

Go Sign Me Up! Registration Instructions <http://www.cajonvalley.net>

IMPORTANT: At the Cajon Valley Union School District's home page (web address listed above):

- Click on [professional development](#) located at the bottom of web page
- Click on the [Go Sign Me Up](#) link
- Follow below instructions:

STEP 1: IF YOU ALREADY HAVE AN ACCOUNT FOR GO SIGN ME UP:

- Click on **My Account** button
 - User Name: type in your user name
 - Password: type in your password
- Press **LOGIN**
- **Go to STEP 3** for directions to search for classes or **STEP 4** for directions to register for classes.

CAJON VALLEY UNION SCHOOL DISTRICT

CV
Children Are First

Home | My Account | Instructors Login | Supervisors Login

Search | Browse Courses | Calendar

My Classes
Classes to enroll
Not Logged On.
NONE SELECTED

Please login below:
If you are a new user, [click here](#) to create a new account.

User Name:

Password:

LOGIN

[Forgot your username/password?](#)

STEP 2: CREATING AN ACCOUNT

A. If you need to create an account: click on **My Account** button.

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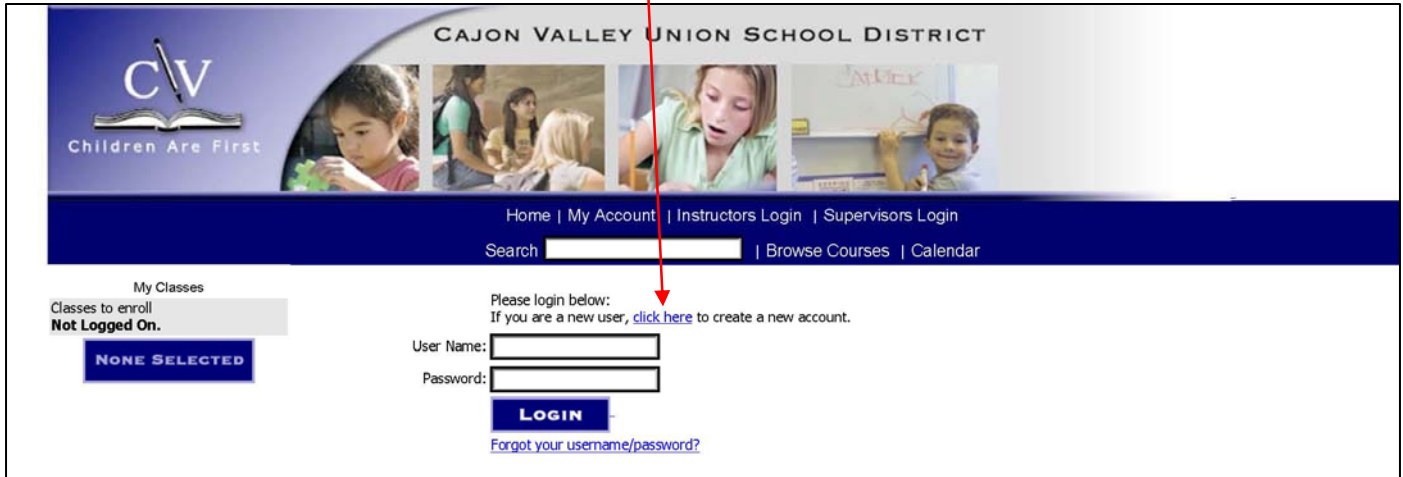
Search | Browse Courses | Calendar

My Classes
Classes to enroll
Not Logged On.
NONE SELECTED

Main Categories

- [BTSA](#)
- [Committee Meetings](#)
- [CPR](#)
- [Data & Assessment](#)
- [English Learners/Bilingual Program](#)
- [Health/Wellness](#)
- [Language Arts](#)
- [Learning Support](#)
- [Mathematics](#)
- [NON-DUTY DAYS](#)
- [Special Education](#)
- [Technology](#)

B. To create a new account, press [click here.](#)



C. Enter information in **required** fields, designated with a **red asterisk (*)**. (Note: Use capital letters for the first letter of your first and last name as this is how it will appear on all documents.)

- Create your own user name and password: use something easy for you to remember. (See sample below.)
- Enter your **CVUSD** email address. (If you do not have a CVUSD account, your home email will work.)
- Click on **Submit** at the bottom of the page after all information has been entered.

* Denotes a required field.

Username: *	<input type="text" value="GSMU"/>
Password: *	<input type="text" value="directions"/>
First Name: *	<input type="text" value="Hal"/>
Last Name: *	<input type="text" value="Apeno"/>
School: *	<input type="text" value="Anza"/>
Grade Level: *	<input type="text" value="Grade 1"/>
E-Mail Address: *	<input type="text" value="apeno@cajonvalley.net"/>
Verify E-Mail Address: *	<input type="text" value="apeno@cajonvalley.net"/>
Work Phone: *	<input type="text" value="619-588-3116"/>
Home Phone: *	<input type="text" value="619-123-0123"/>
Street Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Birth Date:	<input type="text"/>
Buy Back Requested:	<input type="text"/>
Submit	

We suggest you save your user name & password in a safe place for future reference.

STEP 3: SEARCHING FOR CLASSES

After you click on [submit] to create your account or sign in to your existing account, the below screen will be displayed:

There are several ways to search for classes.

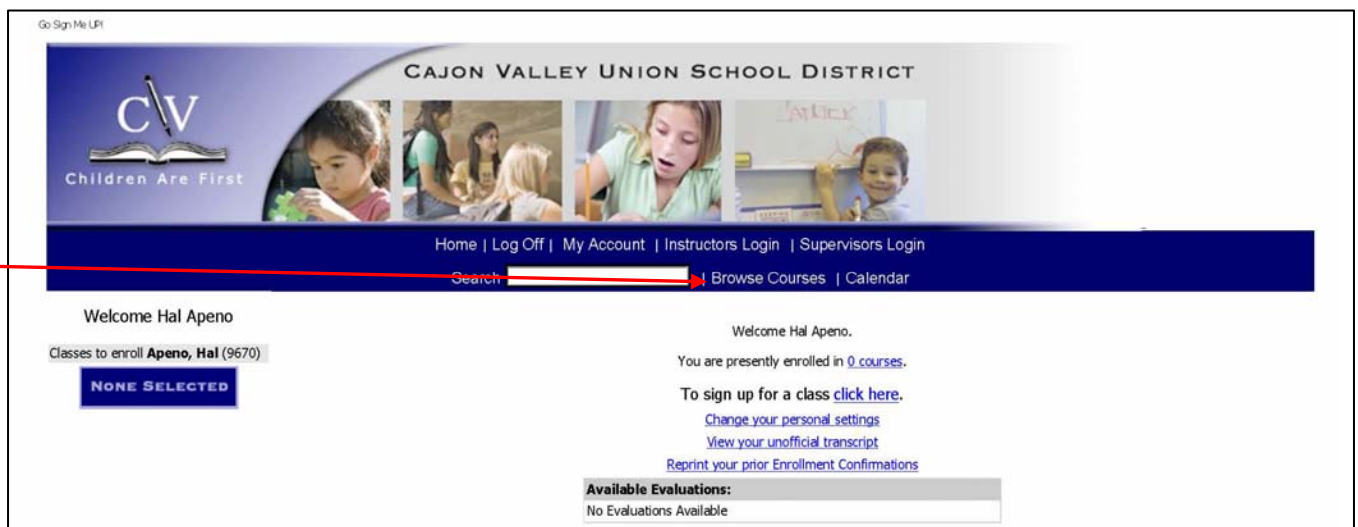
A. Search: (Use this feature if you know the instructor or course name for a session)

- Type in a keyword.
- The program searches the **title of the course** and the **main categories** (ex. Technology, mathematics, language arts, etc.) and **instructor name**.
- For example:
 - If you were searching for a class on fractions, you could search on the word “fractions” or the word “mathematics”.



B. Browse Courses: (Use this feature to browse by categories)

- Courses are displayed by category.
- Click on the area that you wish to view (ex. any main category).
Note: (If courses are appropriate for multiple levels, they will appear under all relevant levels.)



C. **Calendar:** (This is a “quick view” of what is being offered for the whole month.)

- The current month will be displayed.
- You can use the arrow keys or drop down menu to look at future months.
- Click on the class name on the calendar to access the registration page for the class.

A **Color Legend** has been created which will help you differentiate between the different types of professional development (for example):

- Prof. Development during day requiring substitutes
- Prof. Development after school – no substitutes required
- Prof. Development during summer
- Committee Meetings – for information only (do not sign up)

Course	Date(s)	Time(s)	Status	Enroll Now
PD0809 Focus on Fractions (3-day workshop)	Tuesday 4/7/2009	8:00 AM-3:00 PM	Space Available	SIGN-UP
	Wednesday 4/8/2009	8:00 AM-3:00 PM		
	Thursday 4/9/2009	8:00 AM-3:00 PM		
at Staff Dev. Room #1				
PD0809 Focus on Fractions (3-day workshop)	Tuesday 6/23/2009	8:00 AM-3:00 PM	Space Available	SIGN-UP
	Wednesday 6/24/2009	8:00 AM-3:00 PM		
	Thursday 6/25/2009	8:00 AM-3:00 PM		
at Staff Dev. Room #1				

STEP 4: REGISTERING FOR CLASSES

A. Utilizing one of the three methods of locating the class (Search, Browse, or Calendar,) you will access a page similar to the one displayed below.

- Click on the appropriate **SIGN UP** button to register for a class.
- After you have hit **SIGN-UP**, it will place the class in a list on the left side of the page.

Go Sign Me Up

CAJON VALLEY UNION SCHOOL DISTRICT

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Home | Log Off | My Account | Instructors Login | Supervisors Login

Search [] | Browse Courses | Calendar

Main -> Mathematics -> Fractions

Directions: Click on a Course Name to view course details

Course	Date(s)	Time(s)	Status	Enroll Now
PD0809 Focus on Fractions (3-day workshop)	Tuesday 4/7/2009	8:00 AM-3:00 PM	Space Available	SIGN-UP
	Wednesday 4/8/2009	8:00 AM-3:00 PM		
	Thursday 4/9/2009	8:00 AM-3:00 PM		
at Staff Dev. Room #1				
PD0809 Focus on Fractions (3-day workshop)	Tuesday 6/23/2009	8:00 AM-3:00 PM	Space Available	SIGN-UP
	Wednesday 6/24/2009	8:00 AM-3:00 PM		
	Thursday 6/25/2009	8:00 AM-3:00 PM		
at Staff Dev. Room #1				

Welcome Hal Apeno

Classes to enroll Apeno, Hal (9670)

PD0809 Focus on Fractions (3-day workshop) Remove

ENROLL

Color Legend

- After School Prof. Dev. (Not substitutes)
- BTSA Workshops
- Committee Mtgs (For Info Only, Do Not Register)
- CPR/First Aid Class
- District Prof. Dev. During Day (w/ substitutes)
- Summer Prof. Dev.

- Choose **ENROLL**.
- It will display a summary page – **YOU MUST HIT SUBMIT** on the summary page to actually register for the class.
- *Go Sign Me Up* will send you a confirmation email once you have submitted your request.

NOTE: If you wish to register for a class which is full, you can be placed on a waiting list as long as it says "Wait Space Available." If it does not say "Wait Space Available," it means the waiting list is also full. If a spot does become available, *Go Sign Me Up* will automatically move people from the waiting list to the enrolled list and send an email to the participant.

CANCELLING A COURSE:

If you need to cancel a session, log in to *Go Sign Me Up* (or if you are already logged in – choose Home). You will see all of the classes you enrolled in listed on the left side of the page. To delete a class, click on the link that says [Click Here to cancel a course](#).

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Search | Browse Courses | Calendar

Welcome Hal Apeno

You are currently enrolled in:
[Click Here to cancel a course](#)
PD0809 Focus on Fractions (3-day workshop)

Classes to enroll **Apeno, Hal** (9670)

NONE SELECTED

Welcome Hal Apeno.
You are presently enrolled in 1 courses.

To add more to your class list please [click here](#).

[Click here](#) to cancel courses.
[Change your personal settings](#)
[View your unofficial transcript](#)
[Reprint your prior Enrollment Confirmations](#)

Available Evaluations:
No Evaluations Available

Be sure to check the little circle next to the course you would like to cancel (see below) before you hit cancel, or it will not cancel your registration. Click **Cancel**.

Go Sign Me Up!

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Search | Browse Courses | Calendar

Welcome Hal Apeno

You are currently enrolled in:
[Click Here to cancel a course](#)
PD0809 Focus on Fractions (3-day workshop)

Classes to enroll **Apeno, Hal** (9670)

NONE SELECTED

Course Name	Location	Times	Status
<input type="radio"/> PD0809 Focus on Fractions (3-day workshop)	Staff Dev. Room #1	6/23/2009: 8:00 AM - 3:00 PM 6/24/2009: 8:00 AM - 3:00 PM 6/25/2009: 8:00 AM - 3:00 PM	Enrolled

Cancel

For assistance contact:

Jeanne Goff at goffj@cajonvalley.net or 593-5219
Linda Irvine at irvine@cajonvalley.net or 588-3148
Mary Waters at waters@cajonvalley.net or 588-3044