How Do I Register for a South Dakota Education Course?

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

Make sure you go to our registration site at: http://southdakota.gosignmeup.com/
The first thing you will want to do is Login using your Username and Password. Or, Create an Account if you do not have one.
To create an account, please fill in all required information and then click "Agree & Create Account".

You must agree to our "Registration Policy" to register for an account.
1) You can search for specific courses using the search bar.
2) You can search for courses by searching through the categories on the left hand side.
3) You can switch the way the courses are displayed using these icons to give you more or less information per course.

<table>
<thead>
<tr>
<th>Course#</th>
<th>Course Name</th>
<th>Start date</th>
<th>Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUR091513</td>
<td>Online Common Core Module 1-6</td>
<td>9/23/2013</td>
<td>8:30 AM</td>
<td>Add to cart</td>
</tr>
<tr>
<td>TITLE092613AM</td>
<td>Title New Director Workshop</td>
<td>9/20/2013</td>
<td>8:30 AM</td>
<td>Add to cart</td>
</tr>
<tr>
<td>SPED092613AM</td>
<td>Special Education New Director Workshop</td>
<td>9/26/2013</td>
<td>8:30 AM</td>
<td>Add to cart</td>
</tr>
<tr>
<td>SPED092613PM</td>
<td>Special Education New Director Workshop</td>
<td>9/20/2013</td>
<td>1:00 PM</td>
<td>Add to cart</td>
</tr>
<tr>
<td>TITLE0926PM</td>
<td>Title New Director Workshop</td>
<td>9/20/2013</td>
<td>1:00 PM</td>
<td>Add to cart</td>
</tr>
<tr>
<td>SPED100113</td>
<td>Curriculum and Instructional Materials for NCSC</td>
<td>10/1/2013</td>
<td>9:30 AM</td>
<td>Add to cart</td>
</tr>
</tbody>
</table>
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.
Here is the courses information page. You can see 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 incase 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 has additional information including Contact and Credits.
4) Dates and Times shows additional information including when the course starts and the sessions of the course.
5) Locations shows where this course is located.
6) Instructors shows the instructors that will be instructing the course, including a bio if they have one.
7) 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 required).
You can continue adding courses to your cart, or click on the cart to see what is in there.
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 "Go to Cart".
When you continue you will be taken to the Checkout area. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Next Step"

To use a coupon, (if needed) enter in the coupon code in the space provided and press "enter" to apply it. You may check the details of the coupon as well.
Answer any of the required questions/pre-requisite requests before clicking "Proceed to Payment"
Then you will be taken to the confirmation page where you can review and print your order.

**Order Receipt**

**Sold to:**

- Anthony Test
- City, CA, 92626
- anthony@oodgnmeup.com
- 5555555555

**Payment Details:**

- Date: 8/20/2013 11:59 AM
- CHMKT12Z7162779
- AnthonyT

**Order Details**

<table>
<thead>
<tr>
<th>Course name</th>
<th>Order number</th>
<th>Dates</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: New Director</td>
<td>TITLE02613AM</td>
<td>9/25/2013 8:30 AM - 11:30 AM</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Disclaimer: Notice is further given to individuals with disabilities that this training is being held in a physically accessible place. Handicapped parking is also available. Please notify the instructor within two weeks of the training if you have special needs for which this agency will need to make arrangements. Call about requests for alternative formats and/or interpreters: Disk, Braille, Large Print, Interpreter, or Other (please specify).