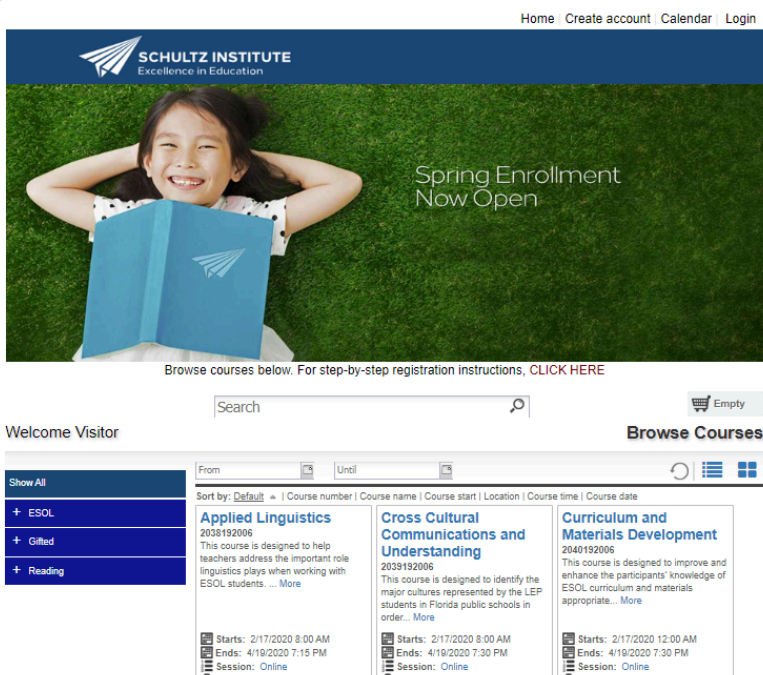


How Do I Register for a Schultz Institute course?

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

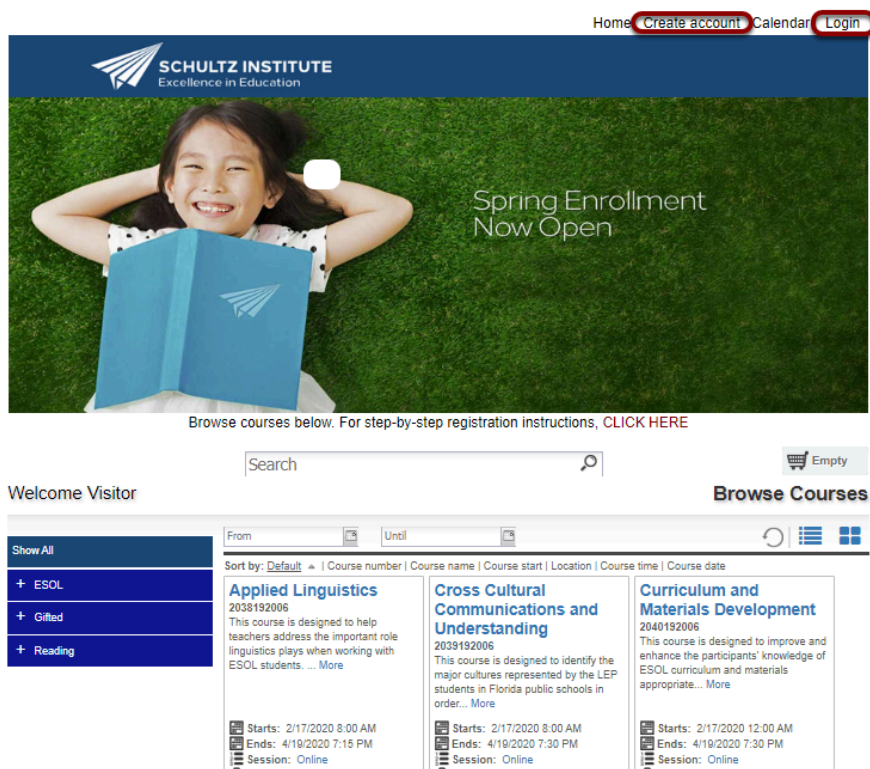
1) Make sure you are on our registration site at: <https://schultzcenter.gosignmeup.com/public/course/browse>

schultzcenter.gosignmeup.com/public/course/browse



The screenshot shows the Schultz Institute website. At the top, there is a navigation bar with links for Home, Create account, Calendar, and Login. Below this is a large banner featuring a smiling girl holding a blue book, with the text "Spring Enrollment Now Open". Below the banner, there is a search bar and a "Browse Courses" button. The main content area displays a list of courses, including "Applied Linguistics", "Cross Cultural Communications and Understanding", and "Curriculum and Materials Development". Each course listing includes a brief description, start and end dates, session type, and credits.

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



The screenshot shows the Schultz Institute website. At the top, there is a navigation bar with links for Home, **Create account**, Calendar, and **Login**. The main banner features a smiling child reading a book with the text "Spring Enrollment Now Open". Below the banner, there is a search bar and a "Browse Courses" section. The "Browse Courses" section displays three course cards: "Applied Linguistics", "Cross Cultural Communications and Understanding", and "Curriculum and Materials Development". Each card includes a brief description, course number, start/end dates, and session type.

3) To create an account, please fill in all required information. Read the Registration Policy and Click on "Agree and Create account" to proceed.

Welcome Visitor

User Registration

Please enter information required.

Participant Information

First Name *

MI *

Last Name *

Primary Location/District *

School *

User ID#

Username (Your email address will be your username)

Password *

Confirm Password *

E-mail Address *

Confirm E-mail Address *

Home Phone *

Mobile Phone *

Work Phone *

Other Phone Number

Address Line 1 *

Address Line 2 *

City *

County *

State *

Zip *

Registration Policy

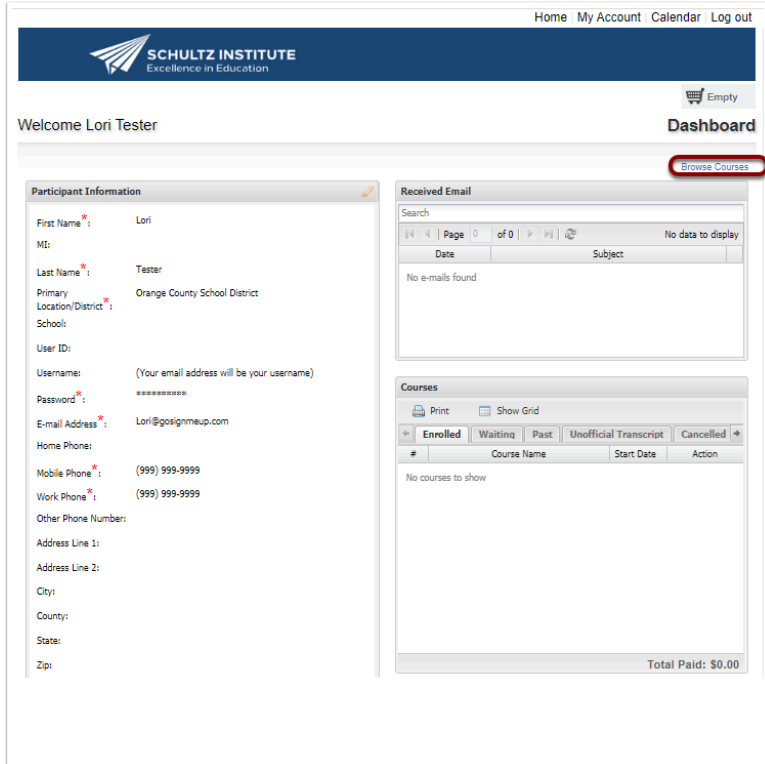
Refunds are only provided prior to the start date of a course. Must call for refund.

Full policy can be found here. <https://schultzcenter.org/registration-policy/>

Do you agree to the terms and conditions of our Registration Policy?

Agree and Create account

4) After creating a new account, you will be taken to your User Dashboard. From here you can select "Browse Courses" to select your course(s).



Home | My Account | Calendar | Log out

SCHULTZ INSTITUTE
Excellence in Education

Empty

Welcome Lori Tester

Dashboard

[Browse Courses](#)

Participant Information

First Name * : Lori
 MI:
 Last Name * : Tester
 Primary Location/District * : Orange County School District
 School:
 User ID:
 Username: (Your email address will be your username)
 Password * : *****
 E-mail Address * : Lori@gosignmeup.com
 Home Phone:
 Mobile Phone * : (999) 999-9999
 Work Phone * : (999) 999-9999
 Other Phone Number:
 Address Line 1:
 Address Line 2:
 City:
 County:
 State:
 Zip:

Received Email

Search

Page 0 of 0

Date	Subject
No e-mails found	

Courses

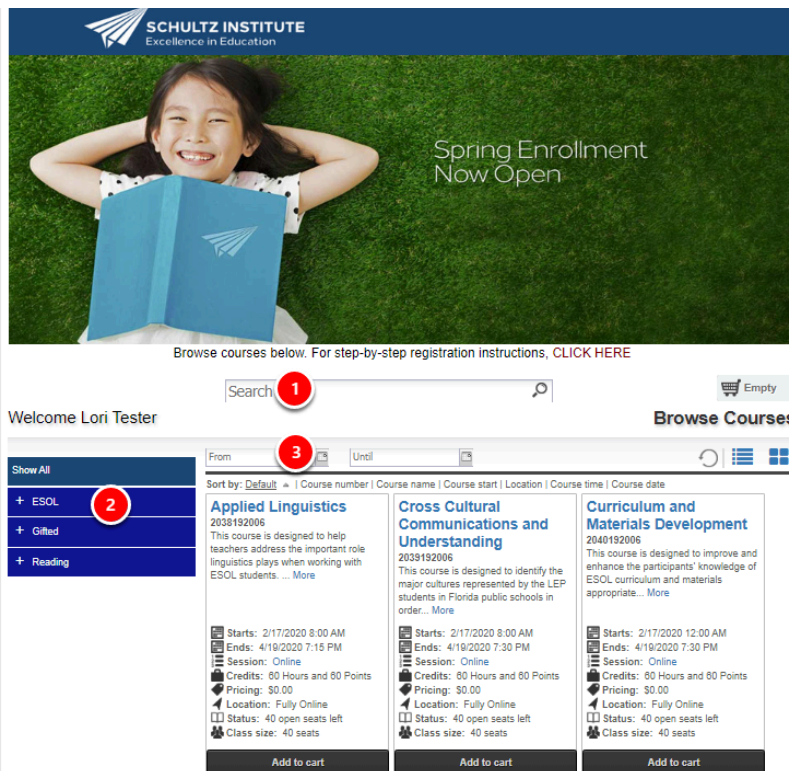
Print Show Grid

Enrolled Waiting Past Unofficial Transcript Cancelled

#	Course Name	Start Date	Action
No courses to show			

Total Paid: \$0.00

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

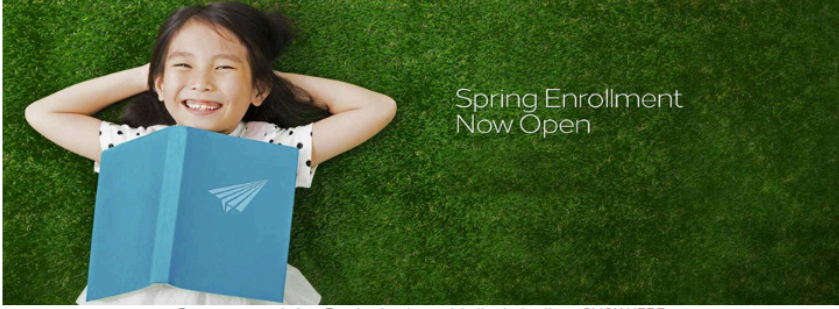


1) You can search for specific courses using the search bar by name or course number.

2) You can search for courses by searching through the categories/locations on the left hand side. Click on the + to expand the list.

3) You can search for courses in a date range "from" "until" by typing in the date xx/xx/xxxx or clicking on the date on the calendar box.


6) Once you find the course you are looking for, you can add it to your cart by clicking on "Add to cart" or see more information by clicking on the Course Name. "Wait Space" you will see when the course is full but you will be added to the course should someone cancel.




Spring Enrollment
Now Open

Browse courses below. For step-by-step registration instructions, [CLICK HERE](#)

Welcome Lori Tester

Search 

Empty 

Browse Courses

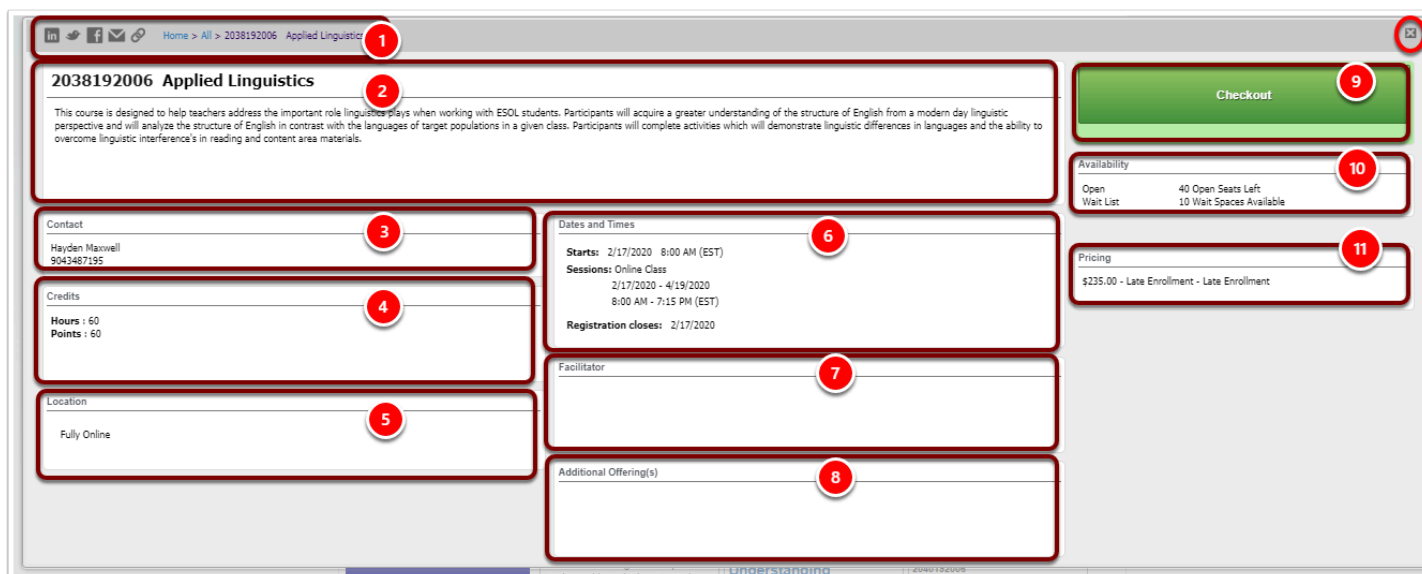
From	Until	Sort by: Default	Course number	Course name	Location	Course time	Course date
				Applied Linguistics			
				Cross Cultural Communications and Understanding			
				Curriculum and Materials Development			

Applied Linguistics
2039192006
This course is designed to help teachers address the important role linguistics plays when working with ESOL students. ... [More](#)
Starts: 2/17/2020 8:00 AM
Ends: 4/19/2020 7:16 PM
Session: Online
Credits: 60 Hours and 60 Points
Pricing: \$0.00
Location: Fully Online
Status: 40 open seats left
Class size: 40 seats
[Add to cart](#)

Cross Cultural Communications and Understanding
2039192006
This course is designed to identify the major cultures represented by the LEP students in Florida public schools in order. ... [More](#)
Starts: 2/17/2020 8:00 AM
Ends: 4/19/2020 7:30 PM
Session: Online
Credits: 60 Hours and 60 Points
Pricing: \$0.00
Location: Fully Online
Status: 40 open seats left
Class size: 40 seats
[Add to cart](#)

Curriculum and Materials Development
2040192006
This course is designed to improve and enhance the participants' knowledge of ESOL curriculum and materials appropriate. ... [More](#)
Starts: 2/17/2020 12:00 AM
Ends: 4/19/2020 7:30 PM
Session: Online
Credits: 60 Hours and 60 Points
Pricing: \$0.00
Location: Fully Online
Status: 40 open seats left
Class size: 40 seats
[Add to cart](#)

7) Clicking on the Course Name provides the course information page with more information about the course.



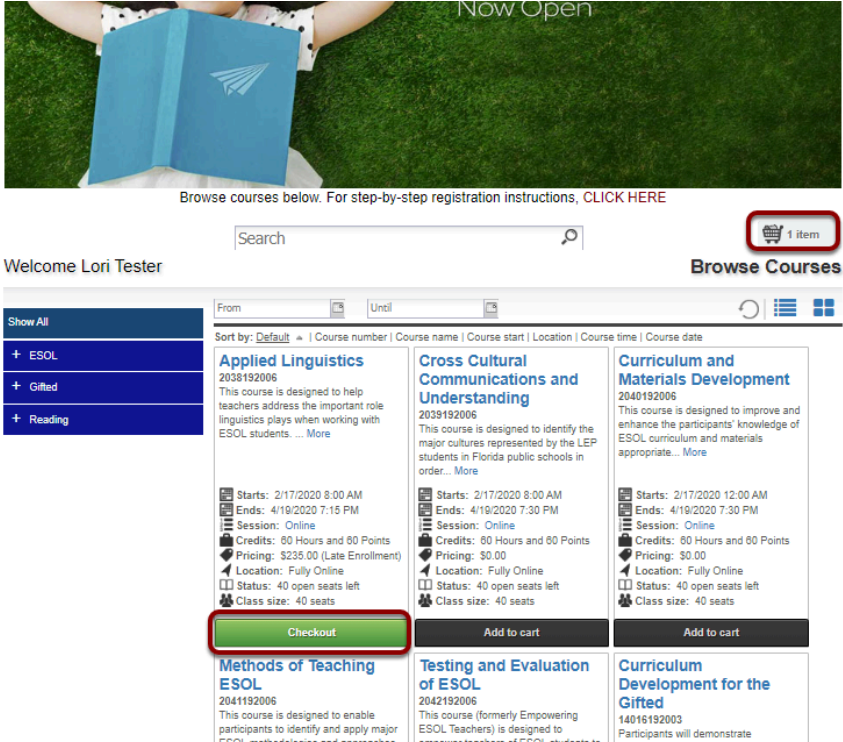
The screenshot shows a web interface for a course titled '2038192006 Applied Linguistics'. The page is divided into several sections, each highlighted with a red box and a numbered callout (1-11). The sections include:

- 1**: Top navigation bar with social media links and the course name.
- 2**: Course description text.
- 3**: Contact information for Hayden Maxwell.
- 4**: Credits section showing 60 hours and 60 points.
- 5**: Location section showing 'Fully Online'.
- 6**: Dates and Times section showing start and session dates.
- 7**: Facilitator section.
- 8**: Additional Offering(s) section.
- 9**: Checkout button.
- 10**: Availability section showing 40 open seats and 10 wait spaces.
- 11**: Pricing section showing \$235.00 for late enrollment.

- 1) The top area shows social media links where you can share this course with others. 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 person for this course.
- 4) Shows the total credit hours and points for the course.
- 5) Shows the Location for the course including if it is on-line.
- 6) Dates and Times area shows additional information including when the course Starts, the Sessions of the course and when Registrations closes.
- 7) Facilitator shows who will be instructing the course, including a picture and a bio if they have one.
- 8) Shows additional dates that this course will be offered.
- 9) Register for the course by clicking "Checkout" or "x" (upper right hand corner) to exit back to the Courses page.
- 10) Availability shows the number of open seats and wait spaces currently available.
- 11) Pricing shows the pricing options for this course.

Click on the "x" in the upper right hand corner to exit back to the course page when you are done.


8) You can continue adding courses to your cart, or click on the cart to see what is in there. You can also click "Checkout" to go directly to the Checkout page.




Now Open

Browse courses below. For step-by-step registration instructions, [CLICK HERE](#)

Welcome Lori Tester



Search 

 1 item

Browse Courses

Show All

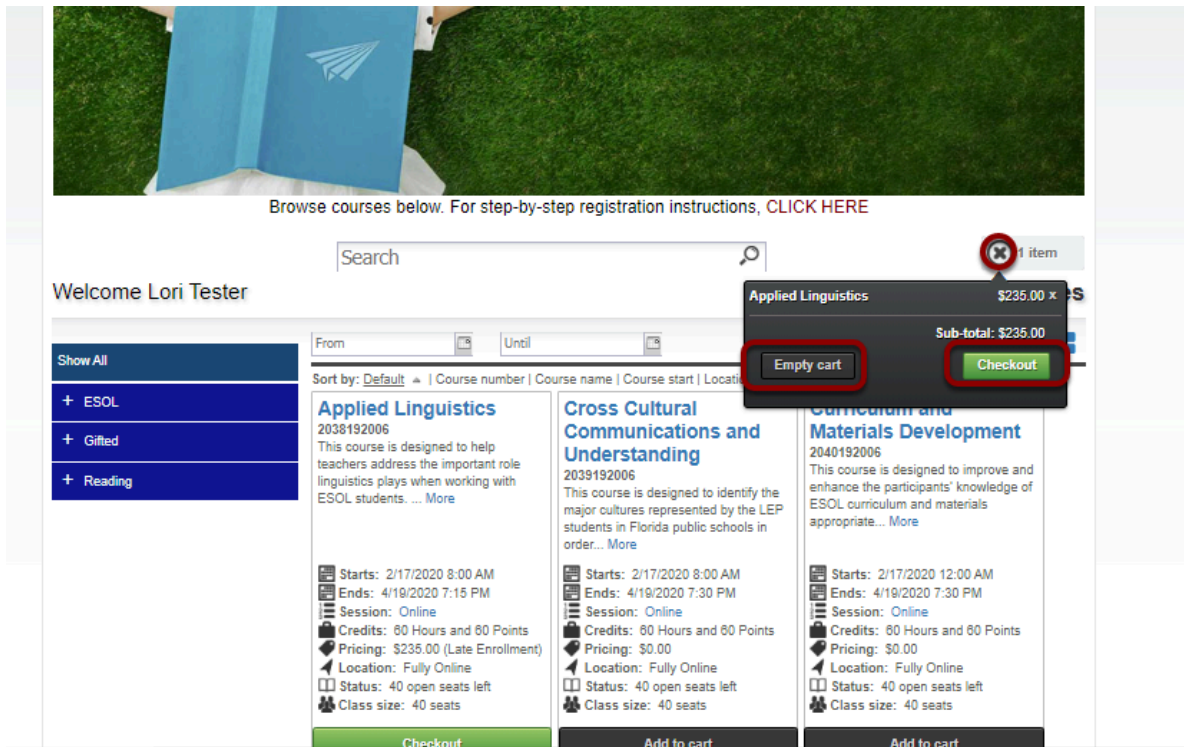
- + ESOL
- + Gifted
- + Reading

From  Until 

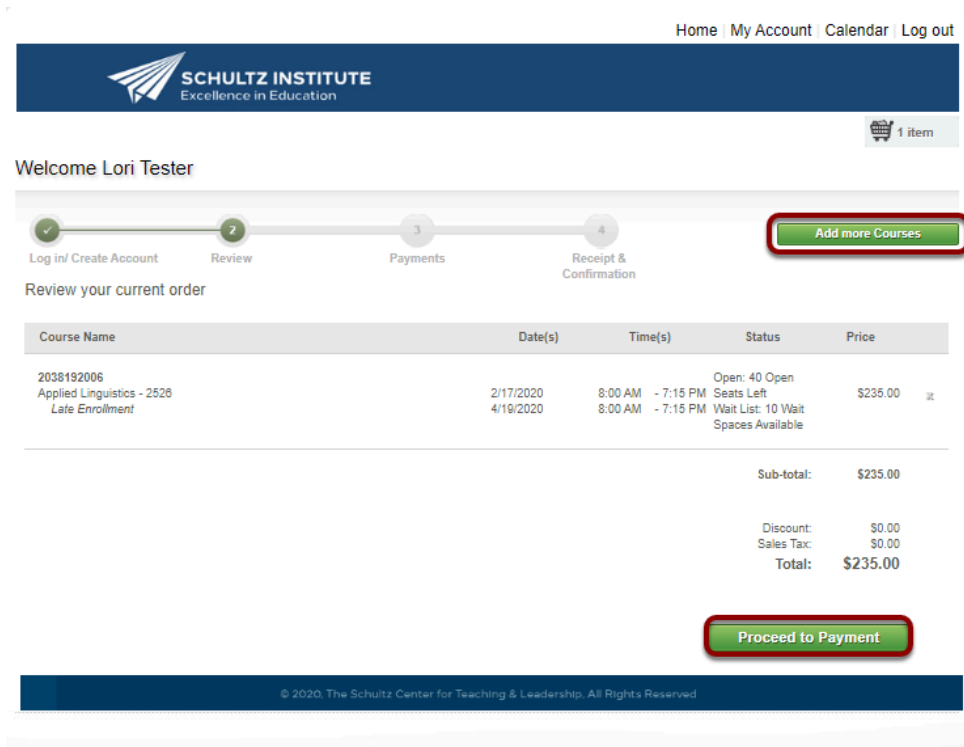
Sort by: [Default](#) | Course number | Course name | Course start | Location | Course time | Course date

<p>Applied Linguistics 2038192006 This course is designed to help teachers address the important role linguistics plays when working with ESOL students. ... More</p> <p>Starts: 2/17/2020 8:00 AM Ends: 4/19/2020 7:15 PM Session: Online Credits: 60 Hours and 60 Points Pricing: \$235.00 (Late Enrollment) Location: Fully Online Status: 40 open seats left Class size: 40 seats</p> <p>Checkout</p>	<p>Cross Cultural Communications and Understanding 2039192006 This course is designed to identify the major cultures represented by the LEP students in Florida public schools in order... More</p> <p>Starts: 2/17/2020 8:00 AM Ends: 4/19/2020 7:30 PM Session: Online Credits: 60 Hours and 60 Points Pricing: \$0.00 Location: Fully Online Status: 40 open seats left Class size: 40 seats</p> <p>Add to cart</p>	<p>Curriculum and Materials Development 2040192006 This course is designed to improve and enhance the participants' knowledge of ESOL curriculum and materials appropriate... More</p> <p>Starts: 2/17/2020 12:00 AM Ends: 4/19/2020 7:30 PM Session: Online Credits: 60 Hours and 60 Points Pricing: \$0.00 Location: Fully Online Status: 40 open seats left Class size: 40 seats</p> <p>Add to cart</p>
<p>Methods of Teaching ESOL 2041192006 This course is designed to enable participants to identify and apply major ESOL methodologies and approaches.</p>	<p>Testing and Evaluation of ESOL 2042192006 This course (formerly Empowering ESOL Teachers) is designed to empower teachers of ESOL students to</p>	<p>Curriculum Development for the Gifted 14016192003 Participants will demonstrate knowledge and skills in curriculum and</p>

9) After clicking on your cart you you can see what is inside of it and the total price. You can also delete the items by clicking on the "x" or "Empty Cart". To continue click on "Checkout".



10) After Clicking Checkout, you will be taken to the Checkout section. You can review your items. Make sure it is all correct and click on "Proceed to Payment" if payment is involved to enroll in the course(s) or "Add more Courses" to continue to add more.



Home | My Account | Calendar | Log out

SCHULTZ INSTITUTE
Excellence in Education

1 item

Welcome Lori Tester

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

[Add more Courses](#)

Review your current order

Course Name	Date(s)	Time(s)	Status	Price
2038192006 Applied Linguistics - 2526 Late Enrollment	2/17/2020 4/19/2020	8:00 AM - 7:15 PM 8:00 AM - 7:15 PM	Open: 40 Open Seats Left Wait List: 10 Wait Spaces Available	\$235.00

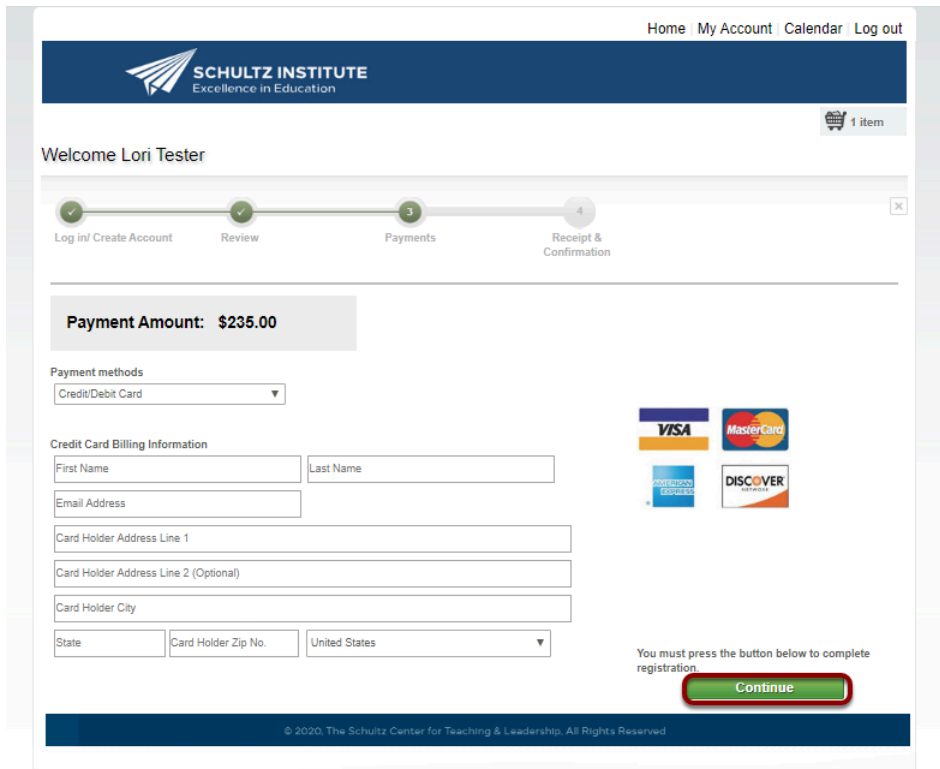
Sub-total: \$235.00

Discount: \$0.00
Sales Tax: \$0.00
Total: \$235.00

[Proceed to Payment](#)

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11) You will either go to a payment processing screen for payment, or if no payment is required, you will go directly to the order receipt page confirming you are registered.




The screenshot shows the Schultz Institute website's payment processing interface. At the top, there is a navigation bar with links for Home, My Account, Calendar, and Log out. Below this is a header with the Schultz Institute logo and tagline 'Excellence in Education'. A shopping cart icon indicates '1 item'. A welcome message 'Welcome Lori Tester' is displayed. A progress bar shows four steps: 'Log in/ Create Account' (completed), 'Review' (completed), 'Payments' (current step), and 'Receipt & Confirmation' (pending). The main content area displays the 'Payment Amount: \$235.00'. Under 'Payment methods', 'Credit/Debit Card' is selected. To the right, logos for VISA, MasterCard, American Express, and Discover are shown. The 'Credit Card Billing Information' section contains input fields for First Name, Last Name, Email Address, Card Holder Address Line 1, Card Holder Address Line 2 (Optional), Card Holder City, State, Card Holder Zip No., and a dropdown for United States. A 'Continue' button is highlighted with a red border. A note states 'You must press the button below to complete registration.' The footer contains the copyright notice '© 2020 The Schultz Center for Teaching & Leadership. All Rights Reserved'.

12) You are now registered and can print this order receipt for your records. You will also receive a confirmation email that you have registered.

Home
My Account
Calendar
Log out


SCHULTZ INSTITUTE
Excellence in Education

 Empty

Welcome Lori Tester

✓

✓

✓

4

Log in/ Create Account
Review
Payments
Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:
Date: 3/31/2020
Registration number: CMH-HAM-HAQ2710876
Username: Lori@gosignmeup.com

Participant Information:
Lori Tester
Lori@gosignmeup.com
(000) 000-0000

Order Details

Course name	Course#	Dates	Status	Price
Applied Linguistics	2038192008	Online from 2/17/2020 8:00 AM	Enrolled	\$235.00
Late Enrollment		until 4/19/2020 8:00 AM		
			Total:	\$235.00
			Discount:	\$0.00
			Total Amount Paid:	\$0.00
			Due Amount:	\$235.00

Print Receipt

Continue Shopping for Courses

Back To User Home

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