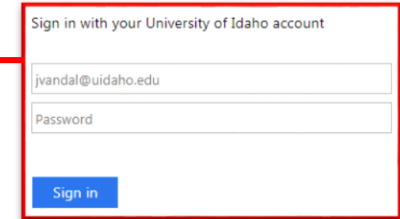


University of Idaho GoSignMeUp! Course Registration Instructions

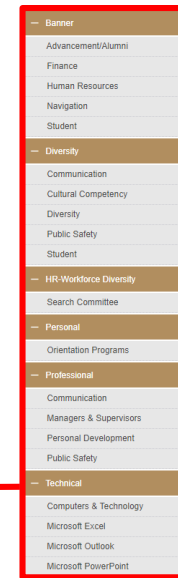
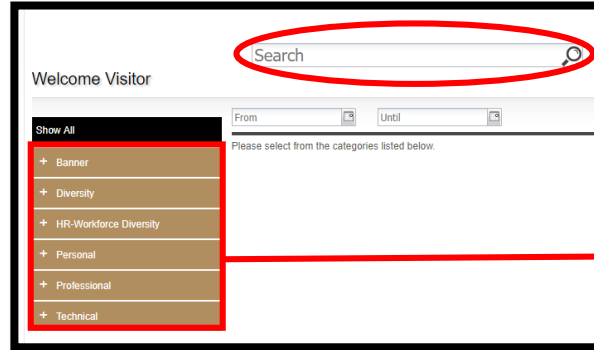
1. Select “Employee Login” and enter your VandalNet ID and password.



2. If you are prompted to “Choose Your Role” please click the “Student” icon (UI faculty, staff members, and supervisors are considered “Student” for enrolling into courses).



3. Search for specific course titles using the “Search” bar or browse current or upcoming courses by clicking to expand the category titles using the gold accordion tabs on the left hand side of the screen.



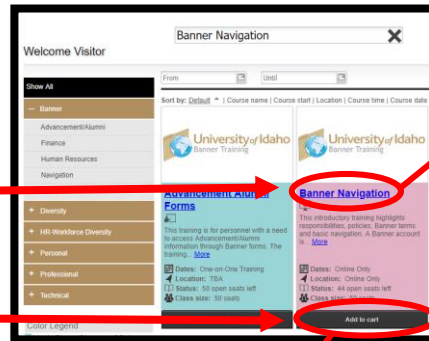
Getting this message?

* You do not have an active account. Please contact administrator.

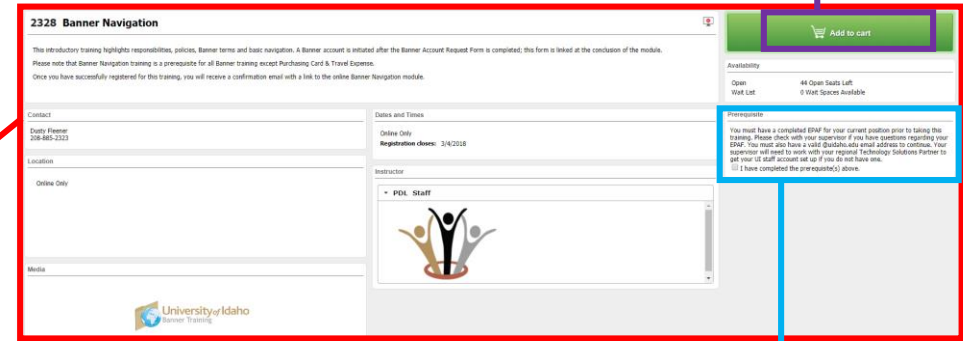
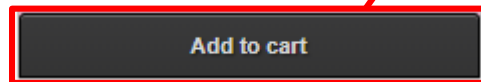
Email us at gsmu@uidaho.edu

Note: You may also add courses to your cart from the course detail view by clicking the green “Add to cart” button.

4. Click a course title to view its details (Example course used here: “Banner Navigation”).

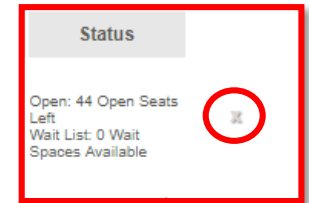
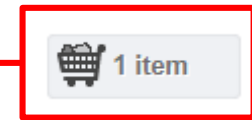
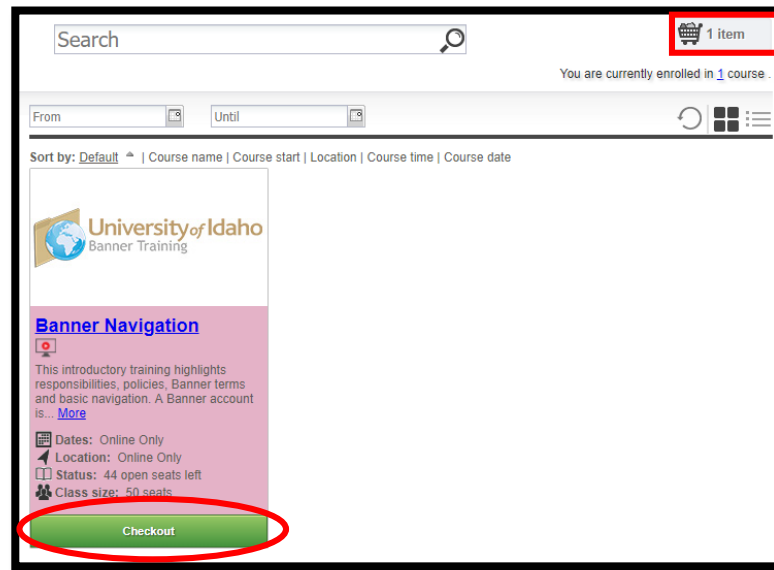


You may add the course to your cart and continue to browse additional training opportunities.



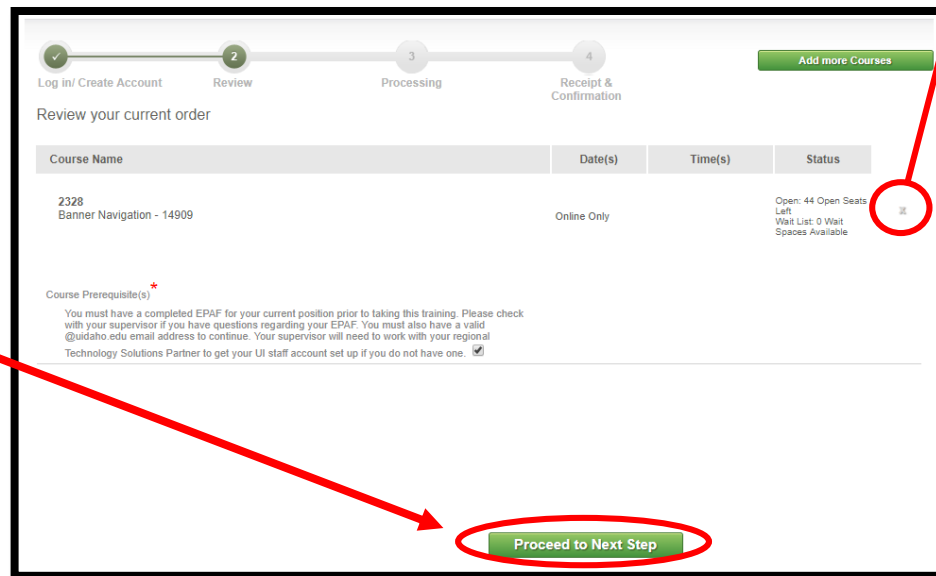
Note: Some courses have prerequisites listed which you must acknowledge you meet before adding them to your cart. Be sure you’ve met the course prerequisites if prompted and tick the box.

5. When you are ready to checkout, select either the shopping cart icon located to the right of the search bar or the green “Checkout” button located on a course you’ve already added to your cart. This will load the course order review screen.



6. On the course order review screen, you can either remove items from your cart by clicking the “x” at the far right of each course entry line or you may “Proceed to Next Step” and finalize your course registration(s).

You may need to scroll down the page to click the “Proceed to Next Step” button.



7. Your course confirmation(s) will be sent to the email account you have specified as your default to receive UI communications.

Online-only modules, such as the “Banner Navigation” course used in this example registration guide, will contain hyperlinks to take the course in the email’s body text.

