

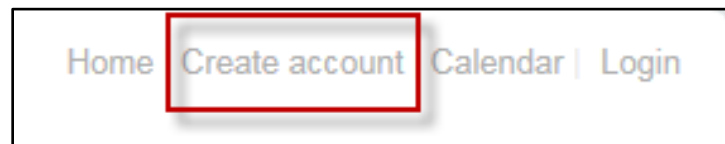
# Registration for Workforce Ready Training

Visit our registration site at:

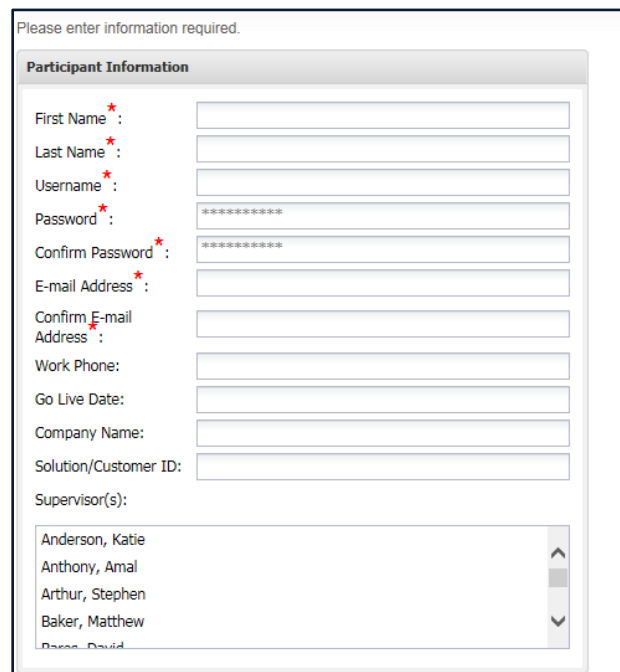
<https://wfr.gosignmeup.com/>

## Create a new account

1. If you do not have an account, you will need to create one by **clicking on Create Account** in the top right corner of the web page.



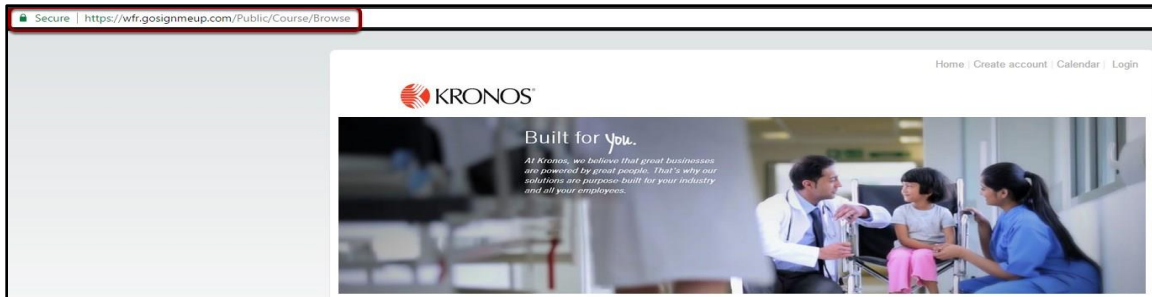
2. To create an account, please fill in all required information.

A screenshot of a registration form titled 'Participant Information'. The form contains several input fields, each with a red asterisk indicating it is required. The fields are: First Name, Last Name, Username, Password, Confirm Password, E-mail Address, Confirm E-mail Address, Work Phone, Go Live Date, Company Name, and Solution/Customer ID. The Supervisor(s) field is a dropdown menu with a scroll bar, showing a list of names: Anderson, Katie; Anthony, Amal; Arthur, Stephen; Baker, Matthew; and Dase, David.

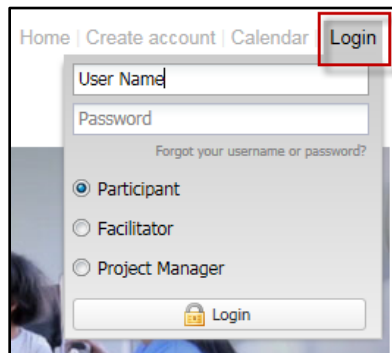
3. You must agree to our Registration Policy by **clicking the Agree and Create account button** at the bottom of the screen to continue.



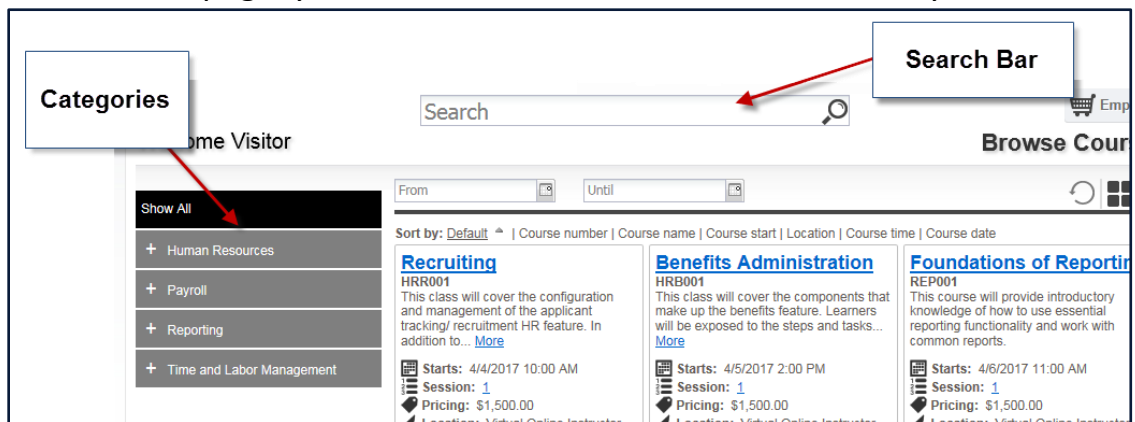
# How Do I Register for a Workforce Ready Course



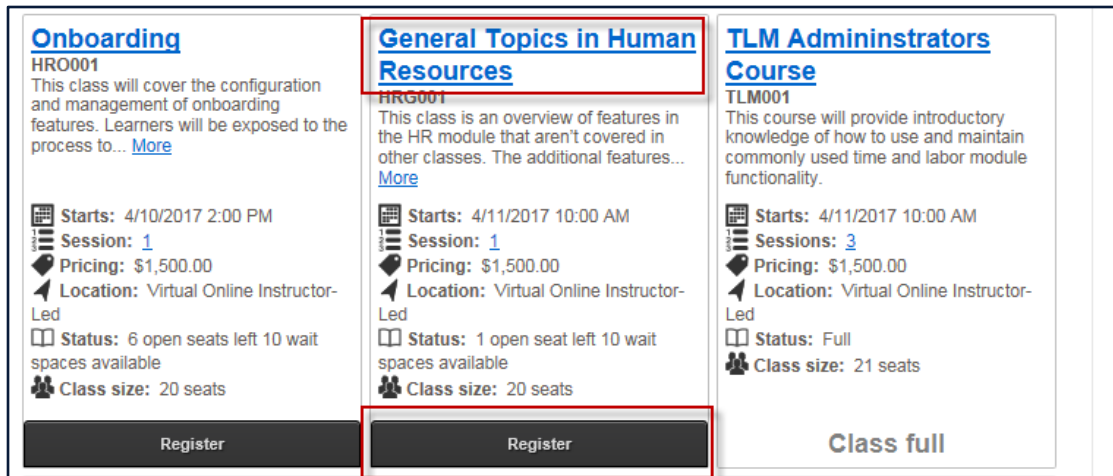
1. If you have an account, you can click **Login** by clicking Login in the top right corner of the page. Enter your user name and password.



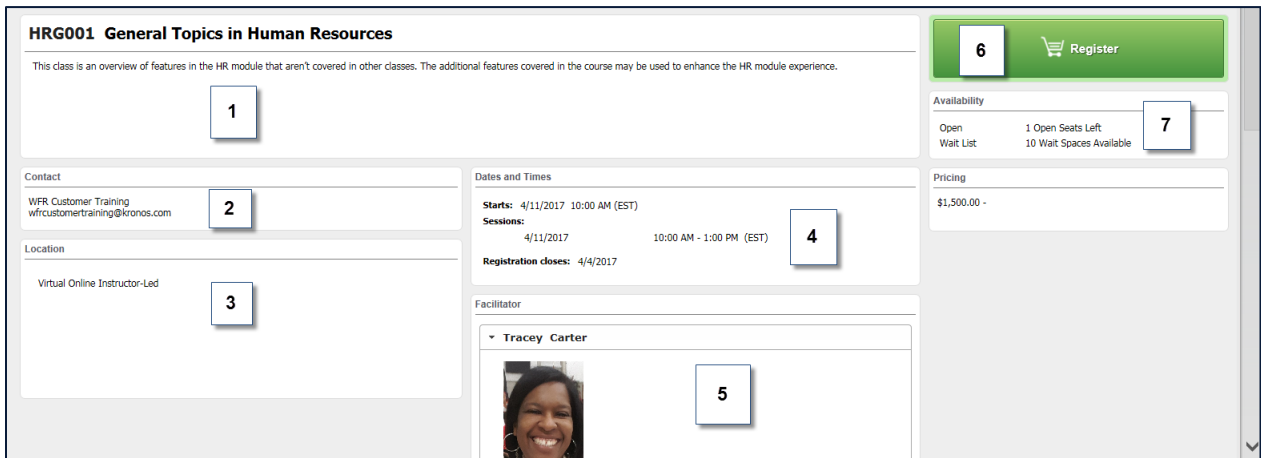
2. On the home page, you can search for courses in different ways.



- Once you find the course for which you want to register, you can add it to your cart by clicking on **Register**. You can also see more information by clicking on the Course Name.



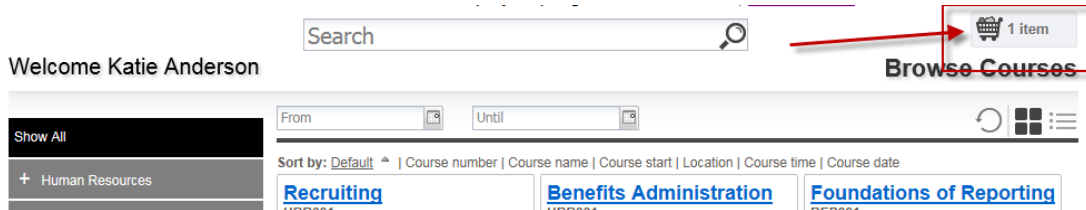
In the course's information page, you can find more information about the course.



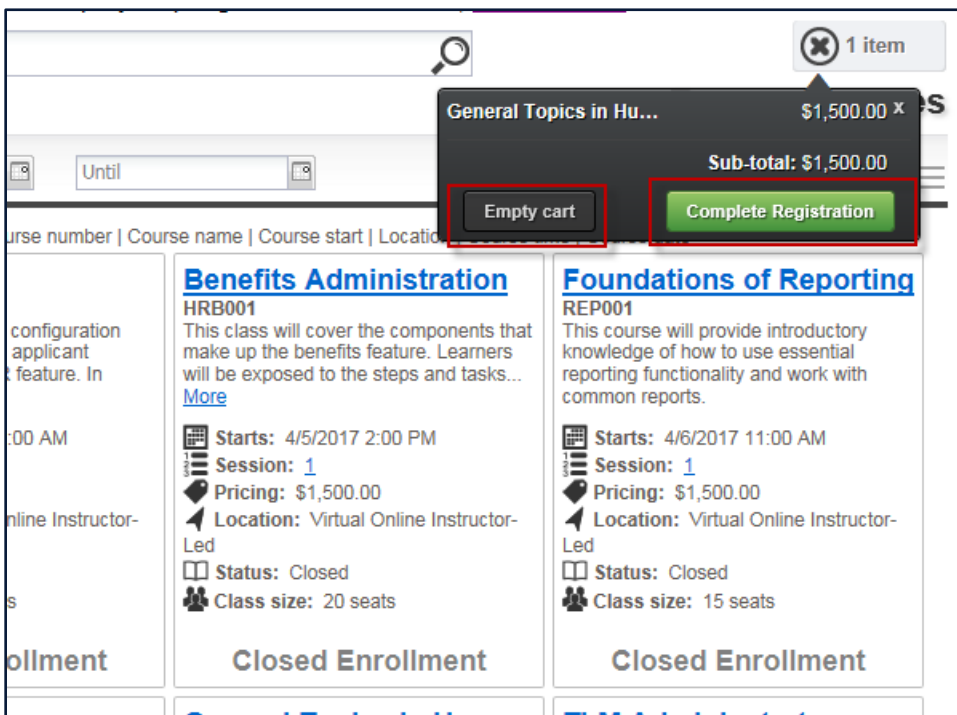
- Description of the course
- Contact information
- Location
- Date(s) and times shows
- Instructor information
- Register for this class
- Number of seats available



4. **Click Register** to add the course to your shopping cart. After adding a course to your cart, you will return to the home page. You can register for additional courses, if needed.
5. When you have finished, **click the shopping cart** to start the checkout process.



6. After clicking on your cart, you can see the course(s) you have selected and the total cost. You can also delete the items by clicking the “X” or “Empty Cart.”.



7. To continue, **click on “Checkout.”**



8. On the Review screen, you can review all items. Confirm everything is correct.
9. You will then need to **enter the coupon code** for the class. Each class has a specific code. The code will discount a class for 2 individuals from your company.

If you are still in implementation and do not have your code, please contact your project manager.

If you are already live and do not have a code, please email the [WFR Customer Training team](#).

The screenshot shows a four-step progress bar at the top: 1. Log in/ Create Account (checked), 2. Review (active), 3. Payments, and 4. Receipt & Confirmation. A green button labeled 'Add more courses' is in the top right. Below the progress bar, the text 'Review your current order' is displayed. A table lists course details:

Course Name	Date(s)	Time(s)	Status	Price
HRG001 General Topics in Human Resources - 2548	4/11/2017	10:00 AM - 1:00 PM	Open: 1 Open Seats Left Wait List: 10 Wait Spaces Available	\$1,500.00

Below the table, a 'Coupon Code' input field is highlighted with a red box, with an 'Apply coupon' link below it. To the right of the input field is a small 'x' icon. At the bottom right, a summary of costs is shown:

Sub-total:	\$1,500.00
Discount:	\$0.00
Sales Tax:	\$0.00
<b>Total:</b>	<b>\$1,500.00</b>



10. Click Proceed to Next Step.

Open: 1 Open Seats Left  
Wait List: 10 Wait Spaces Available

test1

Sub-total: \$1,500.00

Discount: \$1,500.00  
Sales Tax: \$0.00  
Total: \$0.00

Proceed to Next Step

11. You are now registered and will be taken to the order confirmation page where you can print this for your records. You will also receive an email confirmation.

Log in/ Create Account Review Payments Receipt & Confirmation

Thank you for enrolling!

### Order Receipt

Enrollment Details:  
Date: 4/2/2017  
Registration number: CP0RA2JJ1730776  
Username: dthomas

Participant Information:  
Doug Thomas  
[douthomas0205@gmail.com](mailto:douthomas0205@gmail.com)

Order Details

Course name	Course#	Dates	Status	Price
Advanced Reporting	REP002	9/7/2017 1:30 PM - 5:30 PM	Enrolled	\$1,500.00
Total:				\$1,500.00
Discount:				\$1,500.00
Discounted Total:				\$0.00
Total Amount Paid:				\$0.00

Print Receipt

Continue Browsing Courses Back To User Home

If you have any questions during your registration, please contact the [WFR Customer Training team](#).

