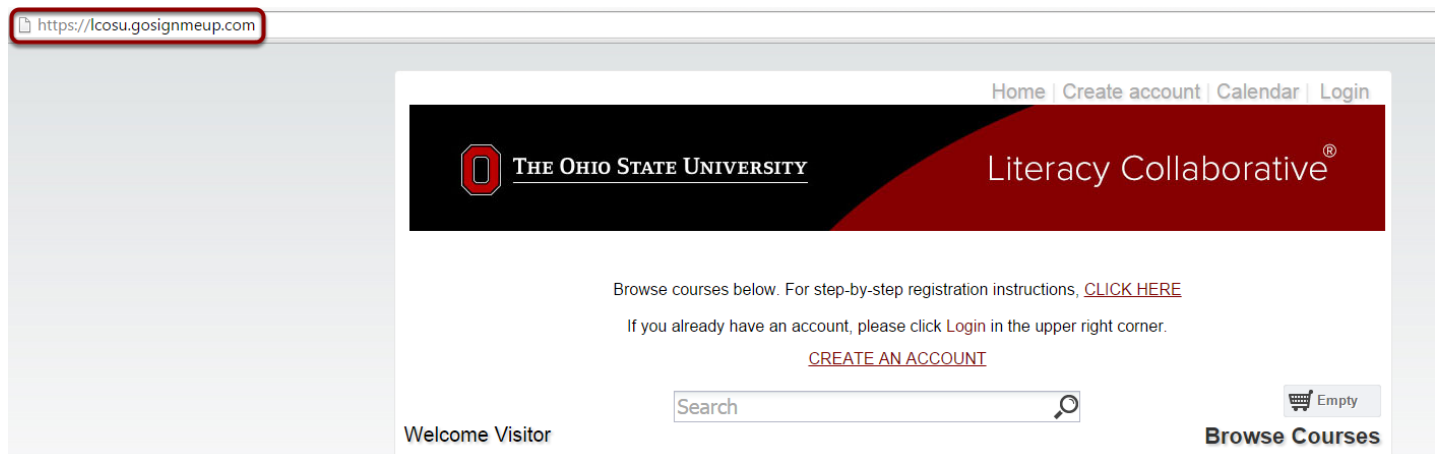


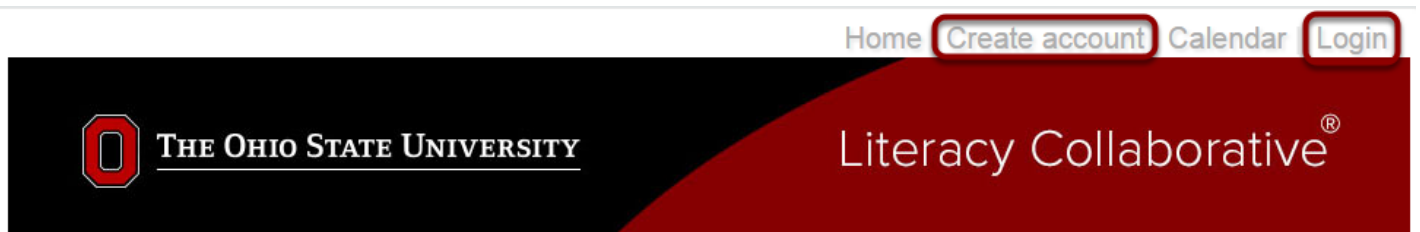
# How Do I Register for an LCOSU Course

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

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



**2) The first thing you will want to do is Login using your Username and Password. Or, create an account if you do not have one.**



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

Welcome Visitor

User Registration

Please enter information required.

Student Information	
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
School District:	<input type="text"/>
School:	<input type="text"/>
School Address *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip *	<input type="text"/>
Phone *	<input type="text"/>
Fax *	<input type="text"/>
Email *	<input type="text"/>
Confirm Email *	<input type="text"/>
Username *	<input type="text"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>

Registration Policy

### Terms and Conditions

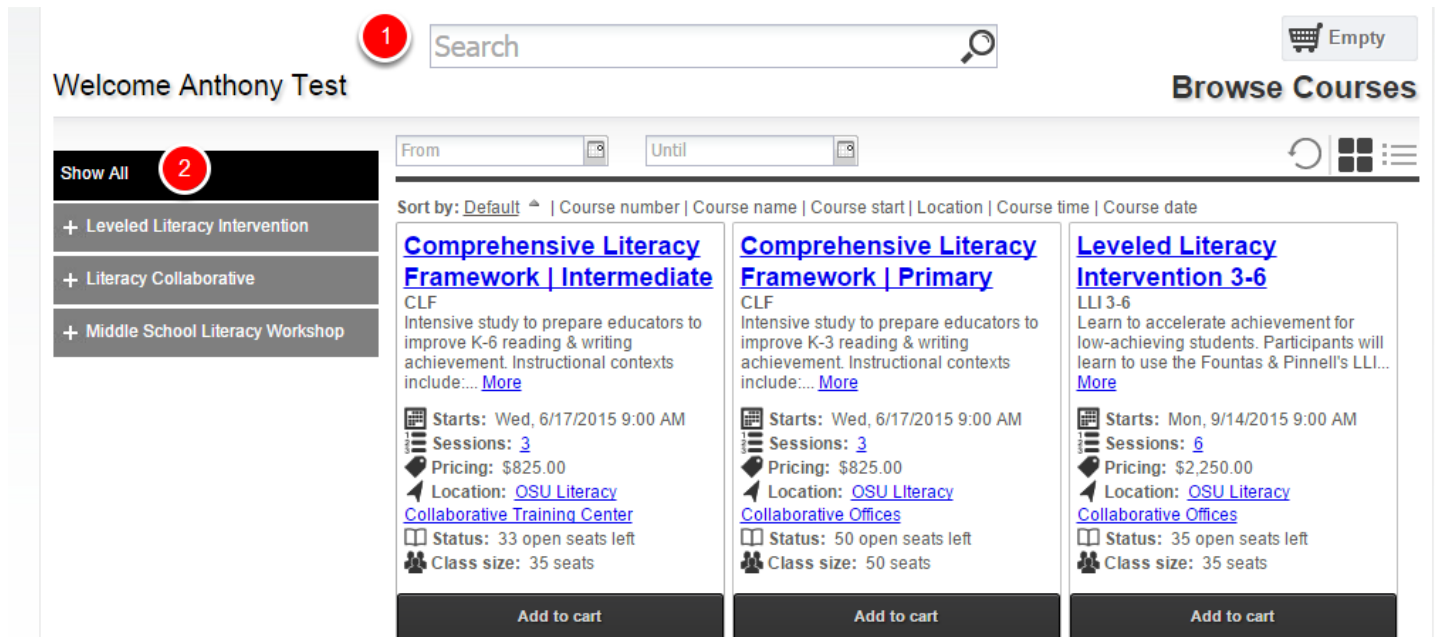
- \* All fees are subject to change.
- \* Your registration is not complete until you have received confirmation from OSU Literacy Collaborative.
- \* Registrations cancelled two weeks prior to an event are subject to a full refund. Registrations cancelled between 48 hours & 2 weeks of an event will be subject to a cancellation fee of 25% of the registration fees. No refund will be given for registrations cancelled within 48 hours of an event or for no-shows.
- \* For some professional development classes you will be required to purchase or have access to class materials. Please make note of requirements when registering.

Do you agree to the terms and conditions of our [Registration Policy](#)?

**Agree and Create account**

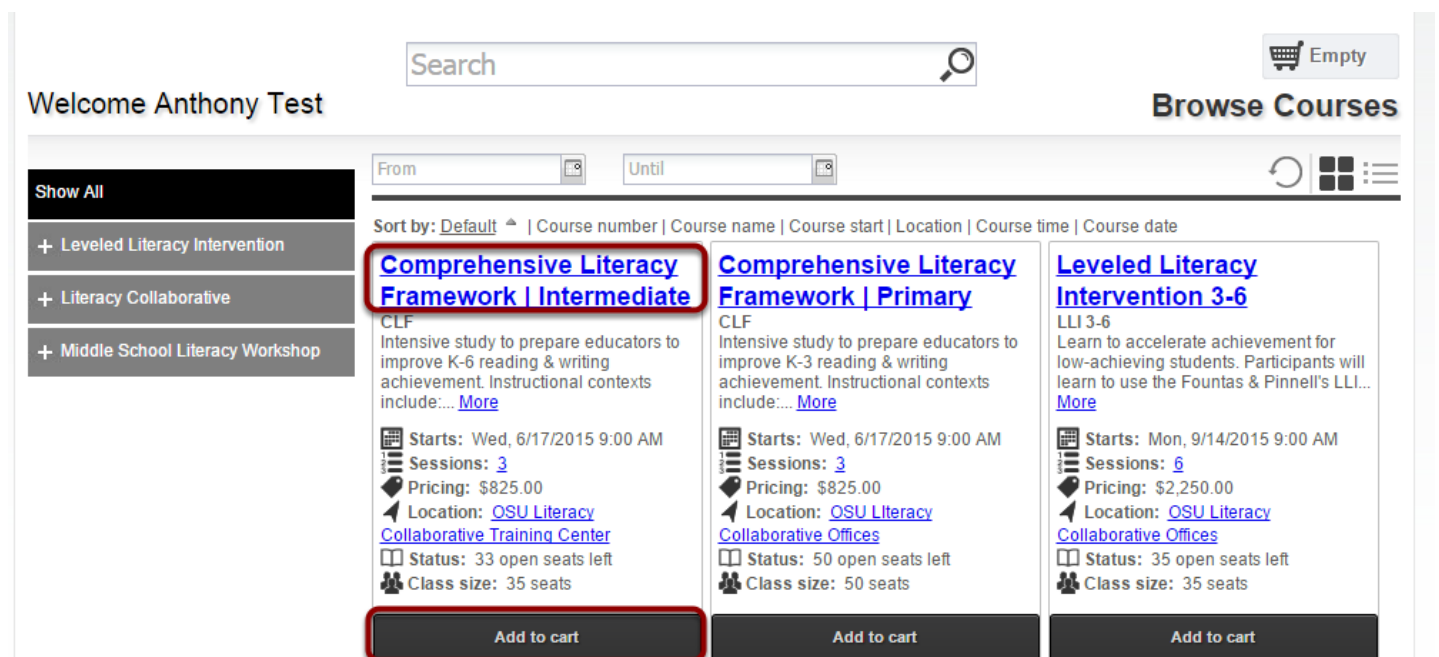
You must agree to our Registration Policy to continue.

### 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.

The screenshot shows a web page for a course titled "CLF Comprehensive Literacy Framework | Intermediate". The page is divided into several sections, each marked with a red circle and a number:

- 1**: The top navigation bar, including social media icons and the breadcrumb path: Home > All > CLF Comprehensive Literacy Framework | Intermediate.
- 2**: The course description: "Intensive study to prepare educators to improve K-6 reading & writing achievement. Instructional contexts include: Interactive Read Aloud, Guided Reading, Reading Workshop, Writing Workshop, & Writing About Reading. School/District administrators are encouraged to attend with their literacy team. Intermediate (3rd-6th)."
- 3**: The contact information section, showing an email address (Guy.81@osu.edu) and phone numbers (614-292-7893 or 614-292-6357).
- 4**: The "Dates and Times" section, listing the start date (Wed, Jun 17, 2015 9:00 AM) and three sessions: Wed, Jun 17, 2015 9:00 AM - 3:30 PM; Thu, Jun 18, 2015 9:00 AM - 3:30 PM; and Fri, Jun 19, 2015 9:00 AM - 3:30 PM. The registration closes on Wed, Jun 17, 2015 9:00 AM.
- 5**: The "Instructor(s)" section, featuring a photo and bio for Sherry Kinzel, a Literacy Collaborative trainer for intermediate/middle school coaches and principals.
- 6**: The pricing section, showing a price of \$825.00 and an "Add to cart" button.

Additional sections include "Credits" (Contact Hours: 15) and "Location" (OSU Literacy Collaborative Training Center, 1100 Kinnear Rd, Columbus, OH 43212-1181, Room: 120).

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

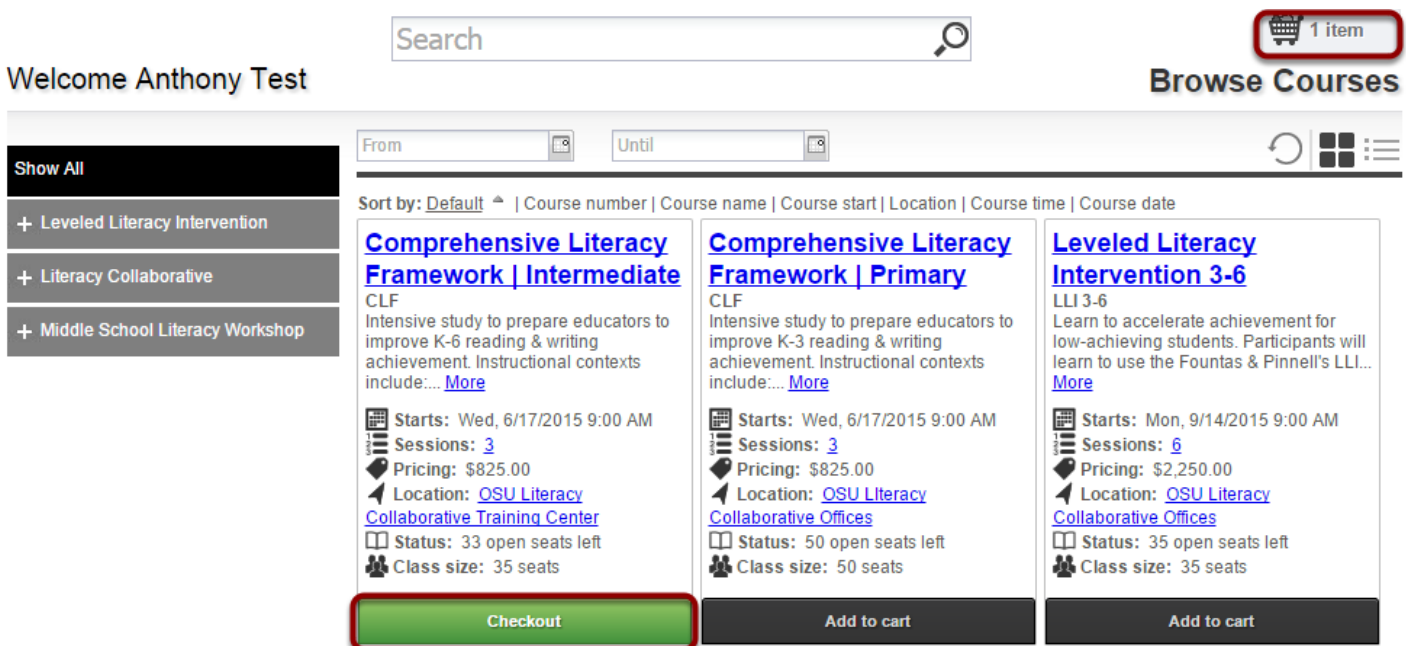
3) This area shows the contact, credits, location and any visual icon for the course if any.

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.

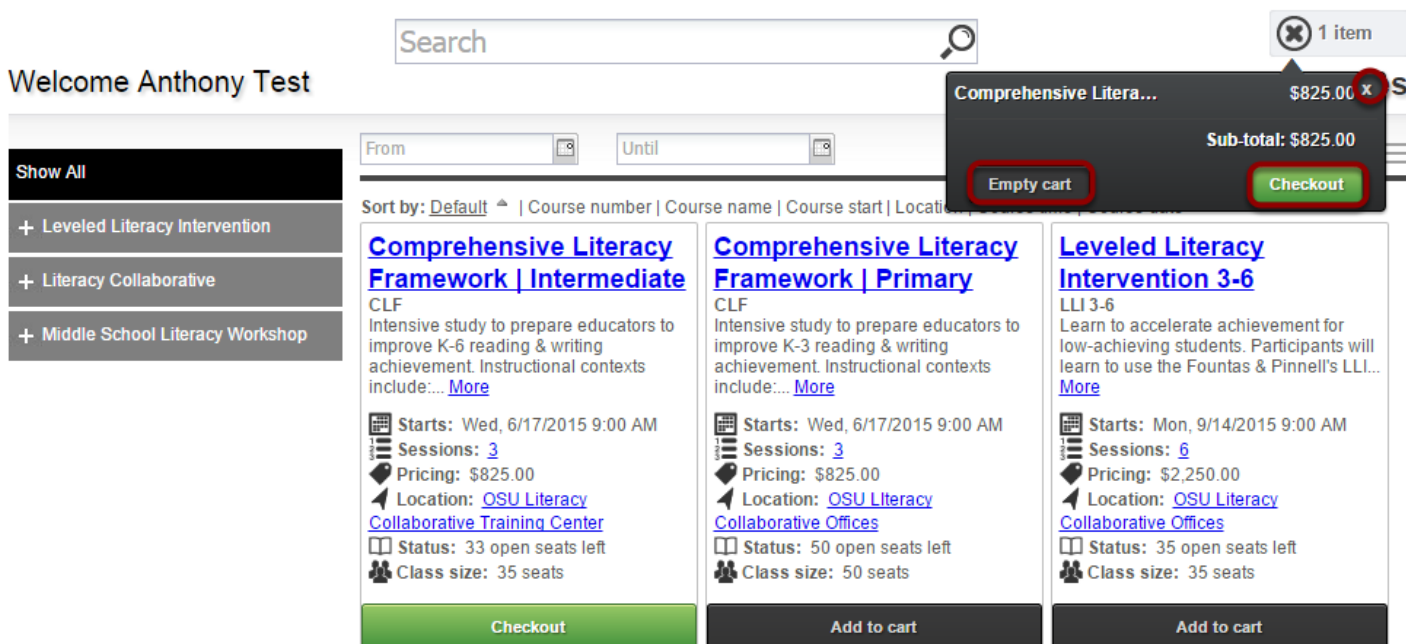
5) Instructors shows the instructors that will be instructing the course, including a bio if they have one.

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.


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 "Go to Cart".





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 Next Step" to enroll in the course.


 1 item


Welcome Anthony Test

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Log in/ Create Account

  
Review

  
Payments


  
Receipt & Confirmation

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

Course Name	Date(s)	Time(s)	Price	
CLF Comprehensive Literacy Framework   Intermediate - 2524	6/17/2015 6/18/2015 6/19/2015	9:00 AM - 3:30 PM 9:00 AM - 3:30 PM 9:00 AM - 3:30 PM	\$825.00	✕

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<b>Sub-total:</b>	<b>\$825.00</b>
Discount:	\$0.00
Sales Tax:	\$0.00
<b>Total:</b>	<b>\$825.00</b>



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

**10) Choose "Pending Finance Approval". You will be sent payment information after you place your order. Click on "Place Order Now" to continue.**

Welcome Anthony Test

1 item

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

Pending Finance Approval is the only payment method. After you press the Place Order Now button you will receive an email at the address you gave when creating your account. It will include your course details and instructions on how to submit payment information to the College of Education's T&L Service Center. Your registration is not complete until you have submitted payment information and received confirmation that you are fully enrolled.

Payment Method

Select Payment Type

Select Payment Type

**Pending Finance Approval**

You must press the button below to complete registration.

**Place Order Now**

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

**THE OHIO STATE UNIVERSITY** Literacy Collaborative®

Empty

Welcome Anthony Test

Log in/ Create Account Review Payments Receipt & Confirmation

Thank you for enrolling!

### Order Receipt

**Enrollment Details:**  
Date: 4/29/2015 10:35 AM  
Registration number: CO2ELPG17681504  
Username: anthony@gosignmeup.com

**Participant Information:**  
Anthony Test  
Street  
city , ca , 92626  
[anthony@gosignmeup.com](mailto:anthony@gosignmeup.com)  
5555555555

**Payment Details:**  
Pending Finance Approval

Course name	Course#	Dates	Status	Price
Comprehensive Literacy Framework   Intermediate	CLF	6/17/2015 9:00 AM - 3:30 PM 6/18/2015 9:00 AM - 3:30 PM 6/19/2015 9:00 AM - 3:30 PM	Enrolled	\$825.00

Total: \$825.00  
Discount: \$0.00  
Total Amount Paid: \$0.00

[Print Receipt](#)

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

You will also get a confirmation email sent to you.