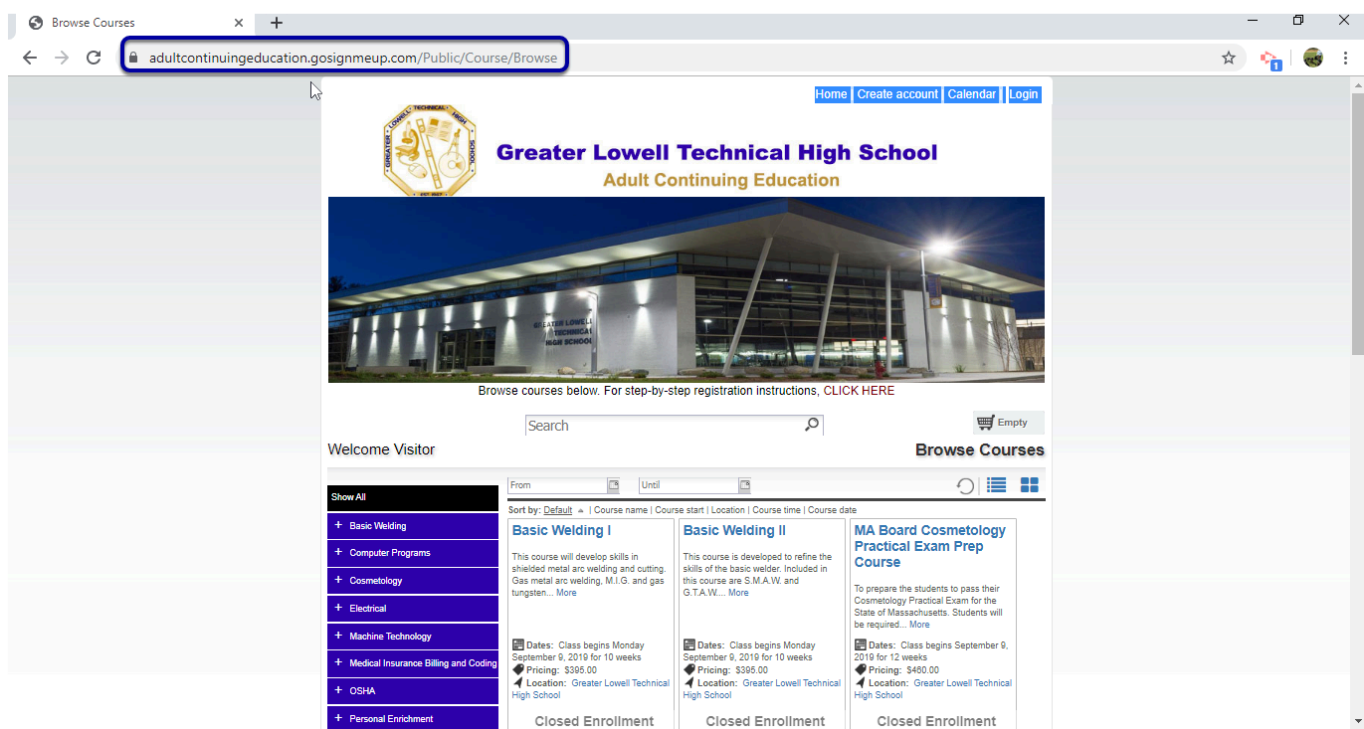


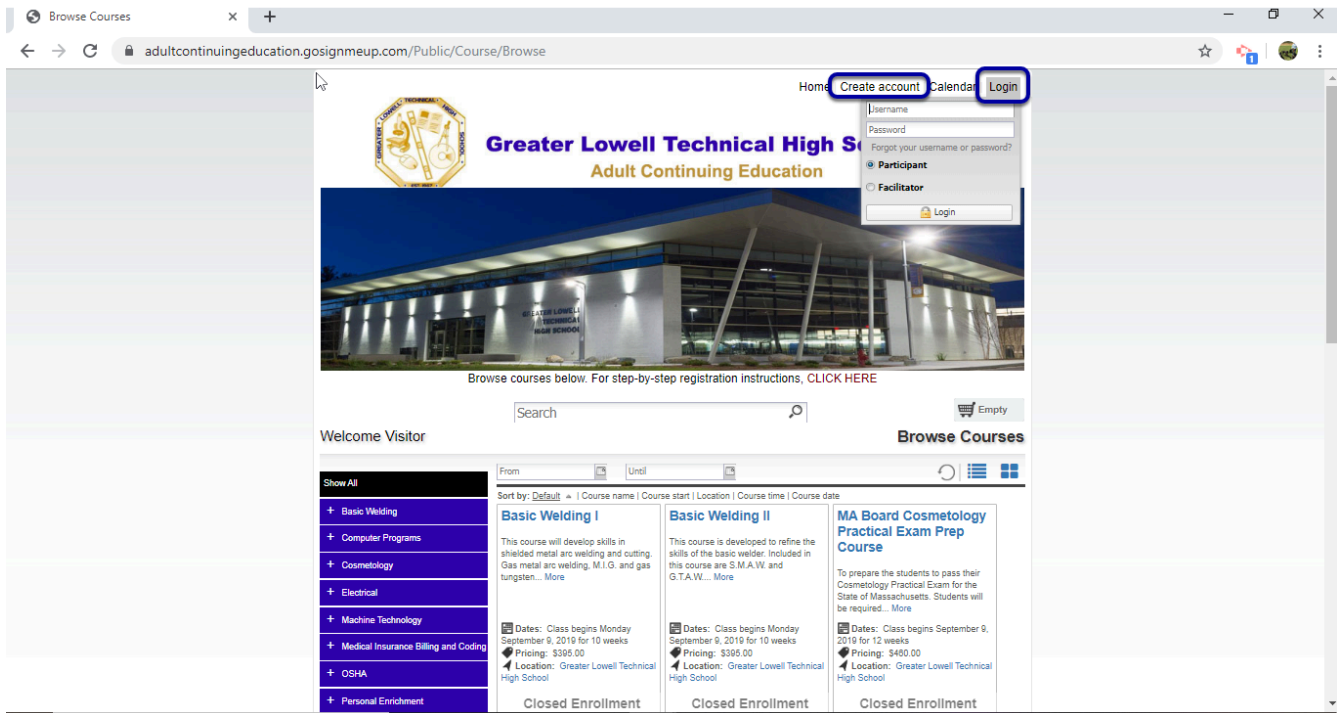
# How Do I Register for an Adult Continuing Education Course Rev1

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


**1) Make sure you are on our registration site at:  
<https://adultcontinuingeducation.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.



**Greater Lowell Technical High School**  
 Adult Continuing Education

[Home](#) | [Create account](#) | [Calendar](#) | [Login](#)

 Empty

Welcome Visitor

User Registration

Please enter information required

Participant Information

First Name \*

Last Name \*

Email Address \*

Confirm Email Address \*

Username (Your email address will be your username)

Password \*

Confirm Password \*

Address \*

City \*

State \*

Zip \*

Work Phone \*

Registration Policy

Refund Policy

Refund Policy - on or before the first class, tuition will be refunded 100%, less processing costs of \$15. - during the first week of the program, 75% of tuition will be refunded. - during the second week of the program, 50% of the tuition will be refunded. - after the second week of the program, tuition will not be refunded. All requests for refunds must be made in writing and sent to the Director. Refunds may take as long as four to six (4-6) weeks for a check to be processed.

Do you agree to the terms and conditions of our Registration Policy?

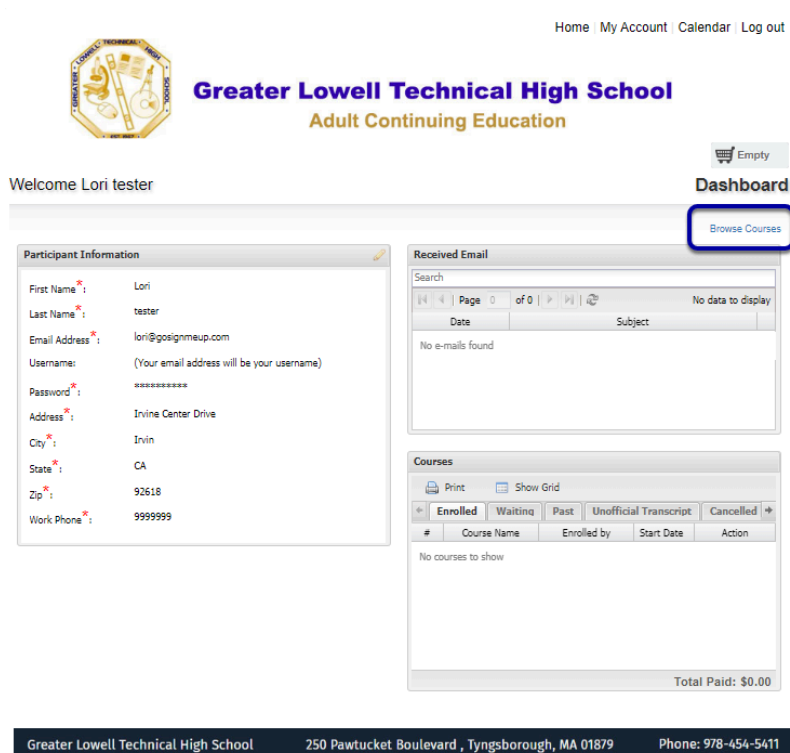
Agree and Create account

Greater Lowell Technical High School


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Phone: 978-454-5411


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



Home | My Account | Calendar | Log out

 **Greater Lowell Technical High School**  
Adult Continuing Education

Welcome Lori tester

 Empty

**Dashboard**

[Browse Courses](#)

**Participant Information**

First Name \* : Lori  
 Last Name \* : tester  
 Email Address \* : lori@gosignmeup.com  
 Username: (Your email address will be your username)  
 Password \* : \*\*\*\*\*  
 Address \* : Irvine Center Drive  
 City \* : Irvin  
 State \* : CA  
 Zip \* : 92618  
 Work Phone \* : 9999999

**Received Email**

Search

Page 0 of 0

Date	Subject
No e-mails found	

**Courses**

Print Show Grid

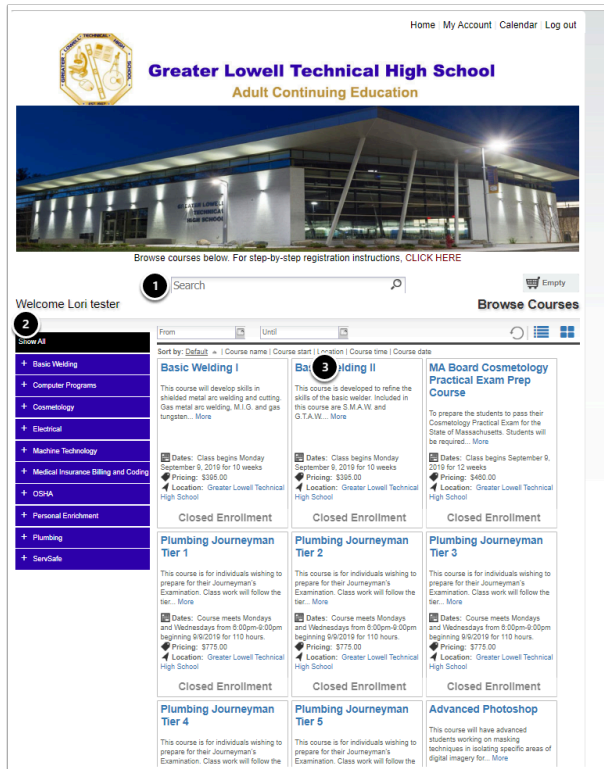
Enrolled Waiting Past Unofficial Transcript Cancelled

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

Total Paid: \$0.00

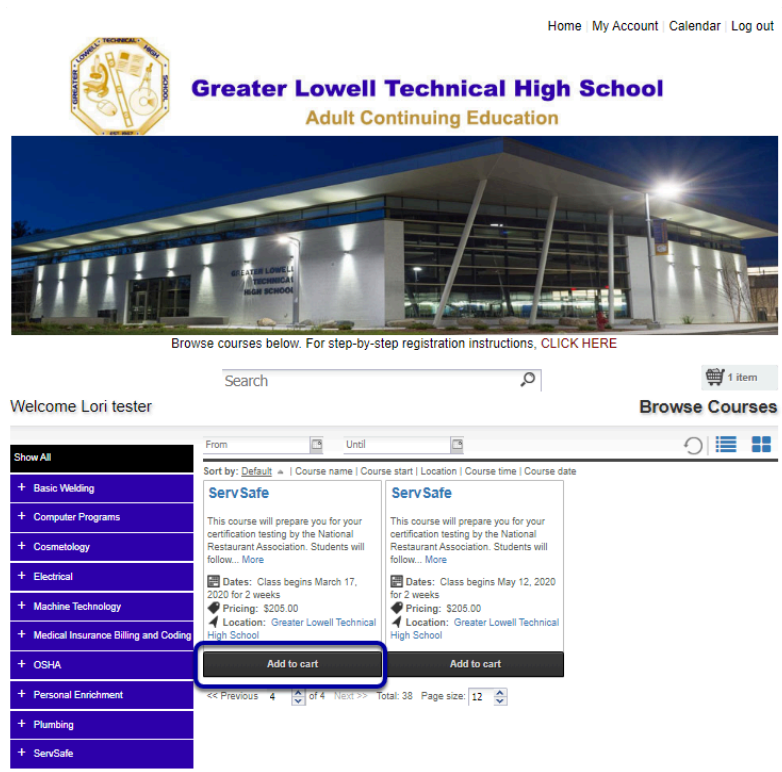
Greater Lowell Technical High School 250 Pawtucket Boulevard, Tyngsborough, MA 01879 Phone: 978-454-5411

**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.**

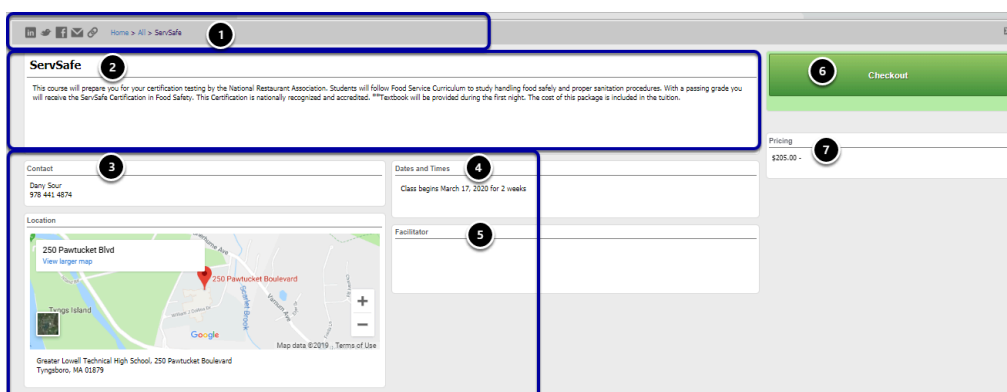


The screenshot displays the website for Greater Lowell Technical High School Adult Continuing Education. At the top, there is a navigation bar with links for Home, My Account, Calendar, and Log out. Below this is the school's logo and a large image of the school building. A search bar is prominently displayed with the number '1' indicating the search function. To the left, a sidebar menu lists various course categories, with the number '2' indicating the navigation menu. The main content area shows a grid of course listings, including Basic Welding I, Basic Welding II, MA Board Cosmetology Practical Exam Prep Course, Plumbing Journeyman Tier 1, Plumbing Journeyman Tier 2, Plumbing Journeyman Tier 3, Plumbing Journeyman Tier 4, Plumbing Journeyman Tier 5, and Advanced Photoshop. Each listing includes details such as dates, pricing, and location. The number '3' is placed over the 'Basic Welding II' course title, indicating the search results.

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.

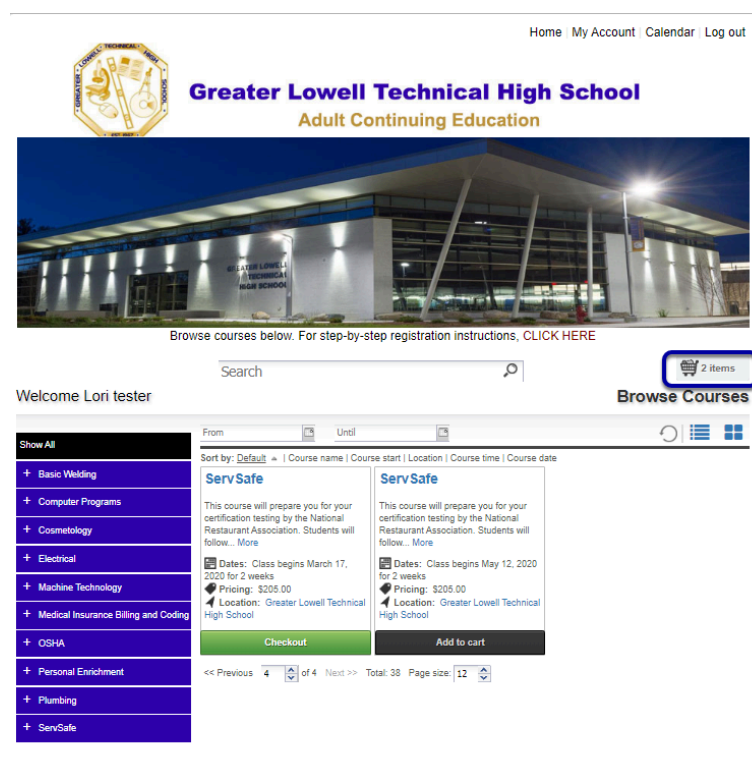


6) Here is the course information page. You can see more information about the course here.



- 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 price for the course.

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





Home | My Account | Calendar | Log out

**Greater Lowell Technical High School**  
Adult Continuing Education



Browse courses below. For step-by-step registration instructions, [CLICK HERE](#)

Welcome Lori tester

Search 

 2 items

**Browse Courses**

From  Until 

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

**ServSafe**

This course will prepare you for your certification testing by the National Restaurant Association. Students will follow... [More](#)

**ServSafe**


This course will prepare you for your certification testing by the National Restaurant Association. Students will follow... [More](#)

**Checkout** **Add to cart**

<< Previous 4 of 4 Next >> Total: 38 Page size: 12

## 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".



**Greater Lowell Technical High School**  
Adult Continuing Education

[Home](#) | [My Account](#) | [Calendar](#) | [Log out](#)

Welcome Lori tester

1

2

3

4

[Log in/ Create Account](#) | [Review](#) | [Payments](#) | [Receipt & Confirmation](#)

Review your current order

Course Name	Date(s)	Time(s)	Price	
Plumbing Continuing Education Session #12 - 2558	Saturday October 19th, 2019		\$80.00	X
ServSafe - 2548	Class begins March 17, 2020 for 2 weeks		\$205.00	X

Sub-total:

\$285.00

Discount:

\$0.00

Sales Tax:

\$0.00

Total:

\$285.00

[Proceed to Payment](#)

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Phone: 978-454-5411

2 items

Plumbing Continuing ...

\$80.00 X

ServSafe

\$205.00 X

Sub-total: \$285.00


Empty cart

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".**

[Home](#) | [My Account](#) | [Calendar](#) | [Log out](#)



**Greater Lowell Technical High School**

Adult Continuing Education

 2 items

Welcome Lori tester

1

Log in/ Create Account

2

Review

3



Payments

4

Receipt & Confirmation

Add more Courses

Review your current order

Course Name	Date(s)	Time(s)	Price
Plumbing Continuing Education Session #12 - 2556	Saturday October 19th, 2019		\$80.00 
ServSafe - 2546	Class begins March 17, 2020 for 2 weeks		\$205.00 

Sub-total: **\$285.00**

Discount: \$0.00

Sales Tax: \$0.00


Total: **\$285.00**

Proceed to Payment


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Phone: 978-454-5411

## 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.

[Home](#) | [My Account](#) | [Calendar](#) | [Log out](#)



**Greater Lowell Technical High School**  
 Adult Continuing Education

 2 items

Welcome Lori tester

**Payment Amount: \$285.00**

Payment methods  

Credit/Debit Card ▼

Credit/Debit Card

Purchase Order

Last Name

Email Address

Card Holder Address Line 1





Card Holder Address Line 2 (Optional)

Card Holder City

State

Card Holder Zip No.

United States ▼

You must press the button below to complete registration

Continue


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How Do I Register for an Adult Continuing Education Course Rev1


Page 10

**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.**

[Home](#) | [My Account](#) | [Calendar](#) | [Log out](#)



**Greater Lowell Technical High School**  
 Adult Continuing Education

 Empty

Welcome Lori tester

✓

✓

✓

1

Log in/ Create Account | Review | Payments | Receipt & Confirmation

Thank you for enrolling!

### Order Receipt

**Participant Information:**  
 Lori tester  
 Irvine Center Drive  
 Irvin, CA, 92618  
 lori@gosignmeup.com

**Enrollment Details:**  
 Date: 10/9/2019  
 Registration number: CJA2BCE4955558  
 Username: lori@gosignmeup.com

Course name	Dates	Status	Price
ServSafe	Class begins March 17, 2020 for 2 weeks	Enrolled	
			Total: \$205.00
			Discount: \$0.00
			Total Amount Paid: \$205.00

Print Receipt

Continue Shopping for Courses

Back To User Home

Total Amount Paid: \$205.00

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