM | Open: 24 Open Seats Left Wait List: 0 Wait Spaces Available |

Proceed to Next Step

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

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

Empty

Welcome Trevor Test

✓

✓

✓

4

Log in/ Create Account

Review

Processing

Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:

Date:

11/30/2017

Registration number:

CU9KGV8P3789169

Username:

trevor@gosignmeup.com

Participant Information:

Trevor Test

trevor@gosignmeup.com

Payment Details:

Order Details

| Course name | Dates | Status |
|-----------------------|-----------------------------|----------|
| BB Help for New Users | 1/23/2018 4:30 PM - 5:30 PM | Enrolled |

Print Receipt

Continue Shopping for Courses

Back To User Home

You will also get a confirmation email sent to you.