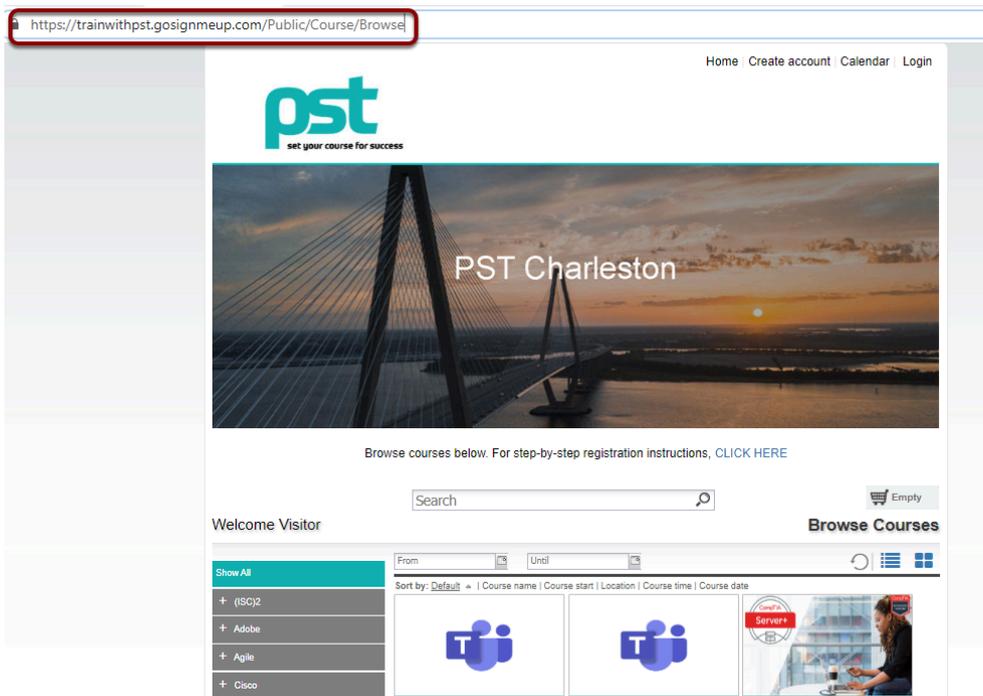


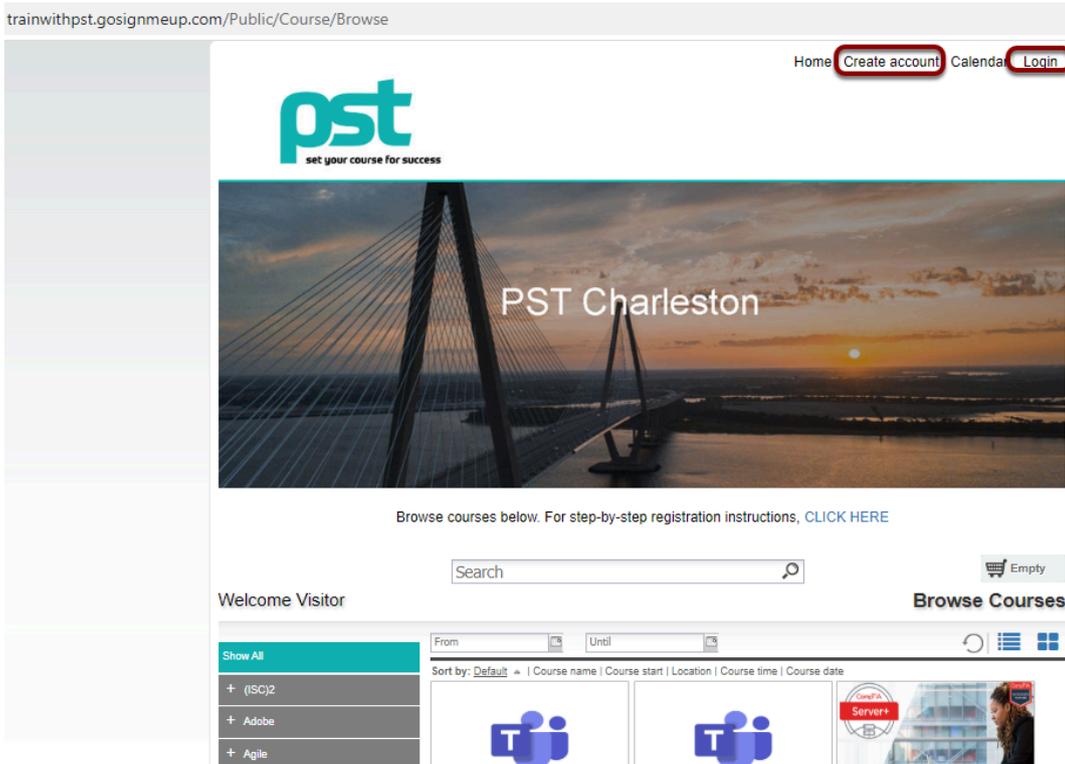
How Do I Register for a PST Course?

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

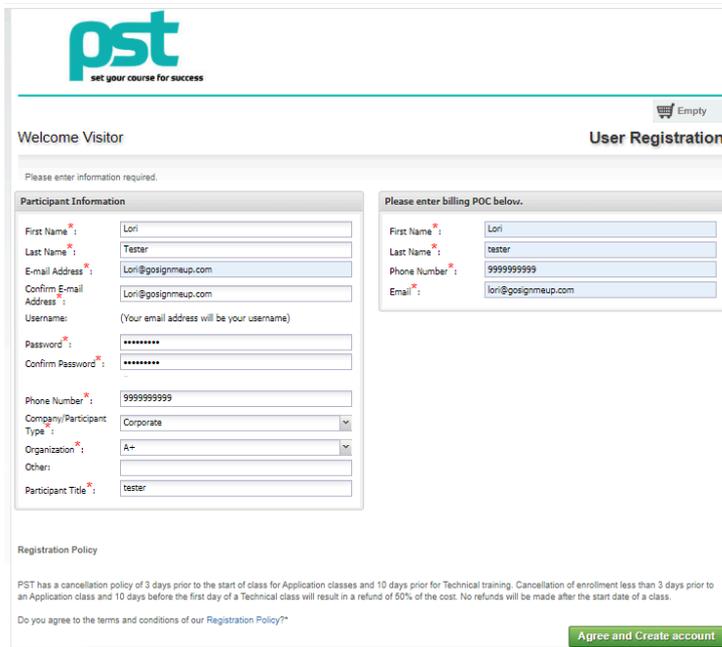
1) Make sure you are on our registration site at:
<https://trainwithpst.gosignmeup.com>



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

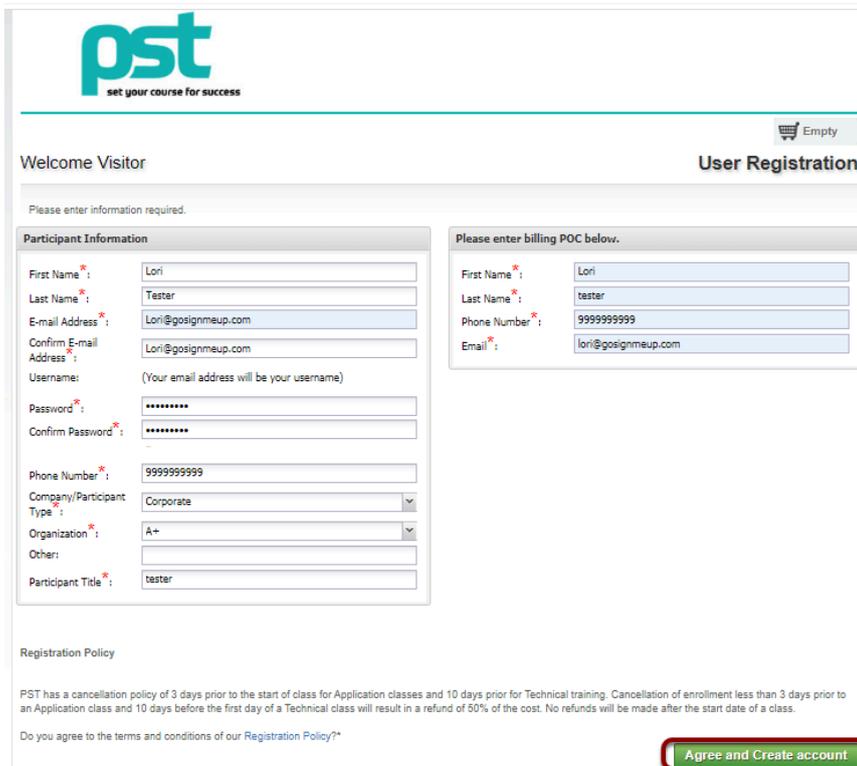


3A) To create an account, please fill in all required information.



The screenshot shows the PST website's user registration page. At the top left is the PST logo with the tagline "set your course for success". To the right is a shopping cart icon labeled "Empty". Below the logo, it says "Welcome Visitor" and "User Registration". A message reads "Please enter information required." The form is divided into two main sections: "Participant Information" and "Please enter billing POC below." The "Participant Information" section includes fields for First Name (Lori), Last Name (Tester), E-mail Address (Lori@gosignmeup.com), Confirm E-mail Address (Lori@gosignmeup.com), Username (Your email address will be your username), Password (masked with asterisks), Confirm Password (masked with asterisks), Phone Number (9999999999), Company/Participant Type (Corporate), Organization (A+), Other, and Participant Title (tester). The "Please enter billing POC below." section includes fields for First Name (Lori), Last Name (tester), Phone Number (9999999999), and Email (lori@gosignmeup.com). Below the form is a "Registration Policy" section with a small disclaimer and a question: "Do you agree to the terms and conditions of our Registration Policy?". At the bottom right is a green button labeled "Agree and Create account".

3B) You must agree to our Registration Policy. Click on "Agree and Create Account" to proceed.



pst
set your course for success

Welcome Visitor Empty

User Registration

Please enter information required.

Participant Information		Please enter billing POC below.	
First Name *	Lori	First Name *	Lori
Last Name *	Tester	Last Name *	tester
E-mail Address *	Lori@gosignmeup.com	Phone Number *	999999999
Confirm E-mail Address *	Lori@gosignmeup.com	Email *	lori@gosignmeup.com
Username:	(Your email address will be your username)		
Password *	*****		
Confirm Password *	*****		
Phone Number *	999999999		
Company/Participant Type *	Corporate		
Organization *	A+		
Other:			
Participant Title *	tester		

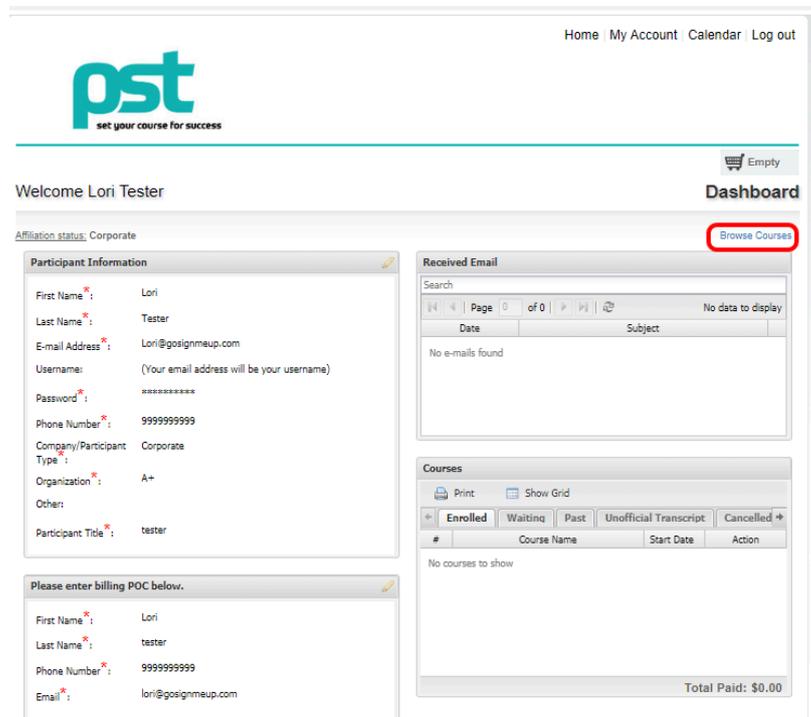
Registration Policy

PST has a cancellation policy of 3 days prior to the start of class for Application classes and 10 days prior for Technical training. Cancellation of enrollment less than 3 days prior to an Application class and 10 days before the first day of a Technical class will result in a refund of 50% of the cost. No refunds will be made after the start date of a class.

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

Agree and Create account

3C) Once your account is created you will be taken to your course dashboard and can click **Browse Courses** to search for courses to register for.



Home | My Account | Calendar | Log out

pst
set your course for success

Welcome Lori Tester Empty **Dashboard**

Affiliation status: Corporate [Browse Courses](#)

Participant Information

First Name: Lori
Last Name: Tester
E-mail Address: Lori@gosignmeup.com
Username: (Your email address will be your username)
Password: *****
Phone Number: 9999999999
Company/Participant Type: Corporate
Organization: A+
Other:
Participant Title: tester

Received Email

Search
Page 0 of 0
No data to display

Date	Subject
No e-mails found	

Courses

Print Show Grid

Enrolled | Waiting | Past | Unofficial Transcript | Cancelled

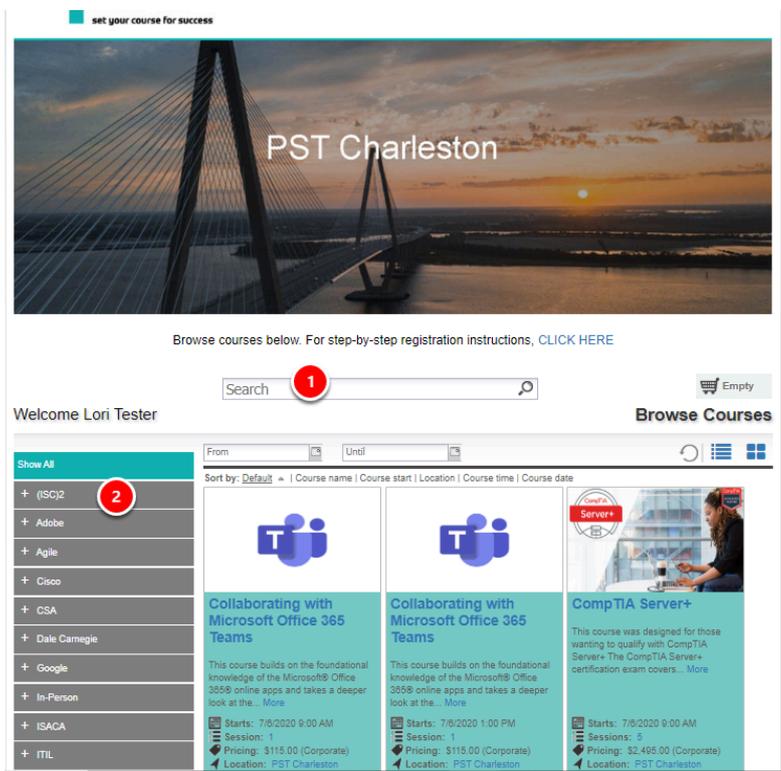
#	Course Name	Start Date	Action
No courses to show			

Total Paid: \$0.00

Please enter billing POC below.

First Name: Lori
Last Name: tester
Phone Number: 9999999999
Email: lori@gosignmeup.com

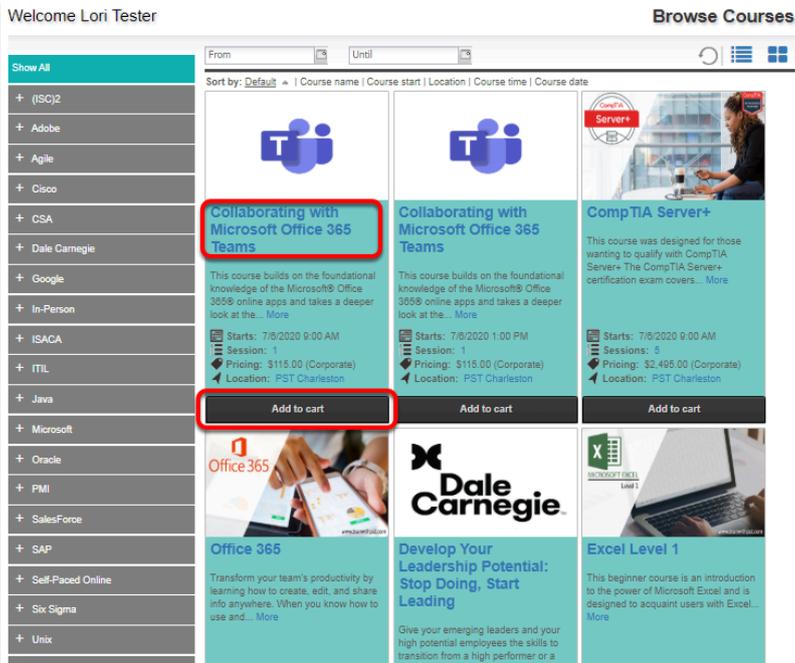
4) On the home page, you can search for courses in different ways.



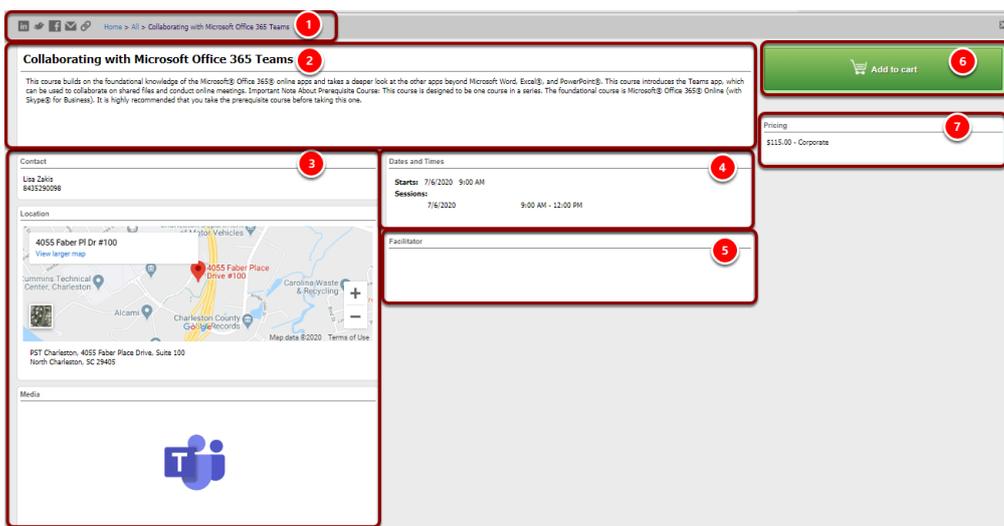
1) You can search for specific courses using the search bar.

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". Or See more information by clicking on the Course Name.

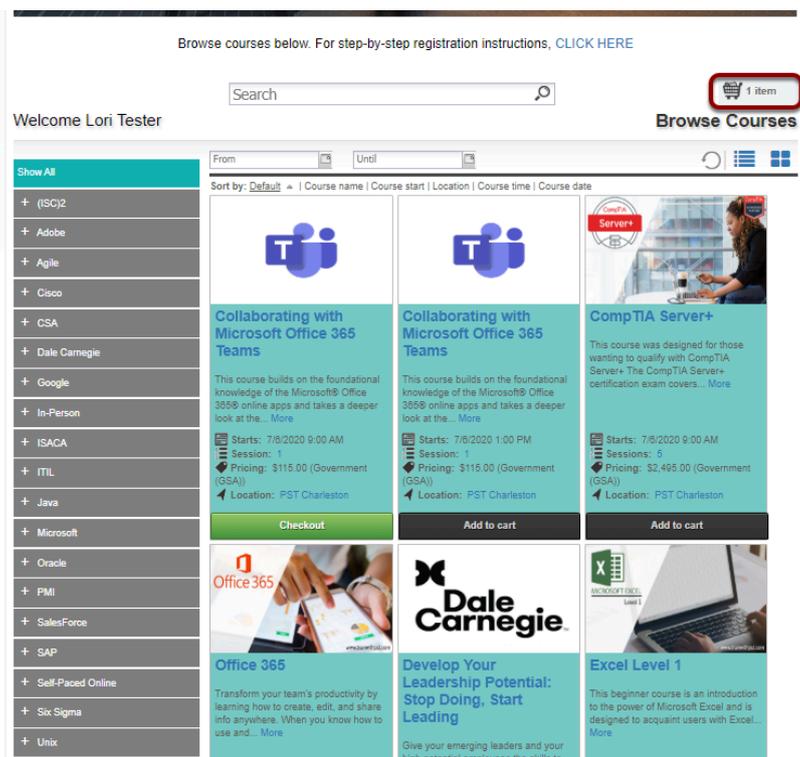


6) Here is the courses information page. You can see more information about the course here.

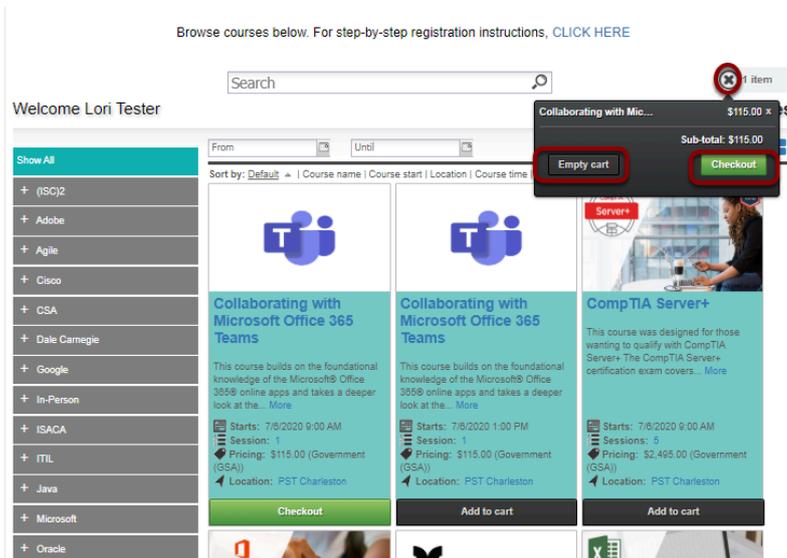


- 1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course Number and the name of the course.
- 2) This area shows a description of the course
- 3) This area shows the contact, 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) Facilitator shows the facilitators 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".
- 7) Pricing information. You may also have to mark required information here including pre-requisites or materials if there are any for this course.

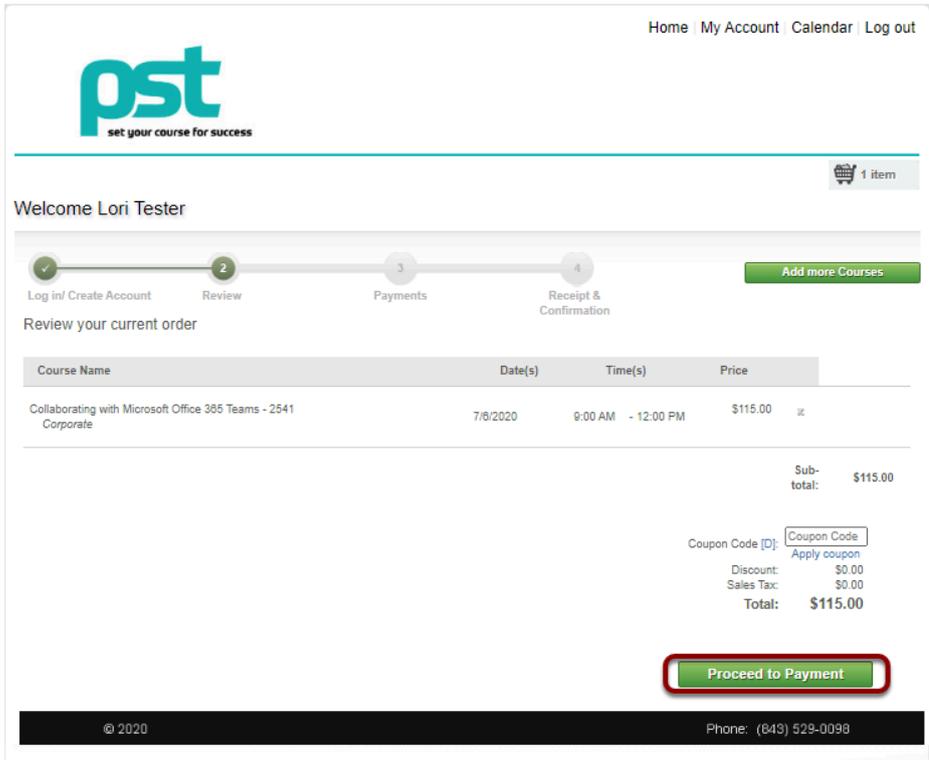
7) You can continue adding courses to your cart, or click on the cart to see what is in there.



8) After clicking on your cart you can see what is inside of it and the total price. 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 Payment".



Home | My Account | Calendar | Log out

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set your course for success

Welcome Lori Tester 1 item

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)	Price
Collaborating with Microsoft Office 365 Teams - 2541 Corporate	7/8/2020	9:00 AM - 12:00 PM	\$115.00

Sub-total: \$115.00

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

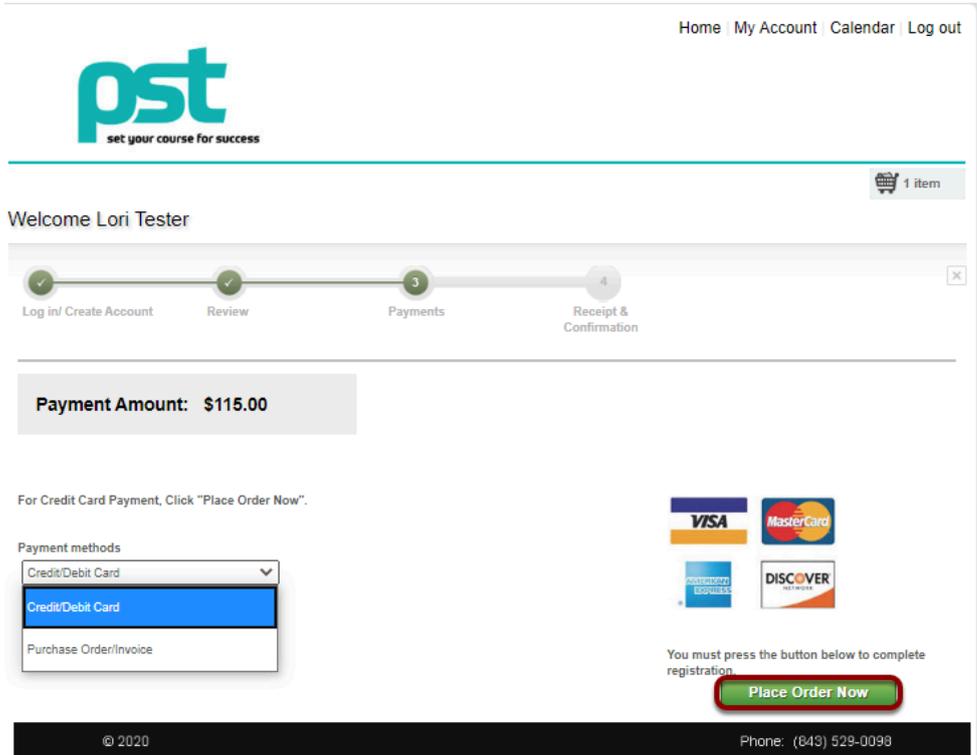
Discount: \$0.00
Sales Tax: \$0.00
Total: **\$115.00**

[Proceed to Payment](#)

© 2020 Phone: (843) 529-0098

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

10) For credit card payments click on "Place Order Now" to be taken to the payment screen or choose another payment method.



Home | My Account | Calendar | Log out

pst
set your course for success

Welcome Lori Tester

1 item

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

Payment Amount: \$115.00

For Credit Card Payment, Click "Place Order Now".

Payment methods

- Credit/Debit Card
- Purchase Order/Invoice

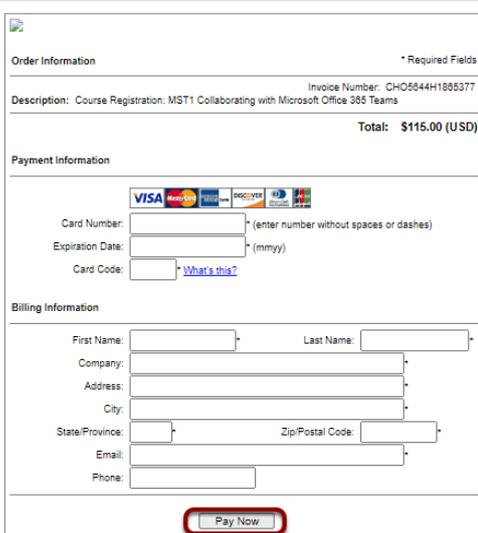
VISA | MasterCard | AMERICAN EXPRESS | DISCOVER NETWORK

You must press the button below to complete registration.

Place Order Now

© 2020 | Phone: (843) 529-0098

11) This is the payment page. Please enter in all of your payment information. Once you make sure everything is correct, click on "Pay Now" to register.

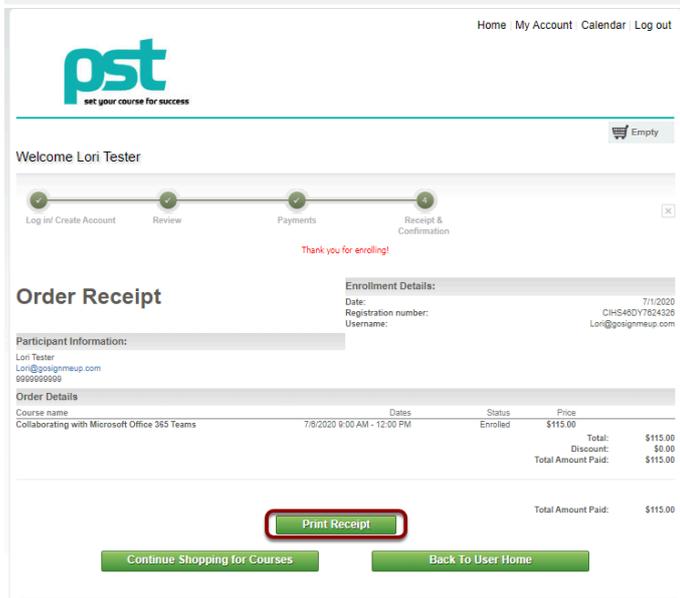


The screenshot shows a payment form with the following sections:

- Order Information** (Required Fields): Invoice Number: CHO5644H1085377, Description: Course Registration: MST1 Collaborating with Microsoft Office 365 Teams, Total: \$115.00 (USD)
- Payment Information**: Includes logos for VISA, MasterCard, American Express, Discover, and iDEBIT. Fields for Card Number (with instruction: enter number without spaces or dashes), Expiration Date (with instruction: mmyy), and Card Code. A "What's this?" link is provided for the Card Code field.
- Billing Information**: Fields for First Name, Last Name, Company, Address, City, State/Province, Zip/Postal Code, Email, and Phone.

A red circle highlights the "Pay Now" button at the bottom of the form.

12) 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

pst
set your course for success

Welcome Lori Tester

Empty

Log In! Create Account | Review | Payments | Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Participant Information:
Lori Tester
Lori@gosignmeup.com
9999999999

Enrollment Details:
Date: 7/1/2020
Registration number: CHS450Y7824328
Username: Lori@gosignmeup.com

Order Details

Course name	Dates	Status	Price
Collaborating with Microsoft Office 365 Teams	7/8/2020 9:00 AM - 12:00 PM	Enrolled	\$115.00

Total: \$115.00
Discount: \$0.00
Total Amount Paid: \$115.00

Total Amount Paid: \$115.00

Print Receipt

Continue Shopping for Courses | Back To User Home

You will also get a confirmation email sent to you.