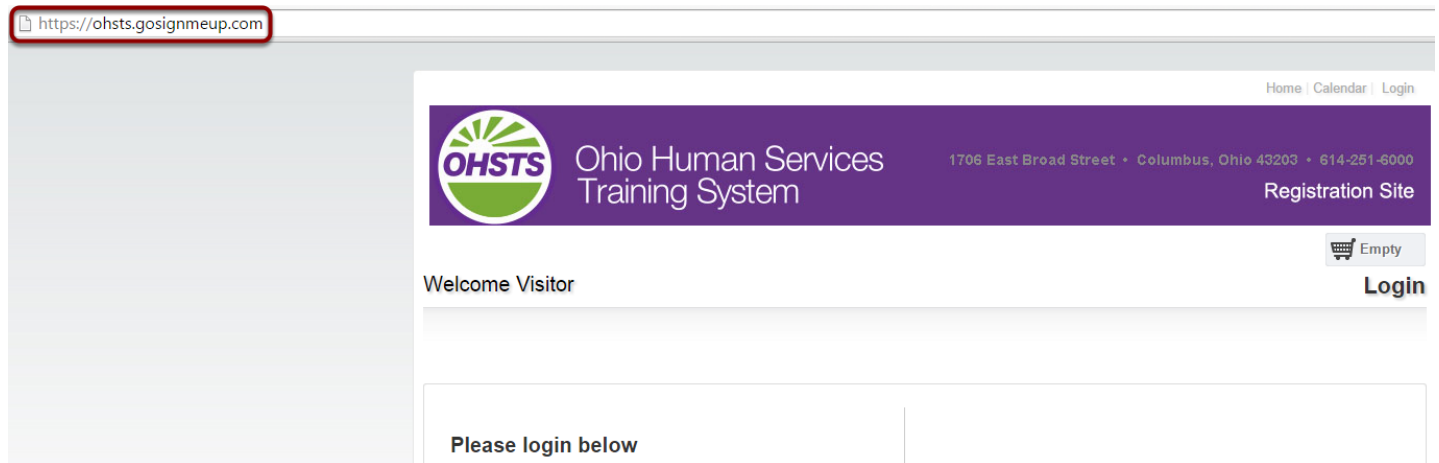


How Do I Register for an OHSTS Course

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

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



The screenshot shows the homepage of the OHSTS Registration Site. At the top left, the URL <https://ohsts.gosignmeup.com> is displayed in a red-bordered box. The main header is purple and contains the OHSTS logo (a green sunburst over the letters 'OHSTS'), the text 'Ohio Human Services Training System', the address '1706 East Broad Street • Columbus, Ohio 43203 • 614-251-6000', and the text 'Registration Site'. In the top right corner, there are links for 'Home', 'Calendar', and 'Login'. Below the header, there is a 'Welcome Visitor' message on the left and a shopping cart icon labeled 'Empty' on the right. A 'Login' button is located in the bottom right corner. A large white box with the text 'Please login below' is centered on the page.

2) The first thing you will want to do is Login using your Username and Password.

Home Calendar Login

OHSTS Ohio Human Services Training System 1706 East Broad Street • Columbus, Ohio 43203 • 614-251-6000
Registration Site

Empty

Welcome Visitor **Login**

Please login below

Username

Password

[Forgot your username or password?](#)

Student
 Instructor

Login

3) After you log in you will be taken to the home page, where you can search for courses in different ways.

The screenshot shows the OHSTS course registration interface. At the top, there is a search bar with a magnifying glass icon and a shopping cart icon labeled 'Empty'. Below the search bar, the user is greeted with 'Welcome Anthony Test' and 'Browse Courses'. On the left side, there are several filter options: 'Show All' (highlighted with a red circle '2'), '+ Delivery (Classroom or Online)', '+ Region', and '+ Topic'. Below these filters is a 'Color Legend' with four categories: Southwest Region (yellow), Northeast Region (red), Northwest Region (green), and Central Region (cyan). The main content area is a table of courses with columns for Course#, Course name, Start date, Time, Location, and Default sort. The table lists several courses, including 'APS Case Documentation', 'APS Worker Safety', 'Ethics, Values, and Cultural Competence in APS', 'Interviewing Skills (Part 1, 2, and 3)', 'Voluntary Case Planning in APS', 'Initial Investigation: Taking the First Steps', 'Professional Communication Skills', and 'Professional Communication Skills'. Each course has a 'Register' button next to it. The 'Initial Investigation: Taking the First Steps' course is highlighted in red, and the 'Professional Communication Skills' courses are highlighted in cyan.

Course#	Course name	Start date	Time	Location	Default sort
NAP3	APS Case Documentation	Continuous		Online E-Learning	
NAP2	APS Worker Safety	Continuous		Online E-Learning	
NAP7	Ethics, Values, and Cultural Competence in APS	Continuous		Online E-Learning	
NAP6	Interviewing Skills (Part 1, 2, and 3)	Continuous		Online E-Learning	
NAP4	Voluntary Case Planning in APS	Continuous		Online E-Learning	
INV4	Initial Investigation: Taking the First Steps	7/21/2015	9:00 AM	ECORTC	
COM1	Professional Communication Skills	7/21/2015	9:00 AM	Child Support Enforcement Agency	
COM1-TEST	Professional Communication Skills	7/21/2015	9:00 AM	Child Support Enforcement Agency	

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.

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

This screenshot is similar to the previous one, but with red and cyan boxes highlighting specific elements. The 'APS Case Documentation' course name is highlighted with a red box, and the 'Register' button for that course is also highlighted with a red box. The 'Professional Communication Skills' course name is highlighted with a cyan box, and the 'Register' button for that course is also highlighted with a cyan box. The 'Initial Investigation: Taking the First Steps' course is highlighted in red, and the 'Professional Communication Skills' courses are highlighted in cyan.

Course#	Course name	Start date	Time	Location	Default sort
NAP3	APS Case Documentation	Continuous		Online E-Learning	
NAP2	APS Worker Safety	Continuous		Online E-Learning	
NAP7	Ethics, Values, and Cultural Competence in APS	Continuous		Online E-Learning	
NAP6	Interviewing Skills (Part 1, 2, and 3)	Continuous		Online E-Learning	
NAP4	Voluntary Case Planning in APS	Continuous		Online E-Learning	
INV4	Initial Investigation: Taking the First Steps	7/21/2015	9:00 AM	ECORTC	
COM1	Professional Communication Skills	7/21/2015	9:00 AM	Child Support Enforcement Agency	

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

The screenshot shows a web page for the course 'NAP3 APS Case Documentation'. At the top left, there are social media icons and a breadcrumb trail: 'Home > All > NAP3 APS Case Documentation'. The course title 'NAP3 APS Case Documentation' is highlighted with a red box and a red circle containing the number 1. Below the title is a description of the course, also highlighted with a red box and a red circle containing the number 2. To the right of the description is a green 'Register' button with a shopping cart icon, highlighted with a red box and a red circle containing the number 6. Below the description are three columns of information: 'Contact' (Lana Anderson, 614-233-2237) with a red circle 3; 'Dates and Times' (Continuous) with a red circle 4; and 'Instructor(s)' (No Selected Instructor) with a red circle 5. The 'Credits' section shows 'OHSTS Hours : 2' and the 'Location' section shows 'Online E-Learning' and 'Room: Course access information will be emailed to you after enrollment.'

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.

6) You can continue adding courses to your cart, or click on the cart to see what is in there.

Welcome Anthony Test

Search

1 item

Browse Courses

From [] Until []

Show All

- + Delivery (Classroom or Online)
- + Region
- + Topic

Color Legend

- Southwest Region
- Northeast Region
- Northwest Region
- Central Region

Course#	Course name	Start date	Time	Location	Default sort
NAP3	APS Case Documentation	Continuous		Online E-Learning	Checkout
NAP2	APS Worker Safety	Continuous		Online E-Learning	Register
NAP7	Ethics, Values, and Cultural Competence in APS	Continuous		Online E-Learning	Register
NAP6	Interviewing Skills (Part 1, 2, and 3)	Continuous		Online E-Learning	Register
NAP4	Voluntary Case Planning in APS	Continuous		Online E-Learning	Register
INV4	Initial Investigation: Taking the First Steps	7/21/2015	9:00 AM	ECORTC	Register
COM1	Professional Communication Skills	7/21/2015	9:00 AM	Child Support Enforcement Agency	Register

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

Welcome Anthony Test

Search

1 item

Browse Courses

From [] Until []

Show All

- + Delivery (Classroom or Online)
- + Region
- + Topic

Color Legend

- Southwest Region
- Northeast Region
- Northwest Region
- Central Region

Course#	Course name	Start date	Time	Location	Default sort
NAP3	APS Case Documentation	Continuous		Online E-Learning	Checkout
NAP2	APS Worker Safety	Continuous		Online E-Learning	Register
NAP7	Ethics, Values, and Cultural Competence in APS	Continuous		Online E-Learning	Register
NAP6	Interviewing Skills (Part 1, 2, and 3)	Continuous		Online E-Learning	Register
NAP4	Voluntary Case Planning in APS	Continuous		Online E-Learning	Register
INV4	Initial Investigation: Taking the First Steps	7/21/2015	9:00 AM	ECORTC	Register
COM1	Professional Communication Skills	7/21/2015	9:00 AM	Child Support Enforcement Agency	Register


APS Case Documenta... \$0.00

Sub-total: \$0.00


Empty cart


Checkout


8) 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.


 1 item

Welcome Anthony Test



Log in/ Create Account


Review


Payments


Receipt & Confirmation

Review your current order [Add more courses](#)

Course Name	Date(s)	Time(s)	Price	
NAP3 APS Case Documentation - 3530		Continuous	\$0.00	


My SUPERVISOR has approved this course.
 Yes No

Proceed to Next Step

Please answer any of the required questions/pre-requisite requests before you proceed.

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

Home | My Account | Calendar | Log out



Ohio Human Services Training System

1706 East Broad Street • Columbus, Ohio 43203 • 614-251-6000

Registration Site

Empty

Welcome Anthony Test

Log in/ Create Account Review Payments **4** Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:
Date: 4/29/2015 9:58 AM
Registration number: CCKA1TBS3296428
Username: anthony@gosignmeup.com

Participant Information:
Anthony Test
anthony@gosignmeup.com

Payment Details:

Order Details

Course name	Course#	Dates	Status	Price
APS Case Documentation	NAP3	Continuous	Enrolled	\$0.00

[Print Receipt](#)

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

You will also get a confirmation email sent to you.