GoSignMeUp (GSMU) FAQ

How do I login?

- Go to https://rcu.gosignmeup.com, click login and choose student or instructor.
- Your username should be your first initial, lastname, and last 4 of your SSN (ex. jdoe1234). Your password should be changeme2015. You will have the opportunity to change your password once logged in.
- If you have any problems logging in, please choose "forgot username" or "forgot password" and follow the instructions. If you need more help, email helpdesk@rcu.msstatte.edu with details about your problem.
- The first time you login you will be required to update your personal information. Upon each login, the system will display your current profile. PLEASE keep your profile up to date.

How do I update my profile?

What if I do not have an account?

- Go to https://rcu.gosignmeup.com and click on "create account" in the top right corner and follow the instructions.

How do I register for a course?

- Once you login and update your profile, if needed, then choose HOME at the top right of the screen.
- Once logged in, you can use different ways to search for courses.
    - You can search for specific courses using the search bar
    - You can search for courses by searching through the categories on the left hand side
    - You can use the sort filter to search for courses
    - You can switch the way the courses are displayed by switching between tile view and grid view.
- Once you find the course you are looking for you can click on the Course Name for more information, such as course description, instructor, registration deadline, etc…
- To register for the course simply click "Add to cart". You can continue to add courses to your cart, or click on the cart to see what is in it and the total price. You can delete the items by clicking the "x" or "Empty Cart".

How do I pay for a course?

- Once you have added your course(s) to the cart, click "Checkout" where you will be taken to the payment screen and simply follow directions.

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- You have two payment options: Credit Card or Purchase Order.
  - If paying by credit card, please follow the credit card payment instructions.
  - If paying with a Purchase Order, **you MUST have your PO number ready at time of checkout**.