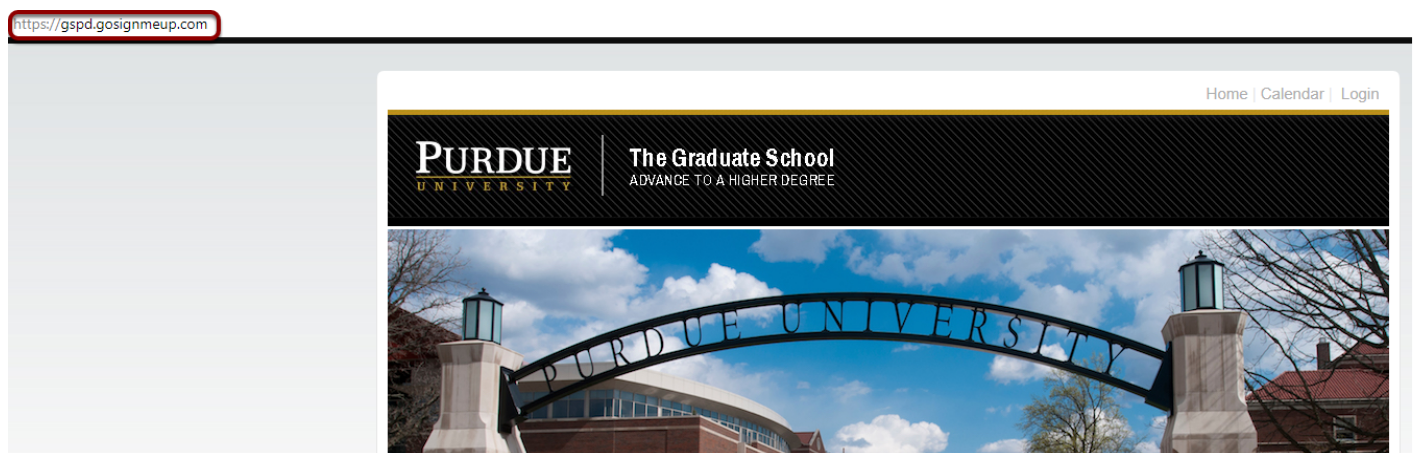


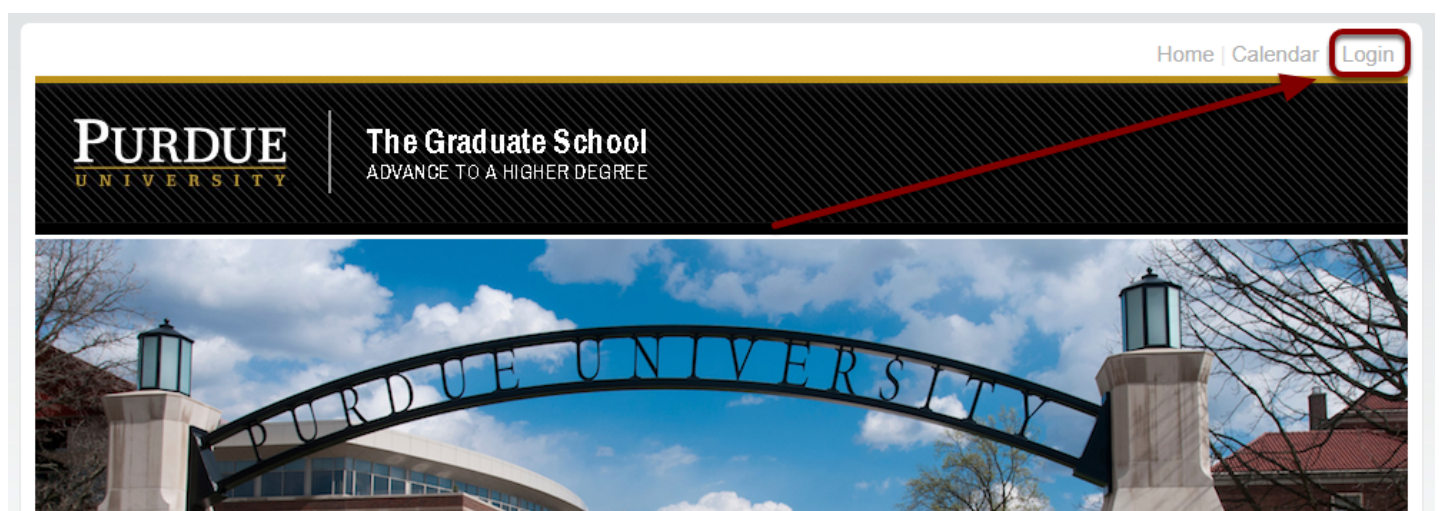
# How Do I Register for a Purdue University Course

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

1) Make sure you are on our registration site at:  
<https://gspd.gosignmeup.com>



2) Click on the Login button to open a Purdue University login page. Enter your credentials and press 'Login'.



3) If this is the first time you have logged in, there are a few fields you need to update in your account. Open your student dashboard by clicking 'My Account'. Click the pencil icon, then complete the three required fields.

Home **My Account** Calendar | Log out

**PURDUE UNIVERSITY** | **The Graduate School**  
ADVANCE TO A HIGHER DEGREE

Welcome Sample User Empty **Dashboard**

[Browse Courses](#)

**Student Information - Click Pencil to Add/Edit**

First Name \* : Sample  
Last Name \* : User  
Username \* : Sample.User  
Password \* : \*\*\*\*\*  
E-mail Address \* : test@gosignmeup.com  
**Classification \* : Masters**  
**College \* : Engineering**  
**Department \* : N/A**

**Received Email**

Search

Page 0 of 0

Date	Subject
No e-mails found	

**Courses**

Print Show Grid

Enrolled Waiting Past Unofficial Transcript Cancelled

You must agree to our Registration Policy to continue.

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

The screenshot shows a user interface for browsing courses. At the top, there is a search bar with a magnifying glass icon and a red circle '1' next to it. Below the search bar, the text 'Welcome Sample User' is on the left and 'Browse Courses' is on the right. A 'Show All' button with a red circle '2' is also visible. Below the search bar, there are 'From' and 'Until' date pickers. The main content is a table of courses with columns for Course name, Start date, Time, Location, and Default sort. Each row has an 'Enroll' button. The table lists various courses such as 'NSF Graduate Fellowships: Apply as a Senior, Enter Grad School with Funding (Grantsmanship)', 'NSF Graduate Fellowship Overview: What You Need to Know and How to Get Started (Grantsmanship)', and 'What is a Postdoc? (Career Building)'. At the bottom of the table, there are navigation controls: '<< Previous', a dropdown menu showing '1', 'of 8', 'Next >>', 'Total: 94', and 'Page size: 12' with a dropdown arrow.

1) You can search for specific courses using the search bar.

2) You can search for courses by searching through the categories/locations on the left hand side.

5) Once you find the course you are looking for, you can add it straight to your cart by clicking on "Enroll". Or See more information by clicking on the Course Name.

The screenshot shows a course catalog interface. At the top, there is a search bar and a 'Welcome Sample User' message. Below the search bar, there are filters for 'From' and 'Until' dates. A sidebar on the left lists categories like 'Fall', 'Fall Blitz', 'Career Building', 'Communication', and 'Diversity'. The main content area displays a table of courses with columns for 'Course name', 'Start date', 'Time', 'Location', and 'Default sort'. The first course, 'NSF Graduate Fellowships: Apply as a Senior, Enter Grad School with Funding (Grantmanship)', is highlighted with a red box, and its 'Enroll' button is also highlighted with a red box. Other courses listed include 'NSF Graduate Fellowship Overview: What You Need to Know and How to Get Started (Grantmanship)' and 'What is a Postdoc? (Career Building)'.

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

The screenshot shows the course information page for 'Success Over Stress (Wellness)'. The page is divided into several sections, each with a red callout number: 1) The top header area containing social media links and the course title. 2) A descriptive paragraph about the course content. 3) The 'Contact' section with the email 'profdev@purdue.edu' and phone number '765-496-0475'. 4) The 'Dates and Times' section showing '09/05/2018 12:00 pm - 01:00 pm'. 5) The 'Facilitator' section with a dropdown menu currently set to 'No Selected Facilitator'. 6) The 'Enroll' section, which includes a green 'Enroll' button and an 'Availability' table showing '40 Open Seats Left' and '10 Wait Spaces Available'.

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) Instructors shows the instructors 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 "Enroll". You will also have to mark required information here including pre-requisites or materials.
- 7) You can continue adding courses to your cart, or click on the cart to see what is in there.

Welcome Sample User

Search

**Browse Courses** 1 item

From  Until

Course name	Start date	Time	Location	Default sort	
<b><u>NSF Graduate Fellowships: Apply as a Senior, Enter Grad School with Funding (Grantmanship)</u></b>	8/28/2018	7:00 p.m.- 8:30 p.m.	PRCE 277		Enroll
<b><u>NSF Graduate Fellowship Overview: What You Need to Know and How to Get Started (Grantmanship)</u></b>	8/29/2018	7:00 PM to 8:30 PM	<a href="#">YONG B64</a>		Enroll
<b><u>NSF Graduate Fellowship Overview: What You Need to Know and How to Get Started (Grantmanship)</u></b>	08/30/2018	11:30 am - 01:00 pm	YONG B64		Enroll
<b><u>What is a Postdoc? (Career Building)</u></b>	09/04/2018	12:00 p.m.- 1:00 p.m.	<a href="#">YONG B64</a>		Enroll
<b><u>Success Over Stress (Wellness)</u></b>	09/05/2018	12:00 pm - 01:00 pm	YONG B64		Confirm
<b><u>Do you get data? Understanding Data Visualization (Research &amp; Ethics)</u></b>	09/06/2018	02:00 pm- 03:00 pm	WALC 3049		Enroll

8) After clicking on your cart you can see your course selection. You can also delete the items by clicking the "X" or "Unenroll". To continue click on "Confirm".

Search

Welcome Sample User

1 item

Success Over Stress (...)

Unenroll Confirm

Course name	Start date	Time	Location	Default sort	
<u><a href="#">NSF Graduate Fellowships: Apply as a Senior, Enter Grad School with Funding.(Grantmanship)</a></u>	8/28/2018	7:00 p.m.- 8:30 p.m.	PRCE	277	Enroll
<u><a href="#">NSF Graduate Fellowship Overview: What You Need to Know and How to Get Started (Grantmanship)</a></u>	8/29/2018	7:00 PM to 8:30 PM	<a href="#">YONG B64</a>		Enroll

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 Next Step" to enroll in the course.

Welcome Sample User

1 Log in/ Create Account 2 Review 3 Processing 4 Receipt & Confirmation

Add more Courses

Review your current order


Course Name	Date(s)	Time(s)	Status
Success Over Stress (Wellness) - 2543	09/05/2018	12:00 pm - 01:00 pm	Open: 40 Open Seats Left Wait List: 10 Wait Spaces Available

Proceed to Next Step

Please answer any of the required questions/pre-requisite requests before you proceed. \*Note if there is no payment required, this will enroll you in the course.

10) You are now registered! You will be taken to the order confirmation page where you can print this for your records.

Welcome Sample User



Log in/ Create Account   Review   Processing   **Receipt & Confirmation**

Thank you for enrolling!

## Order Receipt

<b>Enrollment Details:</b>	
Date:	8/16/2018
Registration number:	CDNHZ4JB6179419
Username:	Sample User

**Participant Information:**  
Sample User  
[test@gosignmeup.com](mailto:test@gosignmeup.com)

Order Details		
Course name	Dates	Status
Success Over Stress (Wellness)	09/05/2018 12:00 pm - 01:00 pm	Enrolled

**Print Receipt**

**Continue Looking for Courses**   **Back To User Home**

You will also have a confirmation email sent to you.