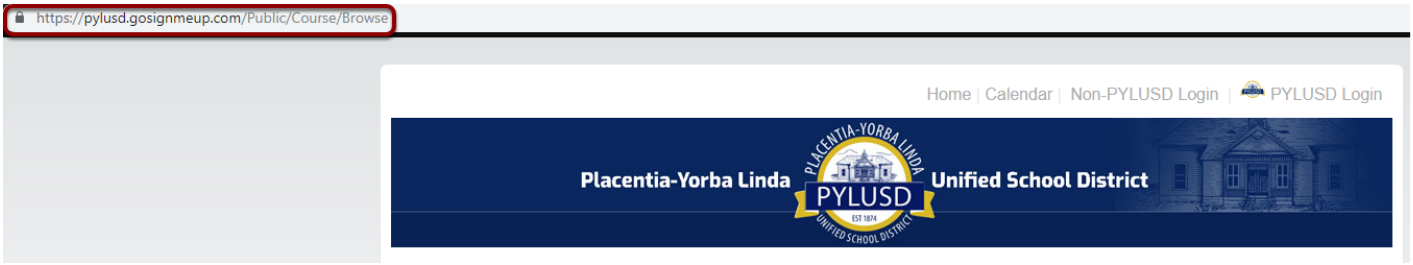
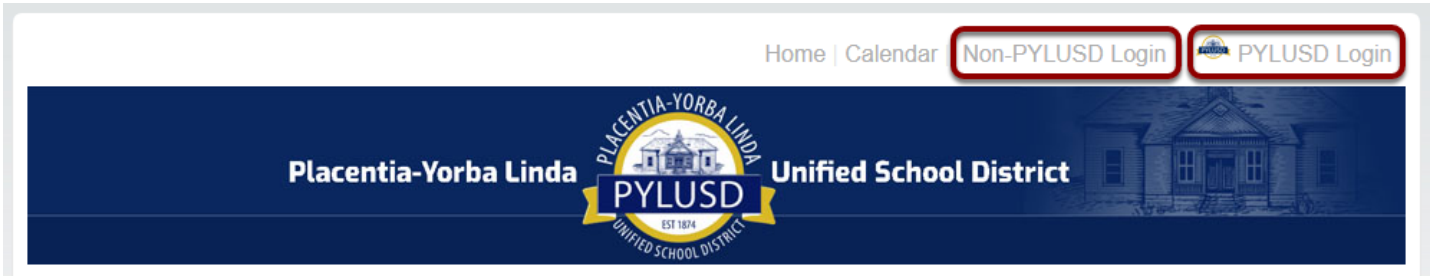
How Do I Register for a PYLUSD Course

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

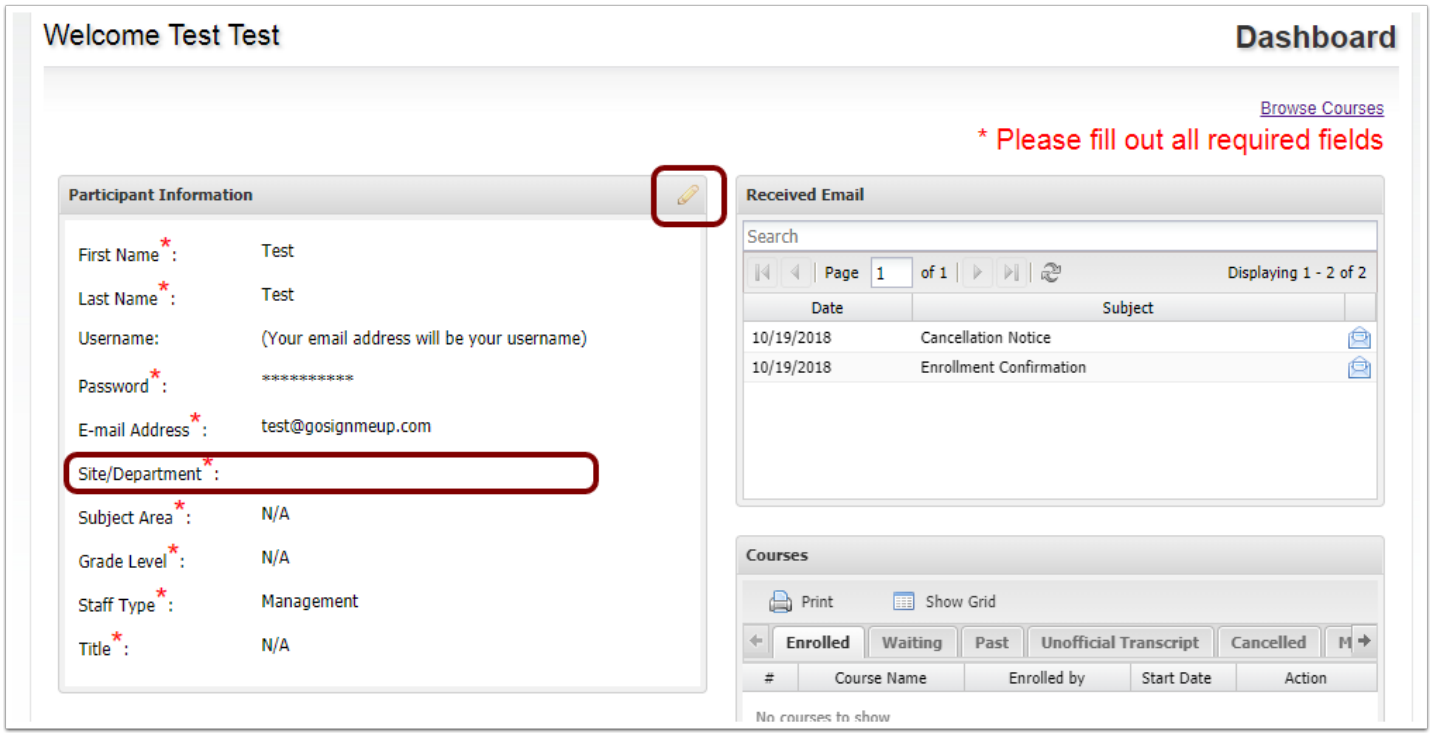
1) Make sure you are on our registration site at: https://pylusd.gosignmeup.com

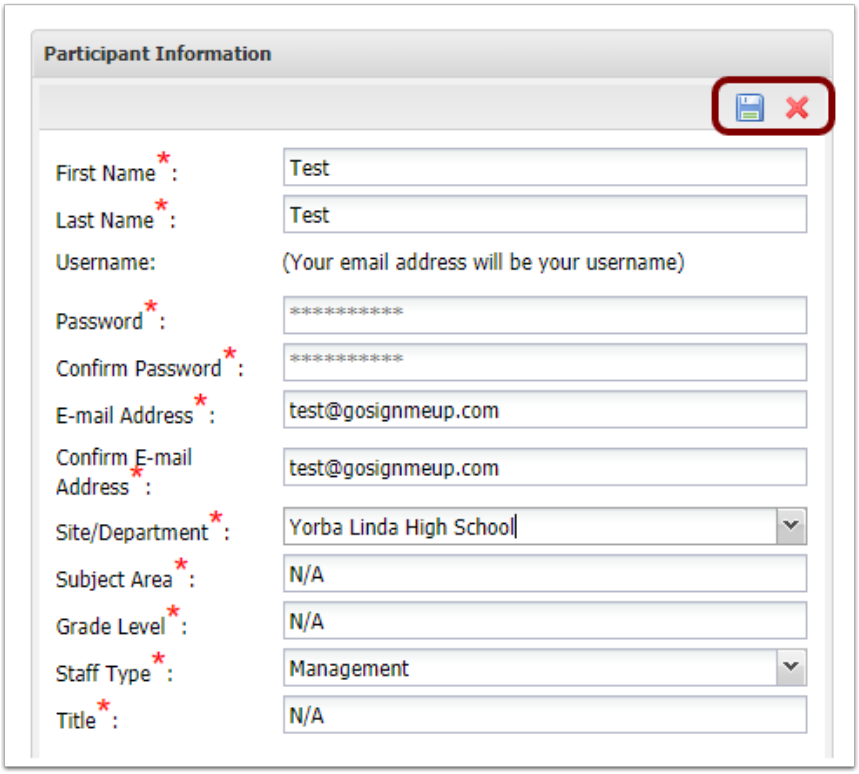


2) The first thing you will want to do is log in. If you have a PYLUSD login account, use your PYLUSD credentials to log in. Otherwise, use the Non-PYLUSD login form.

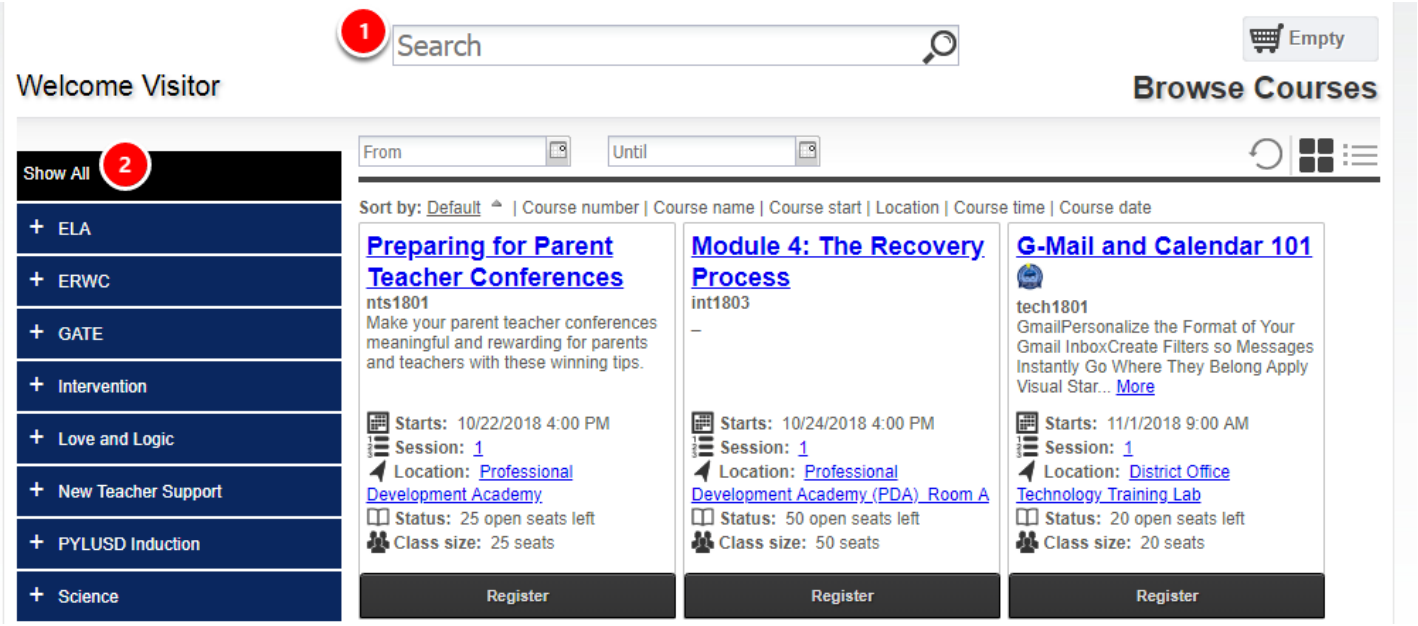


2A) Check your participant account for any missing fields. Click on the Pencil icon to begin editing, and click on the save icon that replaces it to save your changes.





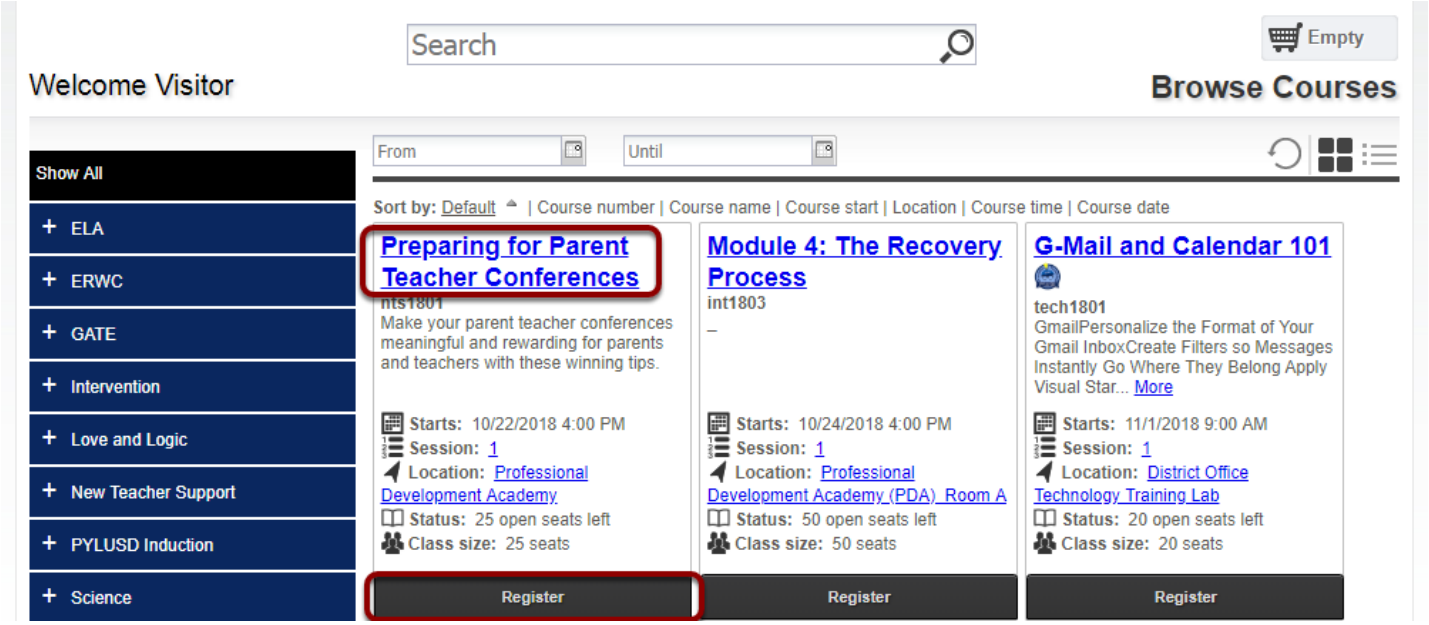
3) On the home page, you can search for courses in different ways.



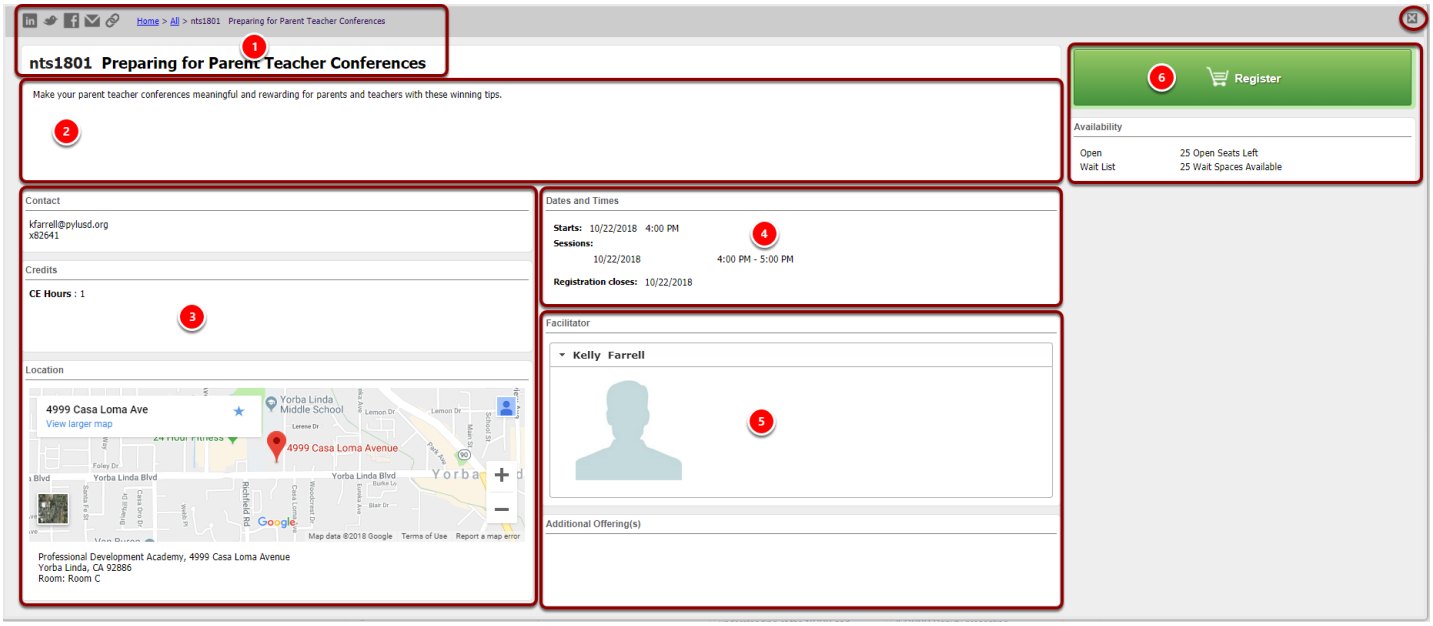
1) You can search for specific courses using the search bar.

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

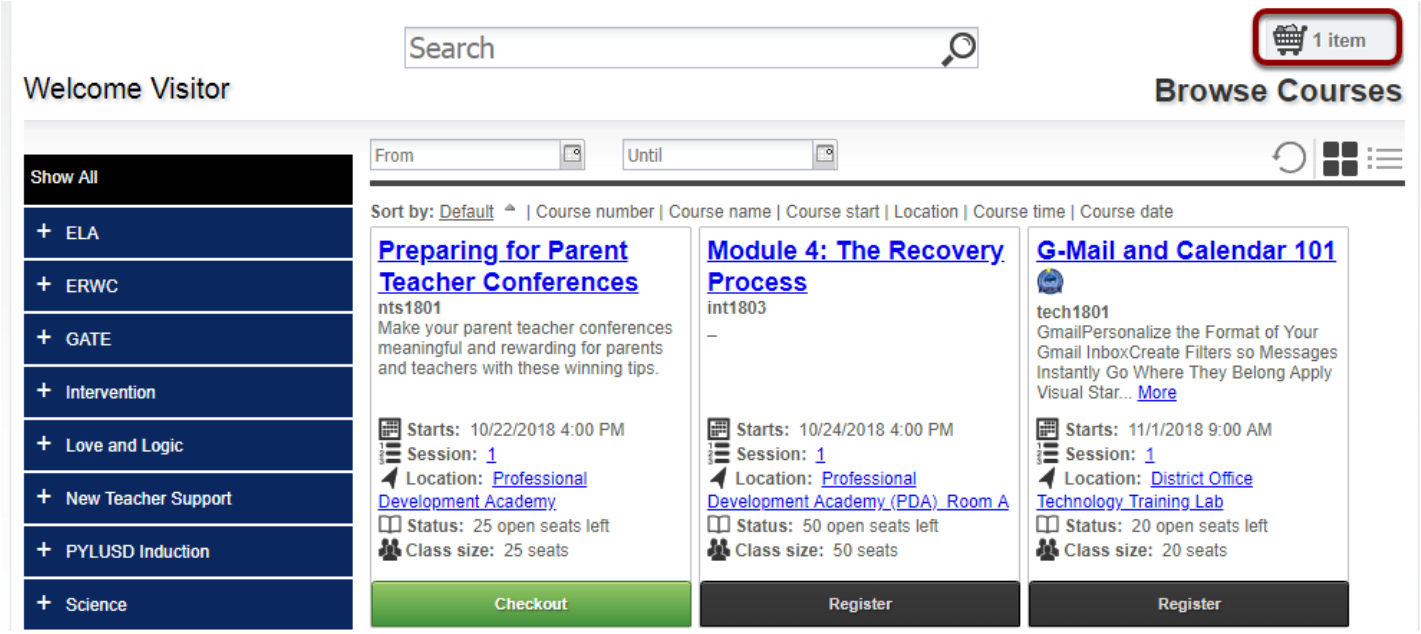
3) This area shows the contact, credits, location and any visual icon for the course if any.

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.

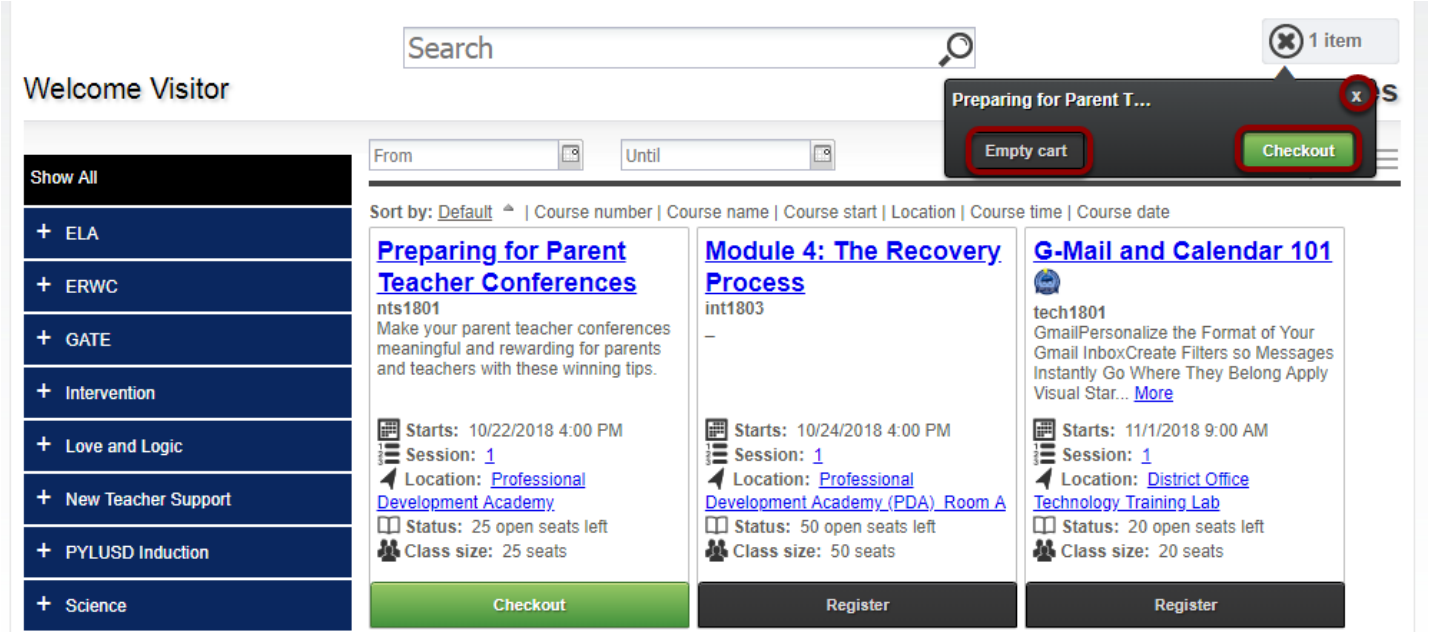
5) Instructors shows the instructors that will be instructing the course, including a bio if they have one.

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.

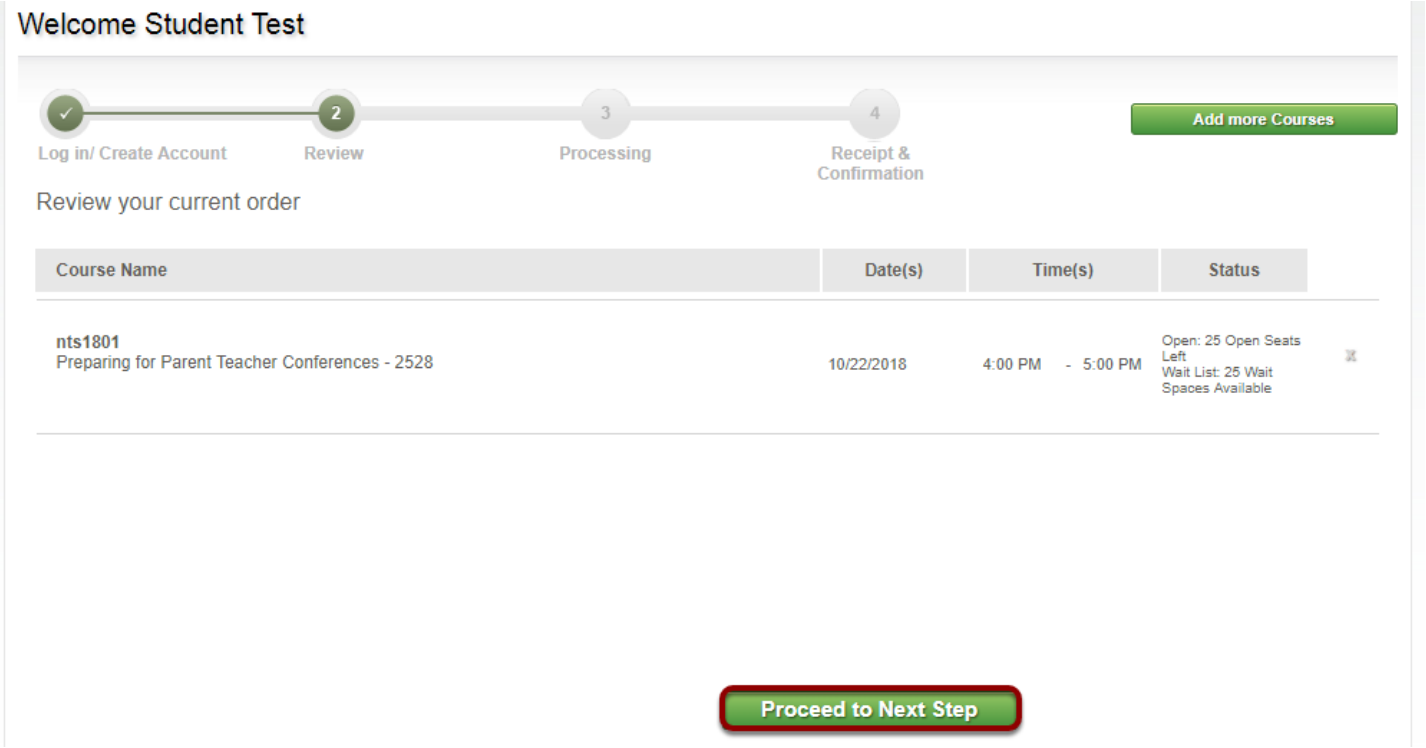
6) You can continue adding courses to your cart, or click on the cart to see what is in there.



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".

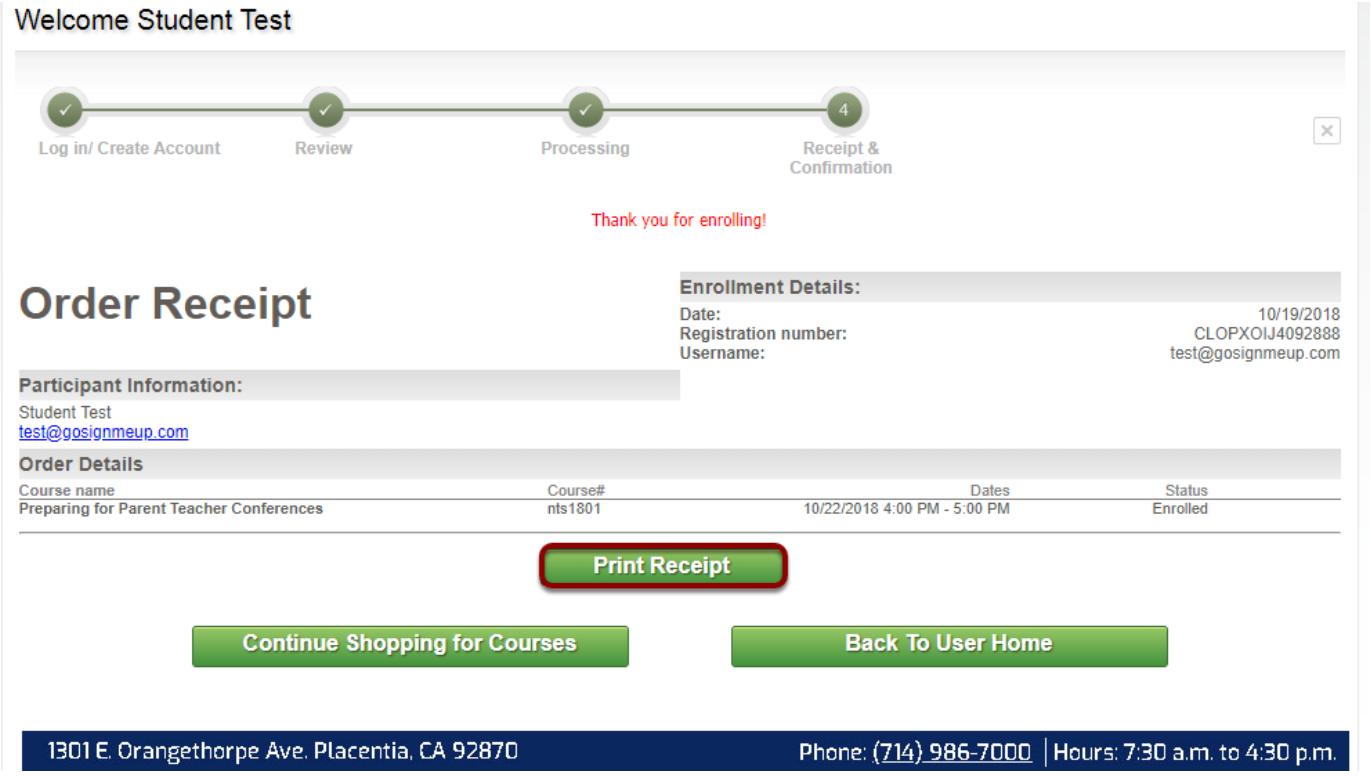


8) When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Payment".



*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.



You will also get a confirmation email sent to you.