

## Using the Learning & Organizational Development online registration tool

The Learning & Organizational Development registration page is located at: <http://umanitoba.gosignmeup.com>

### Browsing for courses

When you arrive at the LOD registration page, you will see a list of the most current courses. By using the arrows at the bottom of the page, you can scroll through all of the courses currently open for registration. Courses are also sorted into categories, which are listed in a box on the left side of the page.

When you click on a category, the listing will expand and all of the currently scheduled courses in that category will appear. Note that courses are listed chronologically and there may be several pages of options. Be sure to scroll to the bottom of the page and click <Next> to see more options.

You will note that there is a colour legend on the left. Some courses are colour-coded to highlight their location or the type of course or event.

To learn more about a course, click on its title. You will be taken to an information screen with details about the course content, instructor, location, and schedule. You will also see if your selected course has any prerequisites.

There are tabs along the top of the page that you can use to return to the registration Home page, to Create an Account or to Login to your account once you have one. Click on “Calendar” to view the course offerings in a calendar format. When you are logged in, there is a My Account tab where you can view your course history and current registration(s). You can also cancel registration(s) on the My Account page.

### Registering for one course

When you decide to register for a course, click on the “Add to Cart” button.

You will be directed back to the “Browse Courses” page to finish your registration. It is possible to register in more than one course at a time—refer to “Registering for multiple courses” for further information.

Click the “Checkout” button. Review the course information. If the course has a prerequisite, you will be asked to check the box to verify that you have completed the necessary prerequisite(s). If all of the information is correct, select “Proceed to Next Step”. If it is not correct, you can delete the course by clicking the “X” button at the far right of the screen.

You will be asked to login or, if this is your first time registering for a course using the registration site, you will be asked to create an account.

Once you create your account or login, you will be returned to the registration screen where you can complete your registration. If you are registering for the course as a learner, please click “Student”. Review your registration information and, if correct, select “Proceed to Next Step” to complete your registration.

You will have the option of printing your confirmation or returning to the course menu to continue looking for courses. An e-mail confirmation will be sent to you, which may include additional information regarding the course.

## **Registering for multiple courses**

It is easy to register for more than one course at once. To do so, click on the “Add to Cart” button for each course you wish to attend. Each “Add to Cart” button will change to “Checkout”. You can do this several times and have several courses with “Checkout” buttons in your list.

When you are ready to finish your registration, click on any of the “Checkout” buttons and you will be shown a list of all of the items you have selected. Review the list and, if all are correct, select “Proceed to Next Step”. You can delete any or all of the items by clicking the “X” button at the far right of the screen.

You will be asked to login or, if this is your first time registering for a course using the new registration site, you will be asked to create an account.

Once you create your account or login, you will be returned to the registration screen where you can complete your registration. If you are registering for the course as a learner, please click “Student”. Review your registration information and, if correct, select “Proceed to Next Step” to complete your registration.

You will have the option of printing your confirmation or returning to the course menu to continue looking for courses. An e-mail confirmation will be sent to you, which may include additional information regarding the course.

## **Creating an account**

Creating an account is easy. When you first register for a course, you will be directed to create a new user account. You will be asked to enter your name and e-mail address (which will also be your username), select your Unit from a list, and create a password. Fill in the information as directed and select “Create Account”. You now have a username and password to use for your next visit.

Select “Continue” to be taken back to the registration screen to complete your course registration.

## **Cancelling a registration**

If you are unable to attend your course, you can cancel your registration. Simply select the “My Account” tab at the top of the screen and view your registration history. Click the “Select” button beside the course you wish to drop and select “Cancel” to cancel your registration. You will receive an automatic e-mail message confirming that your registration for the course has been cancelled.