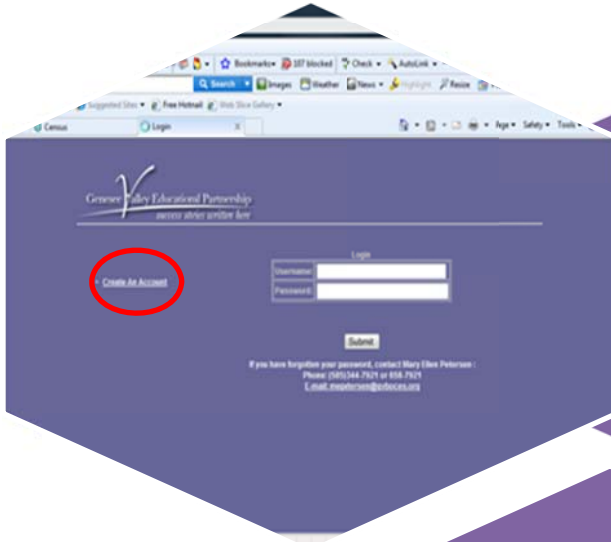


To create an account and register for a class takes approx. 3 minutes.



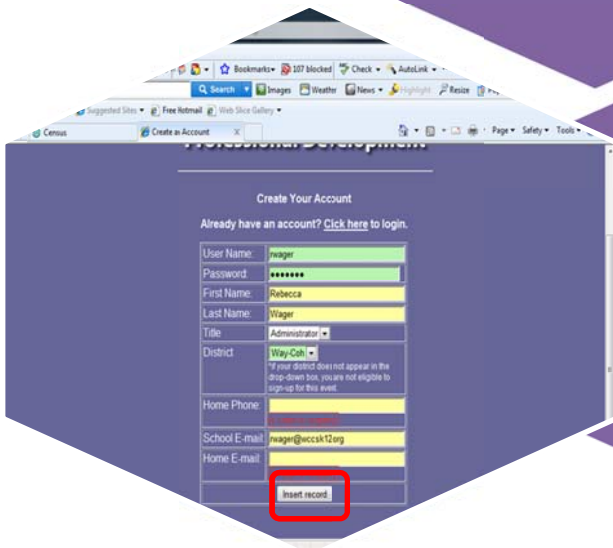
### Create an Account

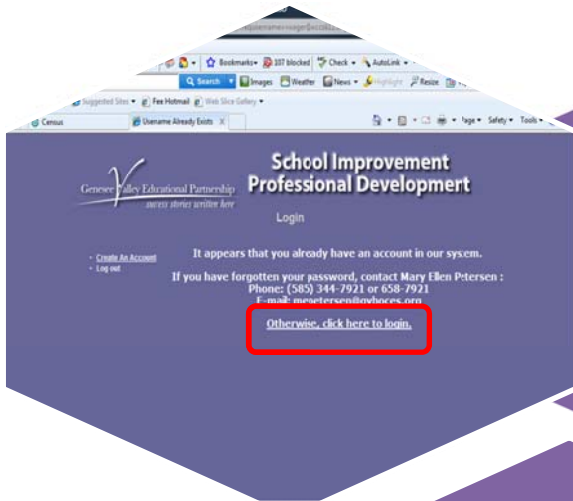
The first time you open the site you must create an account

To Create an Account: enter the requested information. Title and District have drop down menus to choose from. When information is entered click on Insert Record.



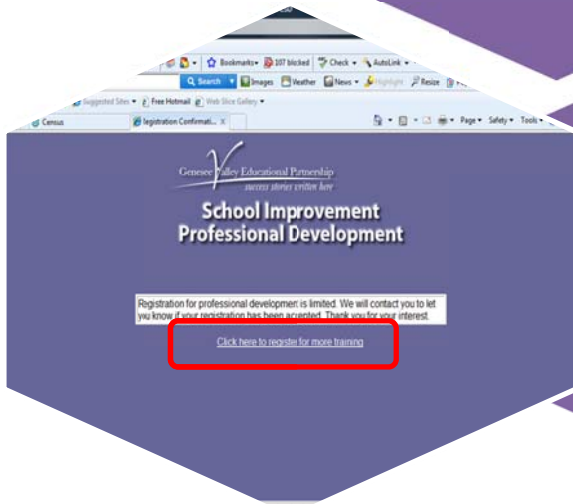
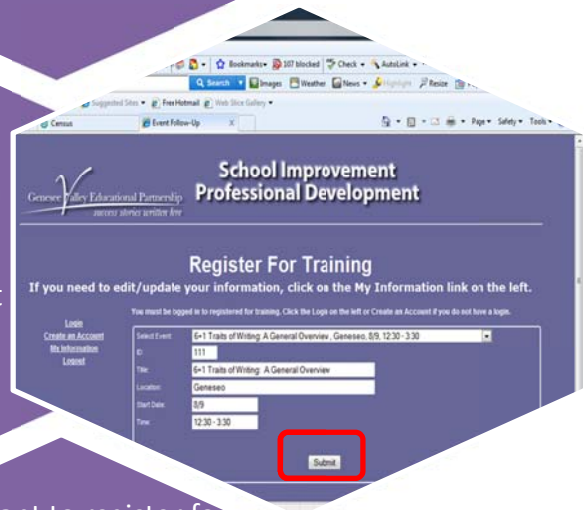
All Information is required. If something is missing you will see the following message: Enter the missing information and click on Insert Record.



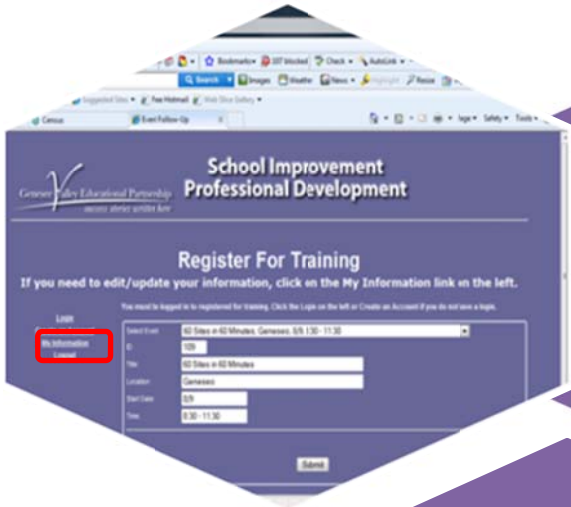


If you already have an account this screen will appear. Either contact Mary Ellen Petersen at: [mepetersen@gvbooces.org](mailto:mepetersen@gvbooces.org) or enter the site.

To select the event/class you want to register for use the drop down menu which is sorted alphabetically. (Notice a class might be available more than once at different times, dates and locations.) Click on the Submit button when done.

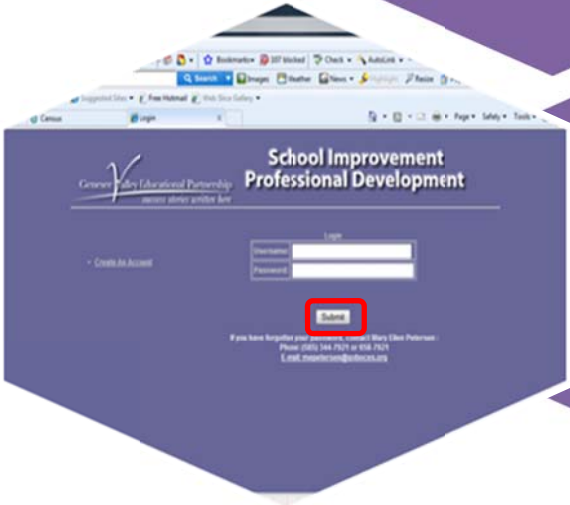
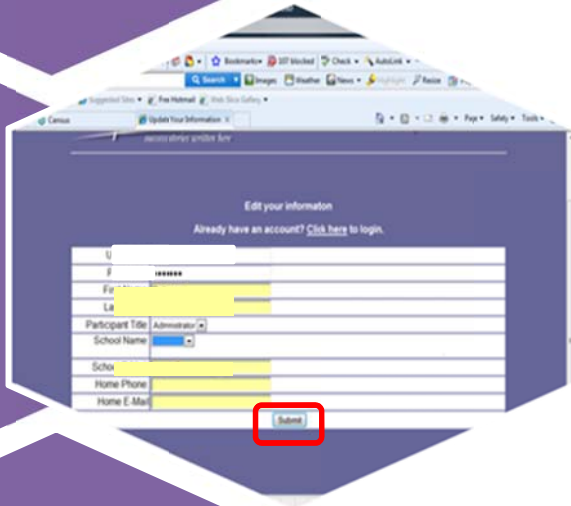


If you want to register for another class click on : Click here to register for more training. If you are finished you can close the browser (red X) to exit. If you return to the registration page and decide you are finished, click on the logout button to exit.



If you need to change or update your personal information, including user name and password, click on My Information

Change the information you want to update and click on Submit.



When you click Submit it takes you back to the sign in page. If you are finished close the browser.