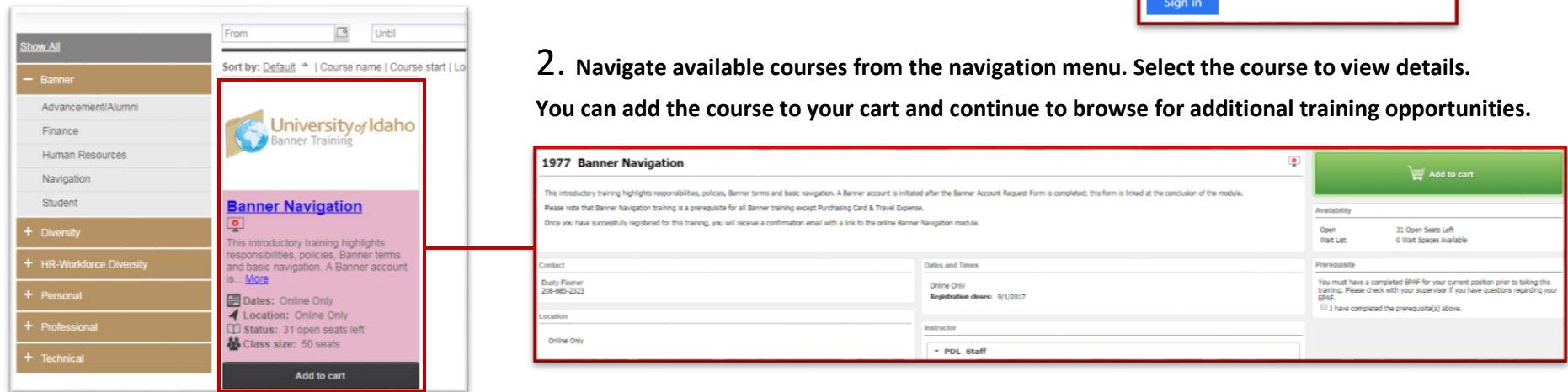


University of Idaho GoSignMeUp! Course Registration Instructions

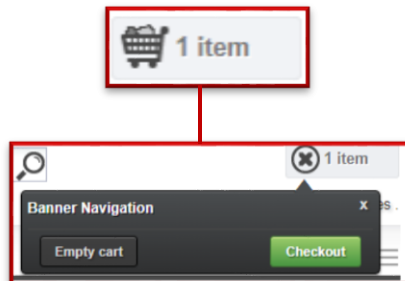
1. Select Employee Login and enter your UI username and password.



2. Navigate available courses from the navigation menu. Select the course to view details. You can add the course to your cart and continue to browse for additional training opportunities.



3. When you are ready to checkout, select the shopping cart icon. You can either remove the items from your cart or proceed to checkout.



4. Follow the prompt to complete your registration. You will receive a registration confirmation email once your request has been processed.

