

# How Do I Register for a PYLUSD Course

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

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



2) The first thing you will want to do is log in. If you have a PYLUSD login account, use your PYLUSD credentials to log in. Otherwise, use the Non-PYLUSD login form.



2A) Check your participant account for any missing fields. Click on the Pencil icon to begin editing, and click on the save icon that replaces it to save your changes.

Welcome Test Test Dashboard

[Browse Courses](#)

\* Please fill out all required fields

**Participant Information** 

First Name \* : Test

Last Name \* : Test

Username: (Your email address will be your username)

Password \* : \*\*\*\*\*

E-mail Address \* : test@gosignmeup.com

Site/Department \* :

Subject Area \* : N/A

Grade Level \* : N/A

Staff Type \* : Management

Title \* : N/A

**Received Email**

Search

Page 1 of 1

Date	Subject
10/19/2018	Cancellation Notice
10/19/2018	Enrollment Confirmation

**Courses**

Print Show Grid

Enrolled Waiting Past Unofficial Transcript Cancelled

#	Course Name	Enrolled by	Start Date	Action
No courses to show				

**Participant Information** 

First Name \* :

Last Name \* :

Username: (Your email address will be your username)

Password \* :

Confirm Password \* :

E-mail Address \* :

Confirm E-mail Address \* :

Site/Department \* :

Subject Area \* :

Grade Level \* :

Staff Type \* :

Title \* :

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

1 Search

Welcome Visitor

Browse Courses

Empty

Show All 2

- + ELA
- + ERWC
- + GATE
- + Intervention
- + Love and Logic
- + New Teacher Support
- + PYLUSD Induction
- + Science

From [ ] [ ] Until [ ] [ ]

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

Course Title	Course ID	Description	Starts	Session	Location	Status	Class Size	Register
<a href="#">Preparing for Parent Teacher Conferences</a>	nts1801	Make your parent teacher conferences meaningful and rewarding for parents and teachers with these winning tips.	10/22/2018 4:00 PM	1	<a href="#">Professional Development Academy</a>	25 open seats left	25 seats	Register
<a href="#">Module 4: The Recovery Process</a>	int1803	-	10/24/2018 4:00 PM	1	<a href="#">Professional Development Academy (PDA) Room A</a>	50 open seats left	50 seats	Register
<a href="#">G-Mail and Calendar 101</a>	tech1801	Gmail Personalize the Format of Your Gmail Inbox Create Filters so Messages Instantly Go Where They Belong Apply Visual Star... <a href="#">More</a>	11/1/2018 9:00 AM	1	<a href="#">District Office Technology Training Lab</a>	20 open seats left	20 seats	Register

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.

4) 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.

5) 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 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.

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

The screenshot displays a course catalog interface. At the top, there is a search bar and a shopping cart icon with '1 item'. Below the search bar, the text 'Welcome Visitor' is on the left and 'Browse Courses' is on the right. A filter bar includes 'From' and 'Until' date pickers. A sidebar on the left lists course categories: ELA, ERWC, GATE, Intervention, Love and Logic, New Teacher Support, PYLUSD Induction, and Science. The main content area shows three course cards:

- Preparing for Parent Teacher Conferences** (nts1801): Make your parent teacher conferences meaningful and rewarding for parents and teachers with these winning tips. Starts: 10/22/2018 4:00 PM, Session: 1, Location: Professional Development Academy, Status: 25 open seats left, Class size: 25 seats. Action: Checkout.
- Module 4: The Recovery Process** (int1803): Starts: 10/24/2018 4:00 PM, Session: 1, Location: Professional Development Academy (PDA) Room A, Status: 50 open seats left, Class size: 50 seats. Action: Register.
- G-Mail and Calendar 101** (tech1801): Gmail Personalize the Format of Your Gmail Inbox Create Filters so Messages Instantly Go Where They Belong Apply Visual Star... More. Starts: 11/1/2018 9:00 AM, Session: 1, Location: District Office Technology Training Lab, Status: 20 open seats left, Class size: 20 seats. Action: Register.

7) 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".

The screenshot shows a website interface for course registration. At the top right, a shopping cart icon indicates '1 item' in the cart. Below the cart icon, a dropdown menu is open for the item 'Preparing for Parent T...'. It contains two buttons: 'Empty cart' and 'Checkout', both highlighted with red boxes. The main content area displays a list of courses. On the left, there is a sidebar with a 'Show All' button and several course categories: ELA, ERWC, GATE, Intervention, Love and Logic, New Teacher Support, PYLUSD Induction, and Science. The main list shows three course cards. The first card is for 'Preparing for Parent Teacher Conferences' (nts1801), which has a 'Checkout' button. The second card is for 'Module 4: The Recovery Process' (int1803), which has a 'Register' button. The third card is for 'G-Mail and Calendar 101' (tech1801), which has a 'Register' button. Each course card includes details such as start date, session number, location, status of open seats, and class size.

Course Title	Course ID	Start Date	Session	Location	Status	Class Size	Action
Preparing for Parent Teacher Conferences	nts1801	10/22/2018 4:00 PM	1	Professional Development Academy	25 open seats left	25 seats	Checkout
Module 4: The Recovery Process	int1803	10/24/2018 4:00 PM	1	Professional Development Academy (PDA) Room A	50 open seats left	50 seats	Register
G-Mail and Calendar 101	tech1801	11/1/2018 9:00 AM	1	District Office Technology Training Lab	20 open seats left	20 seats	Register

8) 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 Payment".

Welcome Student Test

Log in/ Create Account    Review    Processing    Receipt & Confirmation

[Add more Courses](#)

Review your current order

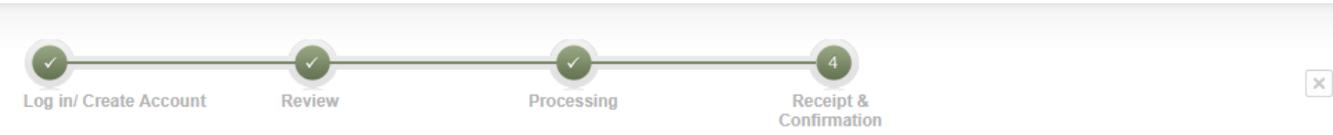
Course Name	Date(s)	Time(s)	Status
nts1801 Preparing for Parent Teacher Conferences - 2528	10/22/2018	4:00 PM - 5:00 PM	Open: 25 Open Seats Left: Wait List: 25 Wait Spaces Available

[Proceed to Next Step](#)

\*Note if payment is not required, this will enroll you in the course.

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

Welcome Student Test



Log in/ Create Account   Review   Processing   Receipt & Confirmation

Thank you for enrolling!

## Order Receipt

**Enrollment Details:**  
Date: 10/19/2018  
Registration number: CLOPX0IJ4092888  
Username: test@gosignmeup.com

**Participant Information:**  
Student Test  
[test@gosignmeup.com](mailto:test@gosignmeup.com)

**Order Details**

Course name	Course#	Dates	Status
Preparing for Parent Teacher Conferences	nts1801	10/22/2018 4:00 PM - 5:00 PM	Enrolled

[Print Receipt](#)

[Continue Shopping for Courses](#)   [Back To User Home](#)

1301 E. Orangethorpe Ave. Placentia, CA 92870   Phone: (714) 986-7000 | Hours: 7:30 a.m. to 4:30 p.m.

You will also get a confirmation email sent to you.