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

## 1) Make sure you are on our registration site at: http://nwboces.gosignmeup.com/ - This is the homepage.

https://nwboces.gosignmeup	.com			
			Home   Create accou	nt   Calendar   Login
			Northwest olorado BOCES	
		Not to the		
	Browse courses below. F	or answers to frequently asked questions about credit, c For step-by-step registration instructions, <u>CLIC</u>	KHERE	
	Welcome Visitor	Search	ې Brow	₩ Empty rse Courses
	Show All	From 3 Until 3		
	+ Literacy	Course# Course name	Start date Time Location	Default sort 🔺
	+ Mathematics	061614 Add+Vantage MR (Math Recovery)	6/16/2014 BOCES 8:30 Downstairs AM Conference Room	Add to cart
	+ Technology Integration	062314-1 (LDC) Literacy Design Collaborative	6/23/2014 8:30 Moffat Count AM District Office	\$995.00 Add to cart

2) The first thing you will want to do is Login using your Username and Password. Accounts have been set up for anyone who attended any BOCES-hosted PD events since 2011. If this is your first time using the new registration system but you have been an educator in one of NW BOCES member or associate member districts; you most likely already have an account set up.

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		Home   Create	account   Calendar   Login
		jdalk	e@nwboces.org
NT TAT		Northwest	•••
IN W C		Colorado BO(	Forgot your username or password?
B O C		<ul> <li>Students</li> </ul>	udent
		O In	structor
	2008	Su	pervisor
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Welcome Visitor			Browse Courses
Show All	From Dutil		:=
	Course# Course name	Start date Time Lo	ocation Default sort 🔺
+ Literacy			OCES
+ Mathematics	061614 Add+Vantage MR (Math Recovery)	6/16/2014 AM C	Add to cart
+ Technology Integration			
			\$995.00

Try logging in with your username as your full school email (ex. jdalke@nwboces.org not just jdalke) and your password as password.

Click "Forgot your username or password?" if you get the error "Invalid username or password" or email jdalke@nwboces.org or sstuart@nwboces.org for support.

If you are new to a member district of NW BOCES, or are from a school outside NW BOCES, or are certain you have not attended any NW BOCES hosted PD since 2011- scroll to page 4 for directions on how to create an account.

3) Please fill in (or check for accuracy) all information in the student, affiliation, and demographic boxes below by clicking on the pencils to edit. You will not be able to register for a course until at least the \* information has been supplied. You can change your password if you would like. Please make sure to record your username and password for your records.

Student Information 🧳	Demographic				6
First Name*: Test	Mailing Address:	Thank you for en	ntering your r	mailing add	ress
Last Name*: Test Last Name	City:	Just in case we n	eed to send	you someth	ning
Personal Email: test@gmail.com	State:	со		-	-
Username*: test@nwboces.org	Zip:	80487			
Password*: *******	Home or cell phone:	Just in case we n	eed to conta	ct you in th	ne summer
School E-mail test@nwboces.org	School Phone:	970-879-0391			
Address*:	Gender:	2(Female)			
Affiliation					
	Courses				
District*: NW BOCES	+ Enrolled Wai	ting Past Tra	nscripted	Cancelled	Multiple I
If other, please list:	Print				
School*: NW BOCES		E-miled by		D.i.	
School 2*: NW BOCES	# Course Name	Enrolled by	Start Date	Pai /	Action
School 3*: NW BOCES	No courses to show				
If other, please list:					
Position*: Other					
If other, please list:					
					Total Paid: \$0.0
	Received Email				
	Search				
	Page 1	of 1   🕨 🕅 🖓		Dis	splaying 1 - 4 of
	Date	Subject			
	06/10/2014 02:56 PM	Cancellation Notice			đ
	06/10/2014 02:55 PM	Cancellation Notice			6

Once you have updated this information you are ready to: 1) register for a course (scroll to page 6 for more instructions) or 2) review your past courses or 3) print a certificate or transcript (click on the frequently asked questions about credit, certificates, or your transcript on the home page).

06/10/2014 02:41 PM Enrollment Confirmation

06/10/2014 02:39 PM Enrollment Confirmation

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4) If you are a new teacher or administrator, or are from a school outside NW BOCES, or are certain you have not attended any NW BOCES-hosted PD since 2011, click on "Create Account."

NWC BOC		Home Create account Northwest Colorado BOCES	Calendar   Login
Browse courses below. Fo	or answers to frequently asked questions about of For step-by-step registration instructions		<u>K HERE</u>
Welcome Visitor	Search	ې Browse	∰ <sup>Empty</sup>
Show All	From 🖪 Until 🖪		:=
+ Literacy + Mathematics	Course# Course name 061614 <u>Add+Vantage MR (Math Recovery)</u>	Start date Time Location 6/16/2014 BOCES 8:30 Downstairs AM Conference Room	Add to cart
+ Technology Integration	062314-1 (LDC) Literacy Design Collaborative	6/23/2014 8:30 Moffat County AM District Office	\$995.00 Add to cart

5) To create an account, please fill in all information in the student, affiliation, and demographic boxes below. You will not be able to register for a course until at least the \* information has been supplied.

tudent Information		Demographic		
First Name*: Last Name*: Personal Email: School E-mail Address*: Confirm School E-mail Address*: Username*: Password*: Confirm Password*:	*********       ************************************	Mailing Address: City: State: Zip: Home or cell phone: School Phone: Gender:	Select only from the list	
Affiliation				
District*:	Select only from the list	Y		
If other, please list:				
School*:	Select only from the list	×		

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Y

Do you agree to the terms and conditions of our Registration Policy?\*

Select only from the list

Select only from the list

Select only from the list

School 2\*:

School 3\*:

If other, please list: Position\*:

If other, please list:

Agree and Create account

## 6) After you have updated your profile, you can register for classes or review your current and past enrollments.

Jaama Taat	Test Last Name					Empty
elcome l'est	Test Last Name			You ar	e currently	enrolled in <u>1</u> cla
	A	<b>a</b>			1	Browse Course
tudent Information	n 🧳	Demographic				e e e e e e e e e e e e e e e e e e e
First Name*:	Test	Mailing Address:	Thank you for en	tering your r	mailing add	dress
.ast Name*:	Test Last Name	City:	Just in case we n	eed to send	you somet	hing
ersonal Email:	test@gmail.com	State:	со			
Jsername*:	test@nwboces.org	Zip:	80487			
assword*:	*****	Home or cell phone:	Just in case we n	eed to conta	ict you in t	the summer
chool E-mail	test@nwboces.org	School Phone:	970-879-0391			
Address*:		Gender:	2(Female)			
ffiliation	Ø	Courses 2	4			
District*:	NW BOCES	+ Enrolled Waiti	ng Past Tra	nscripted	Cancelle	d Multiple I →
f other, please list:		+ Enrolled Walch		iscripted	Cancener	a Hanapie I -
ichool*:	NW BOCES	Print				
ichool 2*:	NW BOCES	# Course Name	Enrolled by	Start Date	Pai	Action
chool 3*:	NW BOCES	2607 SMARTboard Le		08-05-201	4 \$0.00	Select
other, please list:						Cancel Course Print Receipt
osition*:	Other					View Coursewo
f other, please list:						

1) Click on "Browse Courses" if you want to register for a class or look at what is being offered.

2) Look at the "Courses" box, and "Enrolled" tab to see what you're currently signed up for

3) The "Courses" box, "Enrolled" tab is also where you'll come if you need to cancel your attendance

4) Click on the "Past" tab in the "Courses" box to see what you've taken in the past (since 2011)

5) To see how to print your transcript or certificates, choose the "CLICK HERE" on the homepage next to the frequently asked questions about credit, certificates, or your transcript.

7) Click on the name of a course to read all the details for the course, or click Add to Cart if you are ready to register.

	Sea	arch	Q		Empty
Welcome Anthony Test				Brows	e Courses
Oham All	From	Until 3			
Show All	Course	# Course name	Start date- 1	fime∝ Location	
+ Literacy + Mathematics	61614	<u>Add+Vantage MR (Math Recovery)</u>	6/16/2014	BOCES 8:30 Downstairs AM Conference Room	Add to cart
+ SPED Literacy Grant					\$995.00
	062614	The Neuropsychology of Reading Disorders: Diagnosis and Intervention	6/26/2014	BOCES 9:00 Downstairs AM Conference Room	Add to cart
	12314	Reading and the Brain 2 Credit	6/26/2014	9:00 AM NW BOCES	Class full
	062714	The Neuropsychology of Written Language Disorders: A Framework for Effective Interventions	6/27/2014	BOCES 9:00 Downstairs AM Conference Room	Add to cart
	72914	ECAW Every Child a Writer	7/29/2014	BOCES 8:30 <u>Downstairs</u> AM <u>Conference</u> <u>Room</u>	Add to cart
					\$375.00

This is in "Grid View"

8) On the home page, you can search for courses in different ways. You can also change how the courses are displayed.



1) You can search for specific courses using the search bar. You can search by course name or if you know the date of the first class by course number. Course numbers are typically the date of the first class in a six digit format. (So if a class starts June 10, 2014 the course number is 061014.)

2) You can also search for courses by looking through the categories on the left hand side.

3) You can switch between a "Grid View" and "Tile View" to see more/less information.

4) You can also choose how many courses to show on the page and navigate to specific pages using the navigation tools at the bottom.

This is in "Tile View"

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

Statistic Statistics of the statistics of	in 🏽 f 🗹 🔗 Home > All > 062614 The Neuropsychology of Reading Disorders: Dia	ervention					
discission matching ach reading subtype with specific evidence based interventions. The use of neuropsychological assessment discission multiple contributes from a discission	062614 The Neuropsychology of Reading Disorders: D	062614 The Neuropsychology of Reading Disorders: Diagnosis and Intervention					
Beth Metion   9708790331 x309     Credits   Grad Credit : 0.5   Re-certification : 0.5     Locations     Locations     Credits   Description : 0.5     Map     Structure(s)        Structure(s)     Structure(s)     Structure(s)        DCES Downstairs Conference Room, 325 7h 5t.     Additional Offerings	discussion matching each reading subtype with specific evidence based interventions. The use of neu- working memory, executive functioning, and orthography will be discussed as the primary means to p functions such as executive functioning and working memory as the primary cognitive constructs that minute divelai evaluation will provide practitioners with a multi-method approach to both assessmen	ropsychological assessment addressing multiple cognitive constructs including photopathylic processing, inpionit specific reading disorders in children. Specific emphasis will also be placed that in the allow children to hold, manipulate, and self organize information for more effective readil. Lastly, the 90 trad intervention. The expected learner outcomes are: 1) Discuss the four universal truths of reading	7				
9708790391 x309       1         Credits       Grad Credit : 0.5         Grad Credit : 0.5       Steven Felfer         Session:       Thu. Jun 26, 2014 9:00 AM - 5:00 PM         Location:       Destructor:         Credits       Steven Felfer         Session:       Thu. Jun 26, 2014 9:00 AM - 5:00 PM         Rejectation:       Instructor(s)         Destructor(s)       Steven Felfer         Steven G. Felfer       Steven G. Felfer	Contact	Dates and Times					
Credits       Sessions:         Brad Credit: 0.5       Thu. Jun 26, 2014 9:00 AM - 5:00 PM         Resistration closes: Thu. Jun 26, 2014 9:00 AM       Instructor(s)         Instructor(s)       Instructor(s)         Image: State Speaker and authorid six b_m.       Steven G. Feifer, D. Ed., NCSP, ABSNP is an internationally speaker and authorid six b_m.         BOCSS Downstairs Conference Room, 325 7th St.       Additional Offerings		Location: BOCES Downstairs Conference Room					
Re-certification : 0.5 Registration closes: Thu. Jun 26, 2014 9:00 AM Instructor(s) Coccurrence Room, 325 7th St. BOCES Downstairs Conference Room, 325 7th St.	Credits						
Locations							
Image: Steamboar Springs       Image: Steamboar Springs       Steven Feifer       Image: Steven G. Feifer, D. Ed., NCSP, ABSNP is an internationally renowned speaker and author in the field of learning disabilities, and has authored six b         BOCES Downstairs Conference Room, 325 7th St.       Additional Offerings       Image: Additional Offerings		Instructor(s)					
Image: Standburger       Image: Standburger         Image: Standbu	Locations	- Chavan Faifar	2				
BOCES Downstairs Conference Room, 325 7th St.	Rautt National Forest	Steven G. Feifer, D. Ed., NCSP, ABSNP is an internationally renowned speaker and author in the field of learning disabilities,					
BOCES Downstairs Conference Room, 325 7th St.		Additional Offerings					
	BOCES Downstairs Conference Room, 325 7th St.						

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) Additional Offerings will show courses that have the same name if any exist, in case this course is full you can find other courses at different times.

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.

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

Welcome Anthony Test	Sea	arch	Q	Brows	e Courses
Show All	From	Until			:=
	Course	# Course name	Start date- 1	fime≏ Location	
+ Literacy + Mathematics	61614	Add+Vantage MR (Math Recovery)	6/16/2014	BOCES 8:30 <u>Downstairs</u> AM <u>Conference</u> <u>Room</u>	Add to cart
+ SPED Literacy Grant	— —			BOCES	\$995.00
	062614	<u>The Neuropsychology of Reading Disorders:</u> <u>Diagnosis and Intervention</u>	6/26/2014	9:00 <u>Downstairs</u> AM <u>Conference</u> <u>Room</u>	Checkout
	12314	Reading and the Brain 2 Credit	6/26/2014	9:00 AM NW BOCES	Class full

11) After clicking on your cart you can see what is inside of it and the total price. Don't worry, the system won't make you pay personally, if your school district is covering your cost the system will give you the option to choose "invoice school district" later in the process. You can also delete the items by clicking the "x" or "Empty Cart". To continue click on "Go to Cart".

	Sea	arch	Q		1 item
Welcome Anthony Test			The Ne	uropsychology	\$0.00 x es
Show All	From	Until		Sub-	total: \$0.00
	Course#	≠ Course name	Start	pty cart	Go to Cart
+ Literacy + Mathematics	61614	<u>Add+Vantage MR (Math Recovery)</u>	6/16/2014	BOCES 8:30 <u>Downstairs</u> AM <u>Conference</u> <u>Room</u>	Add to cart
+ SPED Literacy Grant					\$995.00
	062614	<u>The Neuropsychology of Reading Disorders:</u> Diagnosis and Intervention	6/26/2014	BOCES 9:00 Downstairs AM Conference Room	Checkout
	12314	Reading and the Brain 2 Credit	6/26/2014	9:00 AM NW BOCES	Class full
	062714	<u>The Neuropsychology of Written Language</u> Disorders: A Framework for Effective Interventions	6/27/2014	BOCES 9:00 <u>Downstairs</u> AM <u>Conference</u> <u>Room</u>	Add to cart

12) 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". If there is no payment needed, this will enroll you in the course.

						1 item
Velcome Anthony Test				В	rowse C	ourses
0 0	3		4			
Log In/ Create Account Review	Payments		Receipt & Confirmation			
Review your current order				<u>A</u>	dd more course:	<u>s</u>
- Course Name		Date(s)	Time(s)	Price	Status	
062614 The Neuropsychology of Reading Disorders: Diagnosis	s and Intervention - 2523	6/26/2014	9:00 AM - 5:00 PM	\$0.00	Space Available	22
					Sub-total:	\$0.00
Please provide any special needs.			Discount:	\$0.00		
			Sales Tax:	\$0.00 <b>Total:</b>		\$0.00
			Proceed to	Next Step	)	

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

## 13) This is the payment page. Please choose the correct payment method. Once you make sure everything is correct, click on "Place Order Now" to register.

				1 item
Velcome Anthony	Test			Browse Courses
Log In/ Create Account	Review	3 Payments	4 Receipt & Confirmation	
				×
School District Check				
Personal Check Invoice School District Select Payment Type				
				You must press the button below to complete registration.
				Place Order Now

14) You are now registered! You will be taken to the order confirmation page where you can print this for your records. Click "Back to User Home" to get back to your profile. Please contact Julie Dalke at jdalke@nwboces.org or Suzanne Stuart at sstuart@nwboces.org if you have any questions.

NWCO BOCES	Northwest Colorado BOCES				
				<b></b>	Empty
Welcome Anthony Test				Browse C	ourses
Log In/ Create Account Review	Payments	4 Receipt Confirmat			×
	Thank you	ı for enrolling!			
Order Receipt		Enrollment Details: Date: Registration number: Username:			2014 1:23 PM IFFE0165944 AnthonyT
Sold to: Anthony Test city , ca , 92626 <u>anthony@gosignmeup.com</u> 5555555555		Payment Details:			
Order Details	Querra #		Datas	Otatua	Drive
Course name The Neuropsychology of Reading Disorders: Diagnosis and Interv	Course# ention062614		Dates 6/26/2014 9:00 AM - 5:00 PM	Status Enrolled Total: Discount: Total Amount Pald:	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00
	Print R	eceipt			
Continue Shopping For Cou	Irses		Back To User Home		

You will also get a confirmation email sent to you. The confirmation email will come from info@nwboces.org; please check your junk mail if not received and put info@nwboces.org on your safe list. This confirmation email will have a link to where you can register and pay for graduate credit if that has been set up for this class.