

How Do I Register for an RCU Course

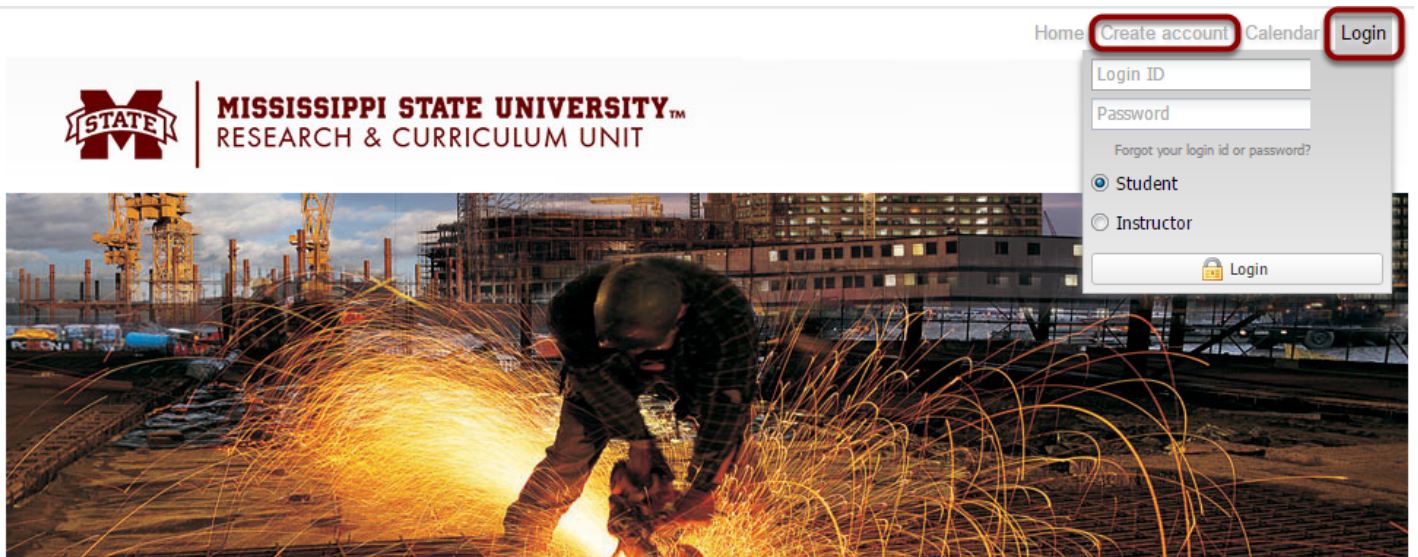
This lesson will show you how to use our registration software.

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

<https://rcu.gosignmeup.com>



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



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

Please enter information required.

Staff Information	
First Name *	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name *	<input type="text"/>
Login ID *	<input type="text"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
Email Address *	<input type="text"/>
Confirm Email Address *	<input type="text"/>
Address *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip:	<input type="text"/>
Home Phone:	<input type="text"/>
Mobile Phone:	<input type="text"/>
Birth Date:	<input type="text"/>
Gender:	<input type="text"/>
Ethnicity:	<input type="text"/>

Affiliation	
Building *	<input type="text"/>
District:	<input type="text"/>
School:	<input type="text"/>
Office Phone:	<input type="text"/>
Hire Date:	<input type="text"/>
Staff Type:	<input type="text"/>
Area of Instruction:	<input type="text"/>
School Level:	<input type="text"/>
School Type:	<input type="text"/>

IMPORTANT License Number required for those who have one

License Number:

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

You must agree to our Registration Policy to continue.

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

The screenshot displays the RCU course registration interface. At the top, a search bar is highlighted with a red circle and the number 1. Below the search bar, the user is greeted with 'Welcome Anthony Test'. To the right, there is a 'Browse Courses' link and a shopping cart icon labeled 'Empty'. On the left side, a sidebar menu is shown with a 'Show All' button highlighted by a red circle and the number 2. Below this, three categories are listed: '+ Assessment', '+ Technology', and '+ Training'. The main content area features a 'Sort by: Default' dropdown and a list of four courses. Each course card includes the course title, a brief description, start date, session information, pricing, location, status (open seats left), and class size. Each card also has an 'Add to cart' button at the bottom.

Search

Welcome Anthony Test

Browse Courses

From Until

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

Online PL 2 C.O.O.L 4 Pathways
Online2C.O.O.L4Pathways SP16-Section3
Online Professional Learning - 24/7 The 2COOL4 course was created to assist educators in meeting the requirements for... [More](#)
Starts: Mon, 3/21/2016 2:00 AM
Session: [Online](#)
Pricing: \$135.00
Location: LMS
Status: 23 open seats left
Class size: 25 seats
Add to cart

Online PL 2 C.O.O.L 4 Technology
Online2C.O.O.L4TechSP16-Section3
Online Professional Learning - 24/7 The 2COOL4 course was created to assist educators in meeting the requirements for... [More](#)
Starts: Mon, 3/21/2016 3:00 AM
Sessions: [2](#)
Pricing: \$135.00
Location: LMS
Status: 25 open seats left
Class size: 25 seats
Add to cart

Online PL Technology Literacy Module
OnlineTechLiteracyModule SP16-Section2
The course is for aiding the Pathways instructors, Counselors, and Administrators in meeting their technology literacy... [More](#)
Starts: Mon, 3/21/2016 2:00 AM
Session: [Online](#)
Pricing: \$25.00
Location: LMS
Status: 24 open seats left
Class size: 25 seats
Add to cart

Online PL LMS 4 FCS
OnlineLMS4FCS SP16-Section2
Online Professional Learning - 24/7 The LMS4FCS course was created to assist educators in meeting the requirements for... [More](#)
Starts: Mon, 3/28/2016 3:00 AM
Session: [Online](#)
Pricing: \$100.00
Location: LMS
Status: 24 open seats left
Class size: 25 seats
Add to cart

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.

Search

Empty

Welcome Anthony Test

Browse Courses

Show All

+ Assessment

+ Technology

+ Training

From

Until

Sort by: Default

Course number

Course name

Course start

Location

Course time

Course date

Online PL 2 C.O.O.L 4 Pathways

Online2C.O.O.L4PathwaysSP16-Section3
Online Professional Learning - 24/7 The 2COOL4 course was created to assist educators in meeting the requirements for... [More](#)

Starts: Mon, 3/21/2016 2:00 AM

Session: [Online](#)

Pricing: \$135.00

Location: LMS

Status: 23 open seats left

Class size: 25 seats

Add to cart

Online PL 2 C.O.O.L 4 Technology

Online2C.O.O.L4TechSP16-Section3
Online Professional Learning - 24/7 The 2COOL4 course was created to assist educators in meeting the requirements for... [More](#)

Starts: Mon, 3/21/2016 3:00 AM

Sessions: 2

Pricing: \$135.00

Location: LMS

Status: 25 open seats left

Class size: 25 seats

Add to cart

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The course is for aiding the Pathways instructors, Counselors, and Administrators in meeting their technology literacy... [More](#)

Starts: Mon, 3/21/2016 2:00 AM

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Starts: Mon, 3/28/2016 3:00 AM

Session: [Online](#)

Pricing: \$100.00

Location: LMS

Status: 24 open seats left

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Add to cart

How Do I Register for an RCU Course

Page 4

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

Online2C.O.O.L4PathwaysSP16-Section3 Online PL 2 C.O.O.L 4 Pathways

Online Professional Learning - 24/7 The 2C.O.O.L course was created to assist educators in meeting the requirements for licensure. This web-based course is designed to introduce participants to the methodology of online teaching. Categories and topics include a review of the literature, instructional design techniques, online teaching strategies, classroom management procedures, analysis of technology integration in the classroom, contemplative learning, and legal issues in the digital environment. This course's capstone is a final project. The course participant will create a minimum of ten hours instruction. This instruction will utilize the different features used in the NDE LMS. Instruction the participant creates will be on the curriculum the participant currently teaches (or will teach) or in the capacity the participant works in a school district. A checklist of minimum expectations to be met is provided. We are excited to work with you on your professional learning endeavors. It is our intent that the courses we offer will meet the needs that you and your district have for your professional learning experiences. To help us maximize the learning experience for you and others in each session, it is expected that you will complete all activities as given in each course by the stated due date or end of course date -- which ever applies. Contact the instructor before the course is complete should unexpected circumstances arise. Should all work be completed by the stated due date, you will be able to access the course materials and the course will be available for you to access at any time.

Contact
RCU
662-325-2510

Credits
CEU Credit : 4

Location
LMS
Room: LMS

Dates and Times
Starts: Mon, Mar 21, 2016 2:00 AM
Sessions: Online Class
Mon, Mar 21, 2016 - Mon, May 9, 2016
2:00 AM - 3:00 AM
Registration closes: Tue, Mar 15, 2016

Instructor
Theresa Wheeler

Add to cart

Pricing
\$135.00

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.

Welcome Anthony Test

Search

1 item

Browse Courses

Show All

+ Assessment

+ Technology

+ Training

From

Until

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

Online PL 2 C.O.O.L 4 Pathways

Online2C.O.O.L4PathwaysSP16-Section3

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Starts: Mon, 3/21/2016 2:00 AM

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Location: LMS

Status: 23 open seats left

Class size: 25 seats

Checkout

Online PL 2 C.O.O.L 4 Technology

Online2C.O.O.L4TechSP16-Section3

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Sessions: 2

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Location: LMS

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Add to cart

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Location: LMS

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Add to cart

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Page 6

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".

Welcome Anthony Test

Search

From Until

Sort by: [Default](#) | [Course number](#) | [Course name](#) | [Course start](#) | [Location](#)

[Show All](#)

[+ Assessment](#)

[+ Technology](#)

[+ Training](#)

Online PL 2 C.O.O.L 4 Pathways
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Starts: Mon, 3/28/2016 3:00 AM
Session: [Online](#)
Pricing: \$100.00
Location: LMS
Status: 24 open seats left
Class size: 25 seats
[Add to cart](#)


Online PL 2 C.O.O.L 4 ... \$135.00
Sub-total: \$135.00
[Empty cart](#) [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".


 1 item

Welcome Anthony Test

 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	
Online2C.O.O.L4Pathways SP16-Section3 Online PL 2 C.O.O.L 4 Pathways - 7710	3/21/2016 5/9/2016	2:00 AM - 7:30 PM 1:00 AM - 3:00 AM	\$135.00;	

Sub-total:

\$135.00

Discount:

0

Sales Tax:

\$0.00

Total:

\$135.00

Proceed to Payment

Please answer any of the required questions/pre-requisite requests before you proceed. *Note if there is no payment required, this will enroll you in the course.

10) For credit card payments click on "Place Order Now" to be taken to the payment screen. Or Choose another payment method

1 item

Welcome Anthony Test

✓

✓

3

4

Log in/ Create Account

Review

Payments

Receipt & Confirmation

Payment Amount: \$135.00

Other Payment methods

Credit/Debit Card

Credit/Debit Card

Purchase Order

VISA

MasterCard

AMERICAN EXPRESS

DISCOVER NETWORK

You must press the button below to complete registration.

Place Order Now

How Do I Register for an RCU Course

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11) This is the payment page. Please enter in all of your payment information. Once you make sure everything is correct, click on "Continue" to register.

Provide Credit Card Information

Please enter your credit card information in the following fields and then click "Continue" button.
NOTE: All fields are required.

For help, please click on the question mark next to a field.

Current Payment

Account:	gосignmeup
Payment Amount:	\$135.00
Effective Date:	02/09/2016

Credit Card Information

Cardholder's Name: [Virtual Keypad](#)


Card Type:


Credit Card Number:

Expiration Date: /

Continue

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

**MISSISSIPPI STATE UNIVERSITY™**
RESEARCH & CURRICULUM UNIT

 1 item

Welcome Anthony Test

✓

✓

✓

4

Log in/ Create AccountReviewPaymentsReceipt & Confirmation

Thank you for enrolling!

Order Receipt

Participant Information:
Anthony Test
City
city , ca , 92626
anthony@gosignmeup.com
5555555555

Enrollment Details:
Date: 2/9/2016 11:24 AM
Registration number: CSZPMNCV3788922
Username: anthony@gosignmeup.com

Payment Details:
Purchase Order TEST

Course name	Course#	Dates	Status	Price
Online PL 2 C.O.O.L 4 Pathways	Online2C.O.O.L4PathwaysSP16-Section3	Online from 3/21/2016 2:00 AM until 5/9/2016 1:00 AM	Enrolled	
Total:				\$135.00
Discount:				\$0.00
Total Amount Paid:				\$0.00

Print Receipt

Continue Shopping For CoursesBack To User Home

You will also get a confirmation email sent to you.