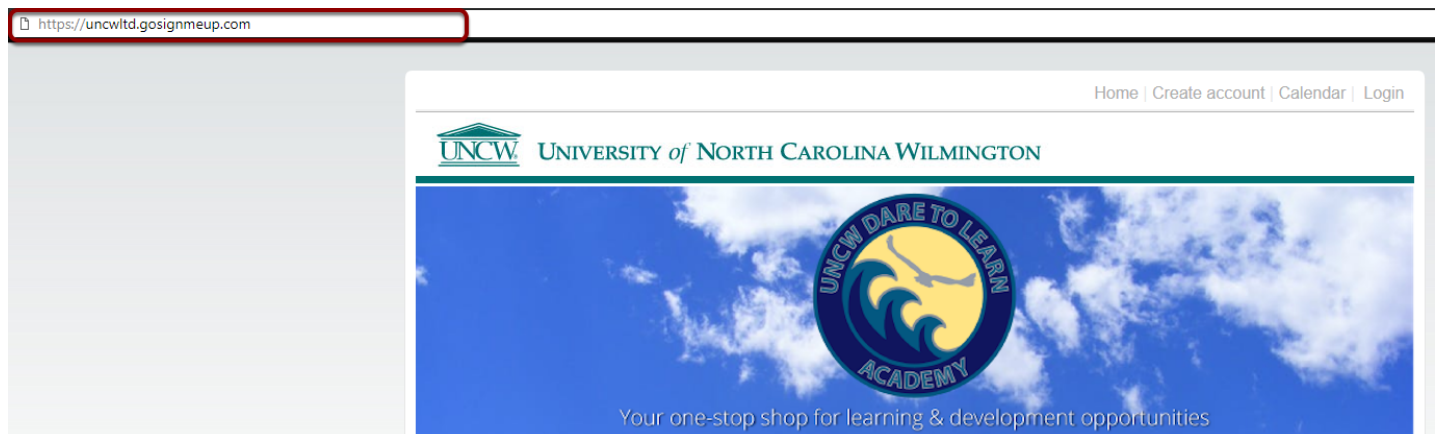


How Do I Register for a University of North Carolina Wilmington Course

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

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



2) The first thing you will need to do is create an account or log in using your Username and Password if you already have one.



3) Complete the registration information and read the Registration Policy. Then click on "Agree and Create Account" to proceed.

Welcome Visitor

User Registration

Please enter information required.

Student Information

First Name *

Last Name *

E-mail Address *

Confirm E-mail Address *

Username *

Password *

Confirm Password *

Employee ID# *

Department *

Division *

Job Title *

Classification *

Hire Date (mm/yyyy) *

Are you a Supervisor (of other staff members)? *

Registration Policy

CLASS SIZES ARE LIMITED

If you are unable to attend a session you are registered for please cancel your registration via your GoSignMeUp account so the seat can be offered to another person.

Do you agree to the terms and conditions of our [Registration Policy](#)?

Agree and Create account

You must agree to our Registration Policy to continue.

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

1 Search

Welcome Trevor Test

2 Show All

- + Diversity & Inclusion
- + HR Benefits
- + HR Employee Relations
- + HR Leadership & Talent Development...
- + ITS

From [] Until []

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

OUTLOOK 101

ITS-103

This course will be the first in a series of Outlook courses. In Outlook 101 we will explore the basics of Outlook. We... [More](#)

Starts: 9/11/2017 12:00 PM
Session: 1
Location: [Hoggard Hall](#)

Register

Transitioning to Windows 10

ITS-101

This training course is designed to support users in the transition from Windows 7 to Windows 10. By the end of this... [More](#)

Starts: 9/11/2017 9:00 AM
Session: 1
Location: [Hoggard Hall](#)

Register

What's New in Office 2016

ITS-102

This training course is designed for individuals who are interested in transitioning from an older version of Office to... [More](#)

Starts: 9/11/2017 10:30 AM
Session: 1
Location: [Hoggard Hall](#)

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.

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 See more information by clicking on the Course Name.

Welcome Trevor Test

Browse Courses

Show All

- + Diversity & Inclusion
- + HR Benefits
- + HR Employee Relations
- + HR Leadership & Talent Developm...
- + ITS

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

OUTLOOK 101

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What's New in Office 2016

ITS-102
This training course is designed for individuals who are interested in transitioning from an older version of Office to... [More](#)

Starts: 9/11/2017 10:30 AM
Session: 1
Location: [Hoggard Hall](#)

Register

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

ITS-103 OUTLOOK 101

This course will be the first in a series of Outlook courses. In Outlook 101 we will explore the basics of Outlook. We will focus on the new features of Outlook, the Quick Access toolbar, the Ribbon as well as how to customize Outlook to suit your working style.

*** All class materials are in electronic format. Please bring pen and paper if you would like to take notes.

Location

Map

Hoggard Hall, 628 Hamilton Drive
Wilmington, NC 28403
Room: Hoggard 249

Media

Outlook

ITS INFORMATION TECHNOLOGY SERVICES

Dates and Times

Starts: 9/11/2017 12:00 PM
Sessions: 9/11/2017 12:00 PM - 1:00 PM
Registration closes: 9/11/2017

Facilitator

Tamara Hergert

Additional Offering(s)

Course	Starts	Status
OUTLOOK 101	9/13/2017 - 12:00 PM	Space available
OUTLOOK 101	9/25/2017 - 10:30 AM	Space available
OUTLOOK 101	9/29/2017 - 9:00 AM	Space available

Register

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. Also shows additional offerings of the same course.

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.

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

The screenshot displays the ITS Information Technology Services course catalog. At the top, there is a search bar and a shopping cart icon indicating 1 item. The user is logged in as Trevor Test. A sidebar on the left lists categories: Diversity & Inclusion, HR Benefits, HR Employee Relations, HR Leadership & Talent Development, and ITS. The main content area shows three course cards: Outlook 101 (ITS-103), Transitioning to Windows 10 (ITS-101), and What's New in Office 2016 (ITS-102). Each card includes a description, start date, session number, location, and a button to add to the cart (Checkout or Register).

Search

Welcome Trevor Test

Browse Courses

1 item

Show All

- + Diversity & Inclusion
- + HR Benefits
- + HR Employee Relations
- + HR Leadership & Talent Developm...
- + ITS

From Until

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

OUTLOOK 101

ITS-103

This course will be the first in a series of Outlook courses. In Outlook 101 we will explore the basics of Outlook. We... [More](#)

Starts: 9/11/2017 12:00 PM

Session: 1

Location: [Hoggard Hall](#)

Checkout

Transitioning to Windows 10

ITS-101

This training course is designed to support users in the transition from Windows 7 to Windows 10. By the end of this... [More](#)

Starts: 9/11/2017 9:00 AM

Session: 1

Location: [Hoggard Hall](#)

Register

What's New in Office 2016

ITS-102

This training course is designed for individuals who are interested in transitioning from an older version of Office to... [More](#)

Starts: 9/11/2017 10:30 AM

Session: 1

Location: [Hoggard Hall](#)

Register

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".

Search

1 item

OUTLOOK 101

Empty cart

Checkout

Welcome Trevor Test

Show All

+ Diversity & Inclusion

+ HR Benefits

+ HR Employee Relations

+ HR Leadership & Talent Developm...

+ ITS

From

Until

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

Outlook

ITS INFORMATION TECHNOLOGY SERVICES

OUTLOOK 101

ITS-103

This course will be the first in a series of Outlook courses. In Outlook 101 we will explore the basics of Outlook. We... More

Starts: 9/11/2017 12:00 PM

Session: 1

Location: Hoggard Hall

Checkout

Windows 10

ITS INFORMATION TECHNOLOGY SERVICES

Transitioning to Windows 10

ITS-101

This training course is designed to support users in the transition from Windows 7 to Windows 10. By the end of this... More

Starts: 9/11/2017 9:00 AM

Session: 1

Location: Hoggard Hall

Register

Office 2016

ITS INFORMATION TECHNOLOGY SERVICES

What's New in Office 2016

ITS-102

This training course is designed for individuals who are interested in transitioning from an older version of Office to... More

Starts: 9/11/2017 10:30 AM

Session: 1

Location: Hoggard Hall

Register

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 Next Step" to complete checkout.

1 item

Welcome Trevor Test

✓

2

3

4

Log in/ Create Account

Review

Processing

Receipt & Confirmation

Add more courses

Review your current order

Course Name	Date(s)	Time(s)	
ITS-103 OUTLOOK 101 - 2554	9/11/2017	12:00 PM - 1:00 PM	✕

Proceed to Next Step

UNC Wilmington | 601 S. College Road, Wilmington NC 28403 | 910.962.3000

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

✓

✓

✓

4

Log in/ Create AccountReviewProcessingReceipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:

Date:9/5/2017Registration number:CK16S0O10211857Username:trevor@gosignmeup.com

Participant Information:

Trevor Testtrevor@gosignmeup.com

Payment Details:

Order Details

Course name	Course#	Dates	Status
OUTLOOK 101	ITS-103	9/11/2017 12:00 PM - 1:00 PM	Enrolled

Print Receipt

Continue Shopping for CoursesBack To User Home

You will also get a confirmation email sent to you.