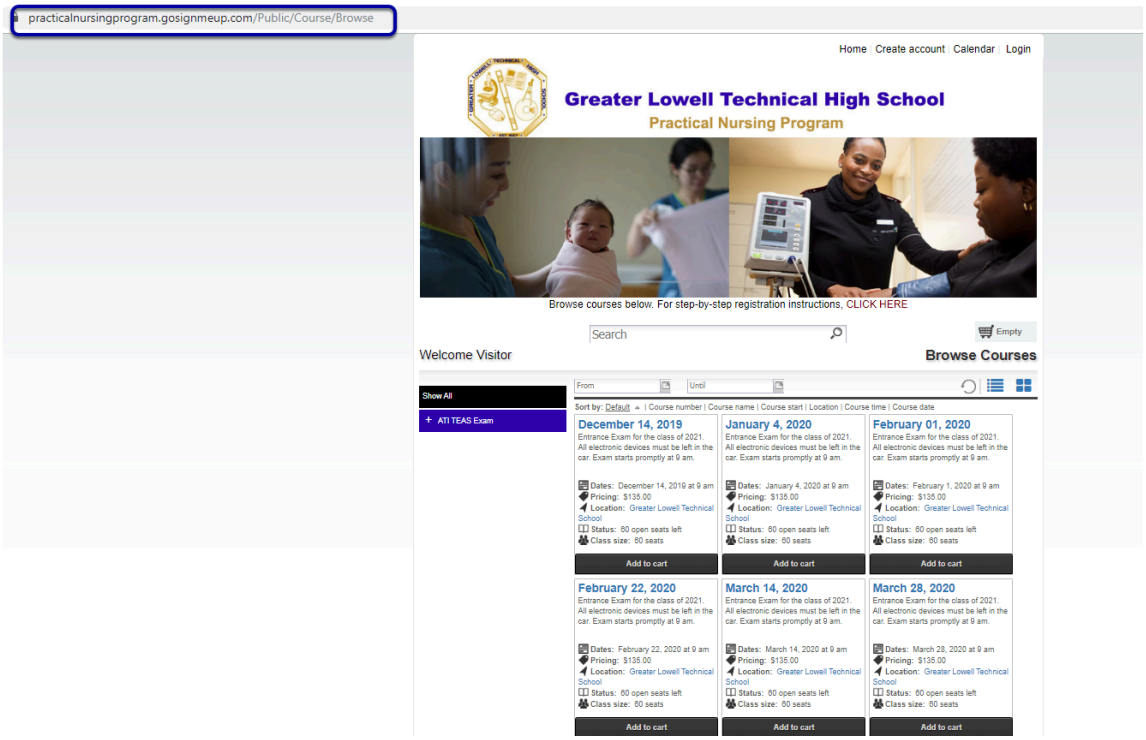
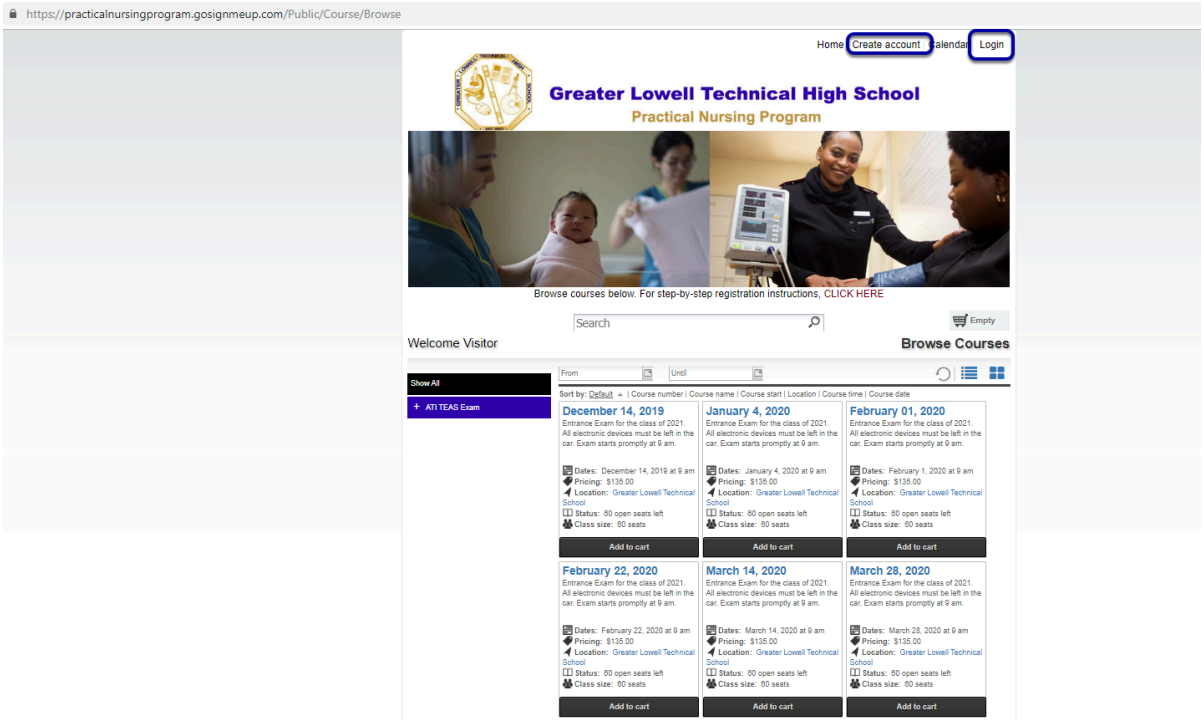
How Do I Register for a Practical Nursing Program Course

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

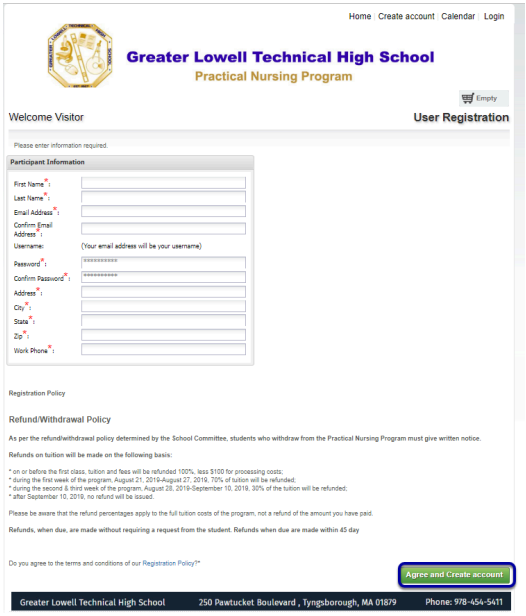
1) Make sure you are on our registration site at: https://practicalnursingprogram.gosignmeup.com/



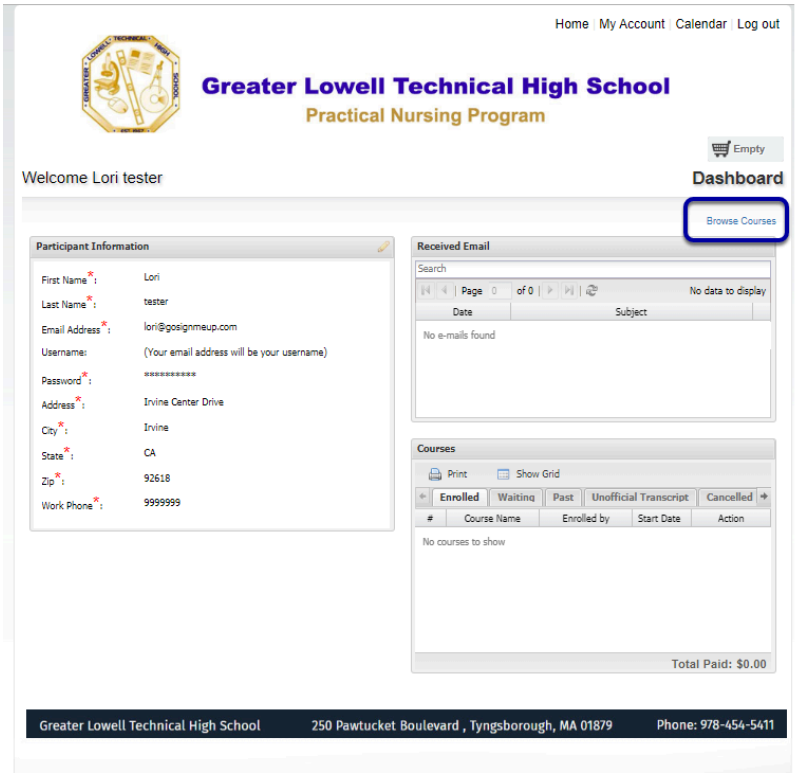
2) The first thing you will want to do is create an account. Or login using your Username and Password if you already have one.



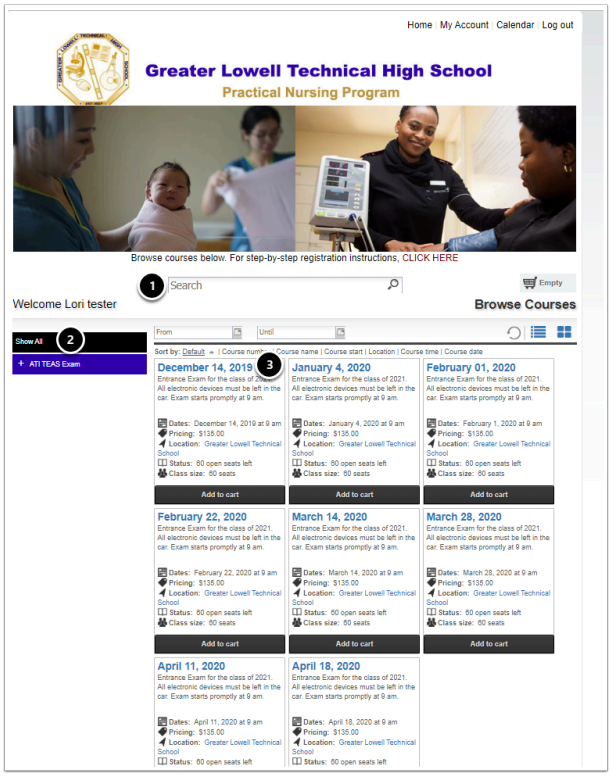
3) To create an account, please fill in all required information. You must agree to our Registration Policy. Click on "Agree and Create account" to proceed.



4A) On your account dashboard, you can search for courses by clicking on "Browse Courses".

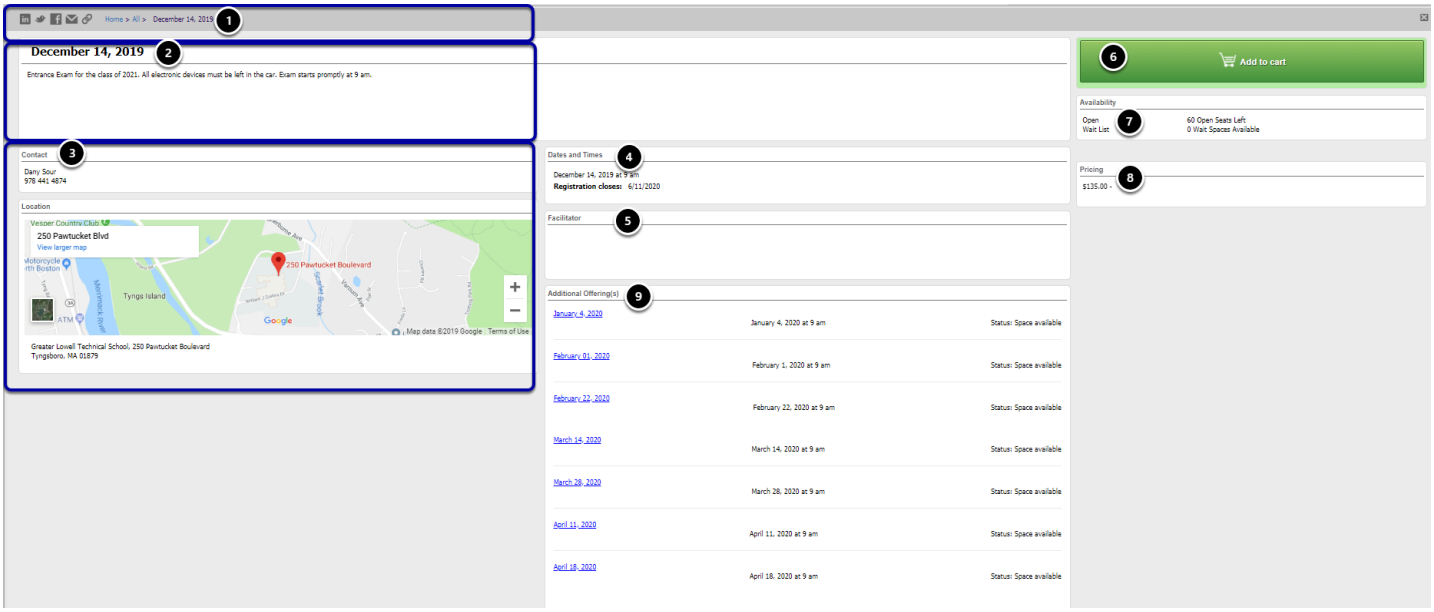


4B) You can search for courses by: 1. typing in the course name using the Search bar, 2. using the left navigation menu by course category or 3. scrolling through all the course pages and then clicking on the course name.



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 click on the Course Name to see more information on the course.

6) Here is the course 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) Facilitator shows the facilitator that will be instructing the course, including a bio if they have one.

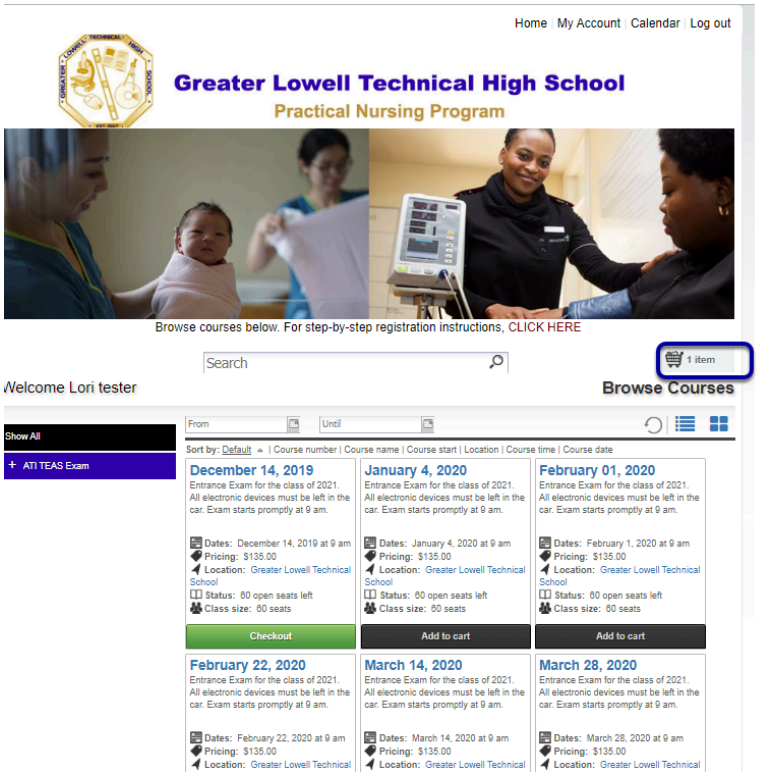
6) This area is where you can add the course to your cart by clicking "Add to Cart" or "Checkout" (as shown) to go directly to Checkout.

7) This area shows the availability of seats left for the course and a waiting list.

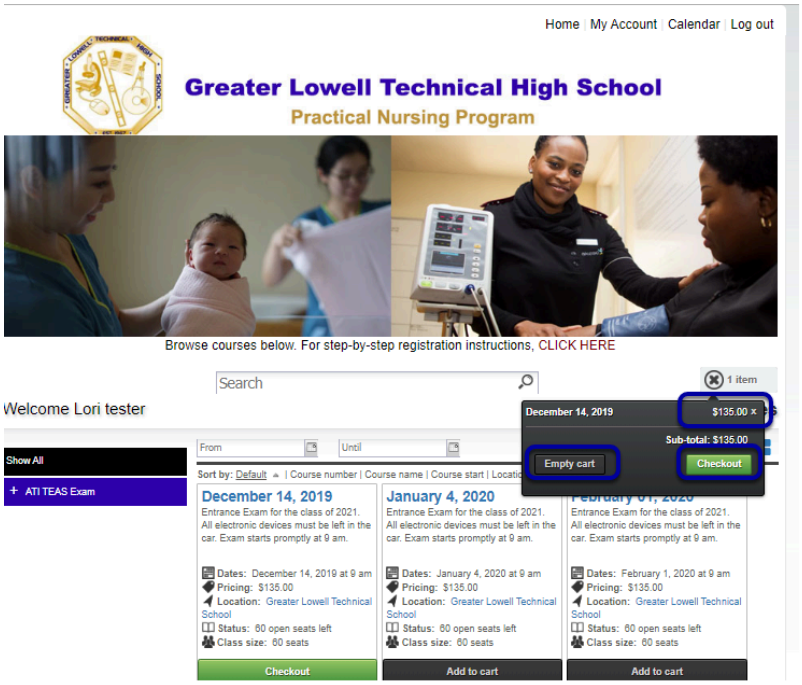
8) This area shows the price for the course.

9) This are shows additional offerings and the date.

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

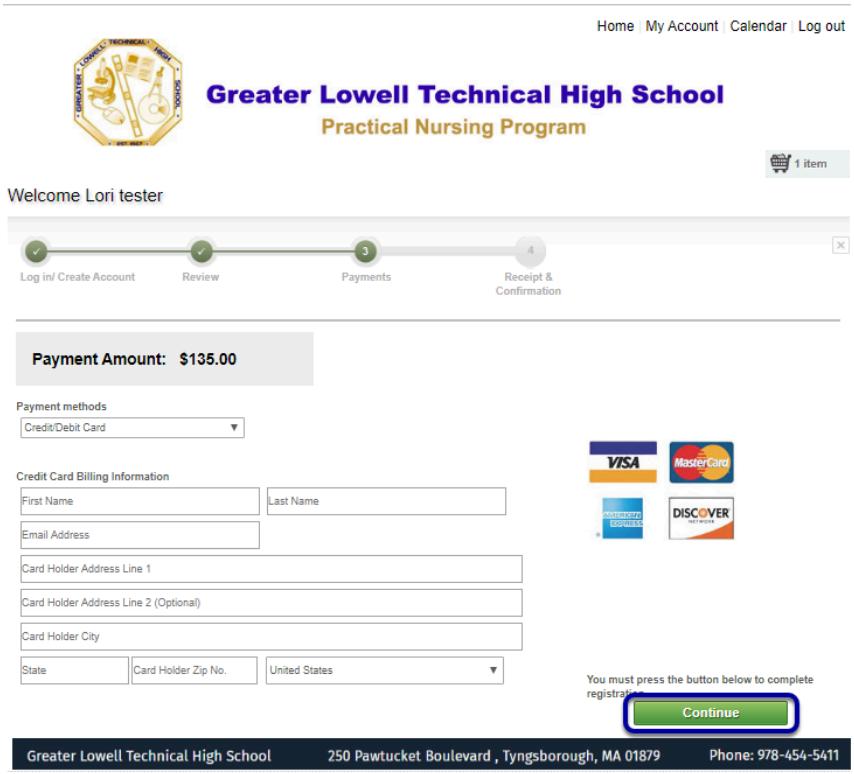
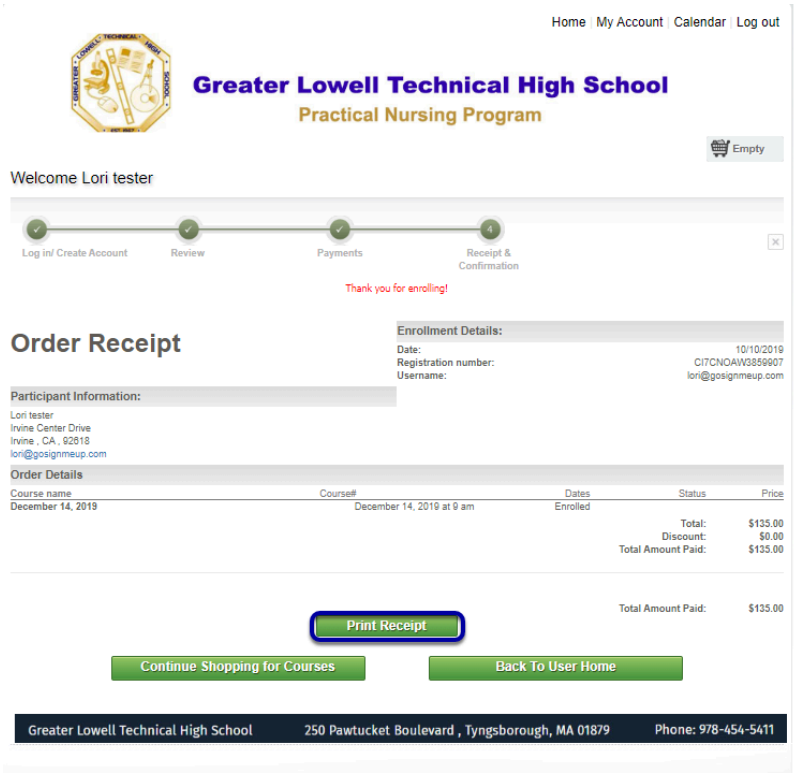


8) After clicking on your cart you can see what is inside of it and the total price. You can also delete the items by clicking the "X" or "Empty Cart". To continue click on "Checkout".



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 Payment".

10) Select Payment method, if "Credit/Debit Card Fill in card information required and type "Continue", or if Purchase Order fill in the Payment Number and type "Place Order" Now.



11) You are now enrolled! This is the Order Receipt page. You can "Print Receipt", "Continue Shopping for Courses" or go "Back To the User Home" page. You will also receive a confirmation e-mail that you are enrolled.