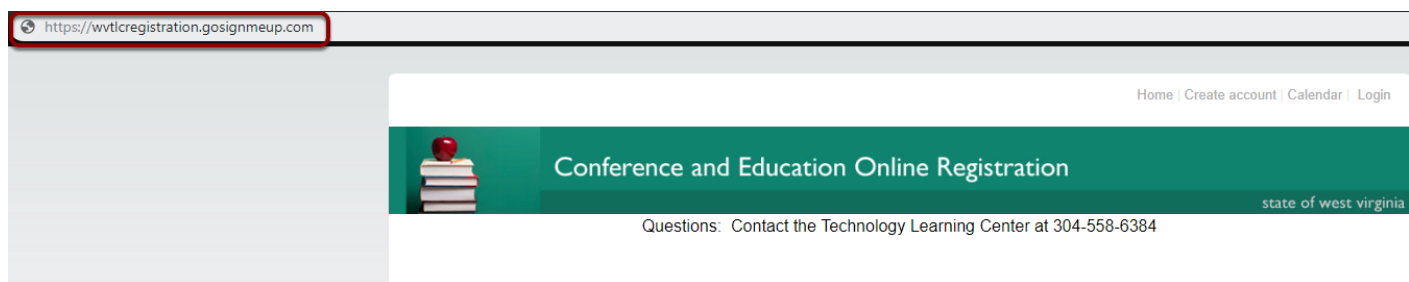


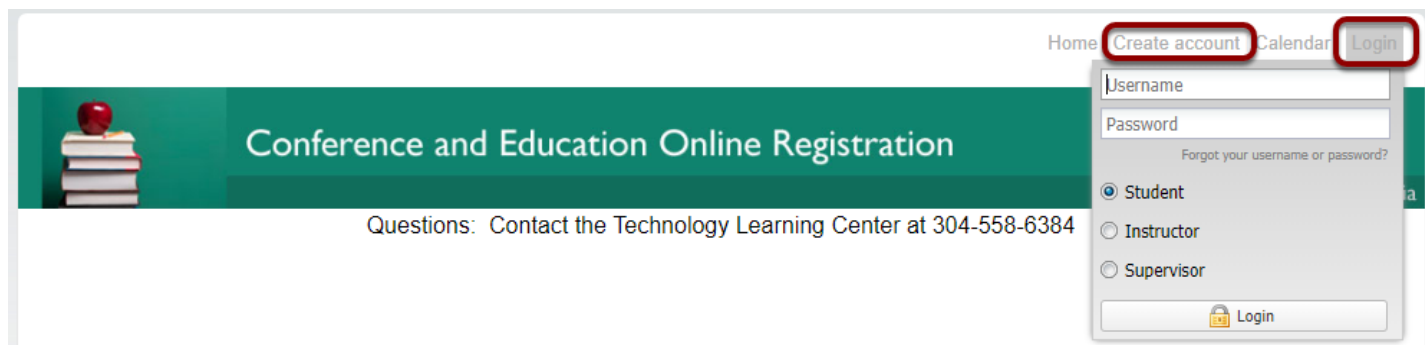
How Do I Register for a WV Technology Learning Center Course

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

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



2) The first thing you will want to do is create an account. Log in using your Username and Password if you already have one.



3) To create an account, please fill in all required information. Click on "Create Account" to proceed.

Conference and Education Online Registration

state of west virginia

Welcome Visitor

User Registration

Please enter information required.

Identity

Username* :

Password* :

Confirm Password* :

First Name* :

Middle Initial:

Last Name* :

Unique ID (A# or E#):

E-Mail Address* :

Confirm E-Mail Address* :

Work Address:

City:

State:

Zip:

Work Phone* :

Affiliation

Department* :

Agency* :

Facility (Corrections Only, others NONE)* :

Other-Enter Organization:

Create account

You must agree to our Registration Policy to continue.

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

Search

Welcome Sample User

Browse Courses

Show All

+ DOC - Division of Corrections

Color Legend

- Multi-Day Course
- Capitol Complex
- DEP - Kanawha City

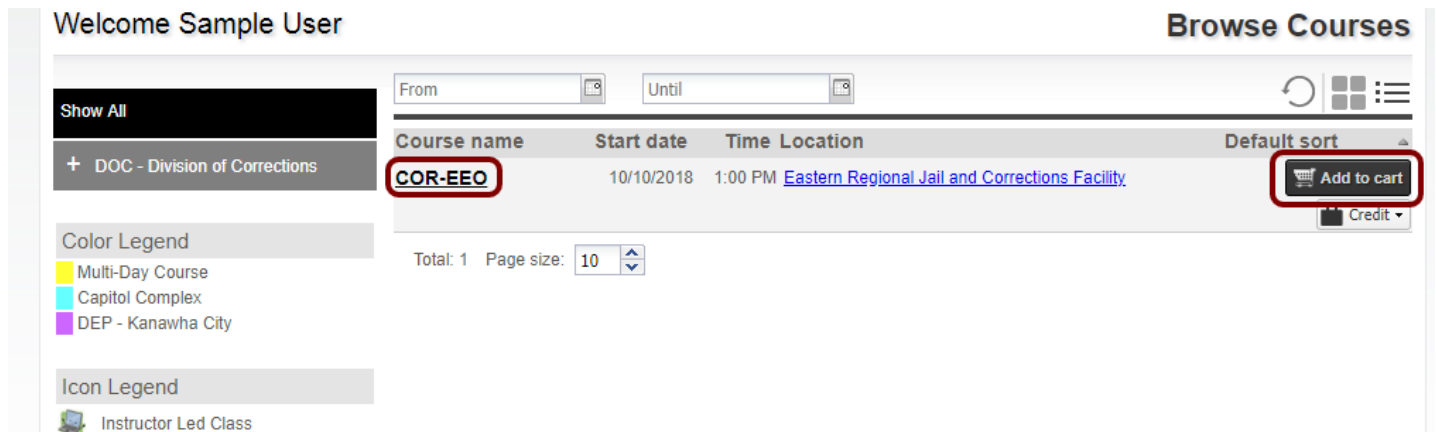
Please call the **Technology Learning Center** at (304) 558-6384 if you have any questions.

New Users: Click on My Account (above) to set up a User Profile.

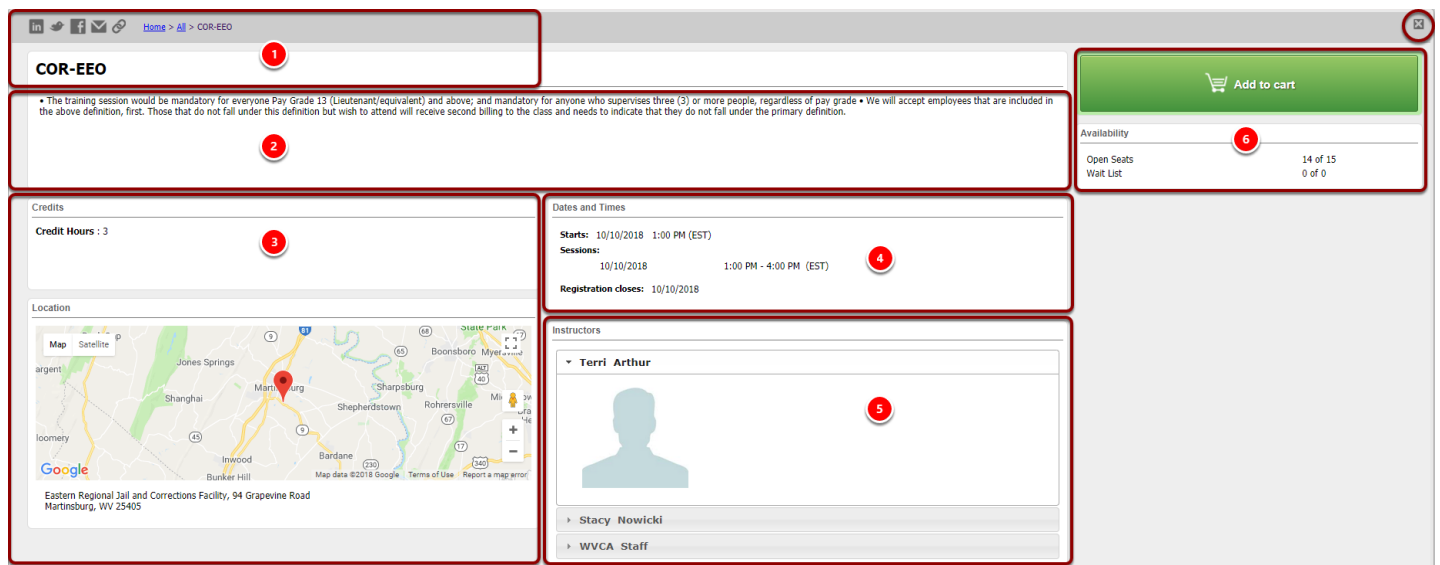
1) You can search for specific courses using the search bar.

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 "Add to cart". See more information by clicking on the Course Name.



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

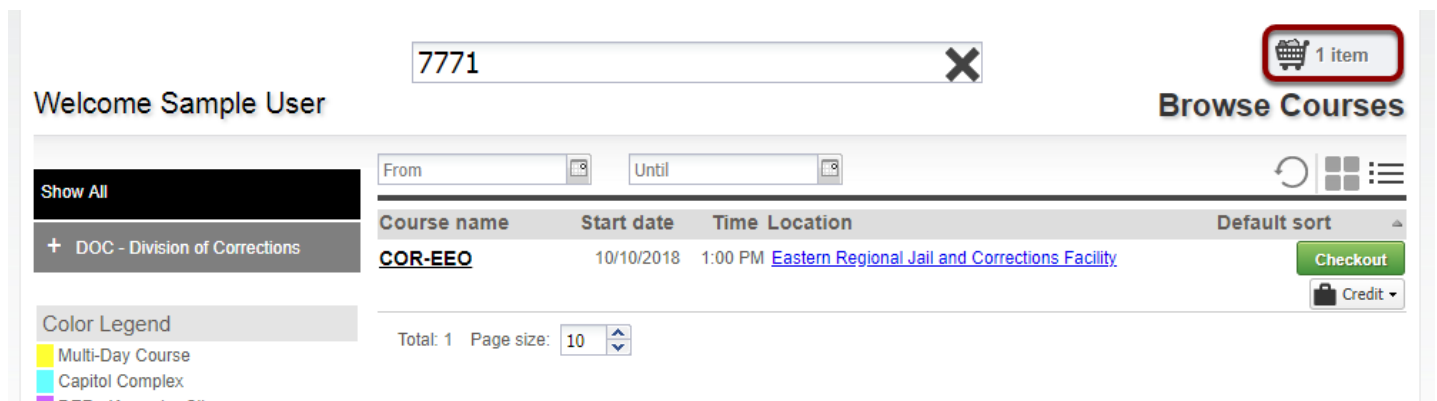


1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course Number and the name of the course.

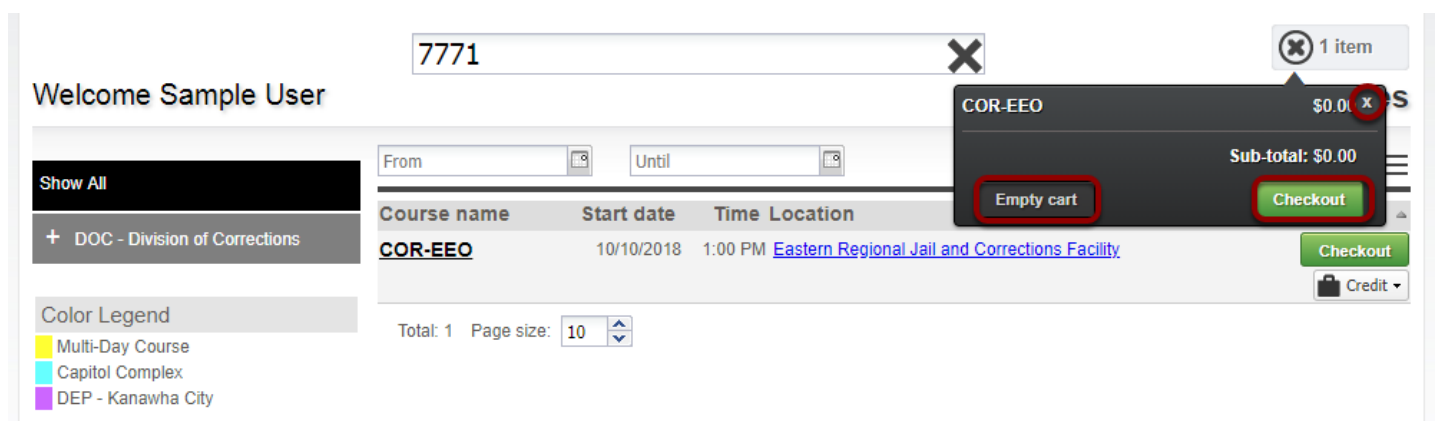
2) This area shows a description of the course

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) 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 "Add to Cart". 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.



- 8) After clicking on your cart you can see what is inside of it. You can also delete the items by clicking the "X" or "Empty Cart". To continue click on "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 Next Step" to enroll in the course.

Welcome Sample User

1 2 3 4

Log in/ Create Account Review Payments Receipt & Confirmation

[Add more Courses](#)

Review your current order

Course Name	Date(s)	Time(s)	Status	Price	
COR-EEO - 7771 <i>non member</i>	10/10/2018	1:00 PM - 4:00 PM	Open Seats: 14 of 15 Wait List: 0 of 0	\$0.00	X

Sub-total: \$0.00

Coupon Code [D]:
[Apply coupon](#)

Discount: \$0.00
Sales Tax: \$0.00
Total: \$0.00

[Proceed to Next Step](#)

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 Payments **Receipt & Confirmation**

Thank you so much for registering. We look forward to seeing you in class. To cancel your enrollment: Please log in to your account on the www.onlineregistration.wv.gov website, and cancel through the registration system. This email address is not monitored for incoming mail.

It is difficult to make the environment comfortable for everyone. Please dress accordingly.

Your agency will be billed for "no shows" at Microsoft Office instructor led technology classes.

Order Receipt

Enrollment Details:
Date: 10/2/2018
Registration number: CQTSUNTJ963888
Username: Sample Student

Participant Information:
Sample User
fest@oosignmavo.com

Order Details

Course name	Dates	Status	Price
COR-EEO	10/10/2018 1:00 PM - 4:00 PM	Enrolled	

Total: \$0.00
Discount: \$0.00
Total Amount Paid: \$0.00

[Print Receipt](#)

[Continue Shopping for Courses](#) [Back To User Home](#)

You will also get a confirmation email sent to you.