



How Do I Register for a Monroe CMHA Course

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



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

<https://monroecmha.gosignmeup.com>


Home | Create account | Calendar | Login




Welcome to our Registration Site

	<p>Our Mission</p> <p>Provide quality mental health care in partnership with consumers and our community to enrich lives and promote wellness.</p>		<p>Our Vision</p> <p>To be recognized as a leader in behavioral healthcare that empowers consumers and is valued as a community resource dedicated to quality services.</p>
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Browse courses below. For step-by-step registration instructions, [CLICK HERE](#)

Welcome Visitor 

 Empty

Browse Courses

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.

Home **Create account** Calendar **Login**

Username / E-mail Address
Password
Forgot your username or password?
 Student
 Instructor
 Supervisor
Login

MONROE COMMUNITY MENTAL HEALTH AUTHORITY
Lighting the Way.

Welcome to our Registration Site

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

Search

Empty

Welcome Visitor **Browse Courses**

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"/>
E-mail Address*:	<input type="text"/>
Confirm E-mail Address*:	<input type="text"/>
Username*:	<input type="text"/>
Password*:	<input type="password" value="*****"/>
Confirm Password*:	<input type="password" value="*****"/>
Work Phone or Cell Phone*:	<input type="text"/>
Provider*:	<input type="text" value="Select only from the list"/> <input type="button" value="v"/>

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

Agree and Create account


You must agree to our Terms of Use Policy to continue.


4) On the home page, you can search for courses in different ways. You can also change how the courses are displayed.

The screenshot shows a web interface for a course catalog. At the top, there is a search bar (1) and a shopping cart icon labeled 'Empty'. Below the search bar, the user is greeted with 'Welcome Anthony Test'. On the right, there is a 'Browse Courses' button (3). On the left, there is a sidebar with a 'Show All' button (2) and a '+ Provider Staff Training' link. The main content area features a filter bar with 'From' and 'Until' date pickers, and a 'Sort by: Default' dropdown menu. Below the filter bar, there are three course cards, each for a 'CPI Refresher Course'. Each card includes a description, a 'More' link, and details such as 'Starts: Wed, 1/28/2015 1:30 PM', 'Session: 1', 'Duration: 3 hours', 'Location: Raisinville', and 'Status: 35 open seats left'. Each card also has an 'Add to cart' button at the bottom. A red box highlights a refresh and view toggle icon in the top right corner of the course list area.



- 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.
- 3) You can switch between a "Grid View" and "Tile View" to see more/less information. Or refresh the courses.

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.

Search 


Welcome Anthony Test  Empty

Browse Courses

From  Until 

Show All

+ Provider Staff Training

Sort by: Default  | Course name | Course start | Location | Course time | Course date

Course Name	Start Date	Session	Duration	Location	Status	Action
CPI Refresher Course This training is restricted to individuals who have previously taken the full 2 day CPI training twice. If you have never... More	Starts: Wed, 1/28/2015 1:30 PM	Session: 1	Duration: 3 hours	Location: Raisinville	Status: 35 open seats left	Add to cart
CPI Refresher Course This training is restricted to individuals who have previously taken the full 2 day CPI training twice. If you have never... More	Starts: Wed, 2/25/2015 1:30 PM	Session: 1	Duration: 3 hours	Location: Raisinville	Status: 35 open seats left	Add to cart
CPI Refresher Course This training is restricted to individuals who have previously taken the full 2 day CPI training twice. If you have never... More	Starts: Wed, 4/29/2015 1:30 PM	Session: 1	Duration: 3 hours	Location: Raisinville	Status: 35 open seats left	Add to cart

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

The screenshot shows a web page for the 'CPI Refresher Course'. At the top, there are social media icons and a breadcrumb trail: 'Home > All > CPI Refresher Course'. The course title 'CPI Refresher Course' is prominently displayed. Below the title, a green 'Add to cart' button is visible. The main content area is divided into several sections: 'Contact' (Dawn Pratt, 734-384-8312), 'Locations' (a map showing the course location in Monroe, MI), 'Dates and Times' (Starts: Wed. Jan 28, 2015 1:30 PM; Sessions: Wed. Jan 28, 2015 1:30 PM - 4:30 PM; Registration closes: Mon. Jan 26, 2015 1:30 PM; Duration: 3 hours), 'Instructor(s)' (Renee Petkovich), and 'Additional Offering(s)' (a table listing other course offerings). A red box highlights the 'Add to cart' button. Red circles with numbers 1 through 7 are placed over various elements: 1) the breadcrumb trail, 2) the course description text, 3) the contact information, 4) the dates and times section, 5) the instructor's name and bio, 6) the additional offerings table, and 7) the 'Add to cart' button.

- 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) Additional Offerings will show courses that have the same name if any exist, in case this course is full you can find other courses at different times.
- 7) 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.

Search

Welcome Anthony Test

1 item

Browse Courses

From [] [] Until [] []

Show All

+ Provider Staff Training

Sort by: Default | Course name | Course start | Location | Course time | Course date

Course Name	Start Date	Session	Duration	Location	Status	Action
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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".

Search

Welcome Anthony Test

1 item

Browse Courses

From [] [] Until [] []

Show All

+ Provider Staff Training

Sort by: Default | Course name | Course start | Location | Course time | Course date

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CPI Refresher Course \$0.00

Sub-total: \$0.00

Empty cart

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 Next Step". This will enroll you in the course.

Welcome Anthony Test

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

Course Name	Date(s)	Time(s)	Price
CPI Refresher Course - 2637	1/28/2015	1:30 PM - 4:30 PM	\$0.00

Please provide any special needs.

Proceed to Next Step

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

10) 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

Empty

Welcome Anthony Test

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

Thank you for enrolling!

Order Receipt

Participant Information: Anthony Test anthony@gosignmeup.com		Enrollment Details: Date: 10/29/2014 8:53 AM Registration number: CJW00K4S9990376 Username: anthony@gosignmeup.com	
Order Details		Payment Details:	
Course name	Dates	Status	Price
CPI Refresher Course	1/28/2015 1:30 PM - 4:30 PM	Enrolled	\$0.00

Print Receipt

Continue Shopping For Courses **Back To User Home**

You will also get a confirmation email sent to you.