

Go Sign Me Up Help

Control+click on one of the below links to take you to a specific part of this document or scroll through.

[Forgot Username Password](#)

[Find A Course](#)

[Register for A Course](#)

[Cancel A Course Registration](#)

[Contact Us](#)

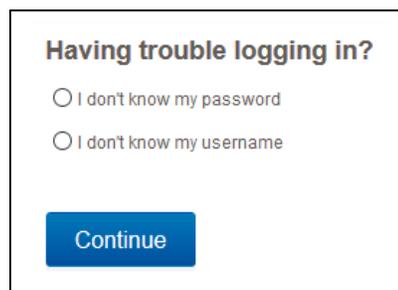
How do I find out my username and/or password?

- To find out your username and/or password, please click “Login” and then click “Forgot your username or password”.



The screenshot shows a login interface with a navigation bar at the top containing 'Home', 'Create account', 'Calendar', and 'Login'. Below the navigation bar are two input fields: one for the username containing 'Trammany' and one for the password. Below the password field is a link that says 'Forgot your username or password?'. Underneath this link are three radio button options: 'Student' (which is selected), 'Instructor', and 'Supervisor'. At the bottom of the form is a 'Login' button with a lock icon.

- Choose the appropriate response and click “Continue”.



The screenshot shows a dialog box titled 'Having trouble logging in?'. It contains two radio button options: 'I don't know my password' and 'I don't know my username'. At the bottom of the dialog box is a blue button labeled 'Continue'.

- Remember that when you updated your GSMU account, your stpsb email became your username

Having trouble logging in?

I don't know my password

To reset your Password, enter your Username and Email address.

Username

Email

I don't know my username

[Continue](#)

Having trouble logging in?

I don't know my password

I don't know my username

To retrieve your username, enter your First name and Email address.

Firstname

Email

[Continue](#)

- An email will be sent to you with your username or a link to reset your password. (This email may take a few minutes to arrive in your inbox.)

How do I find a course that I need to enroll in?

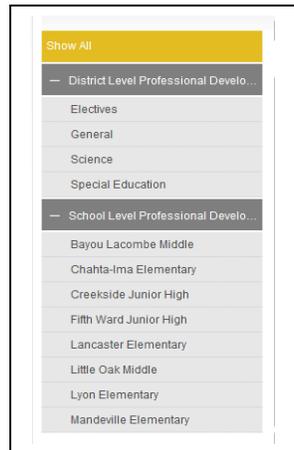
- The system defaults to showing all courses that are currently available.
- If you want to narrow it down, click on District Level PD or School Level PD.

Show All

+ District Level Professional Develo...

+ School Level Professional Develo...

- It will display the available categories for District Level PD and the schools for School Level PD.



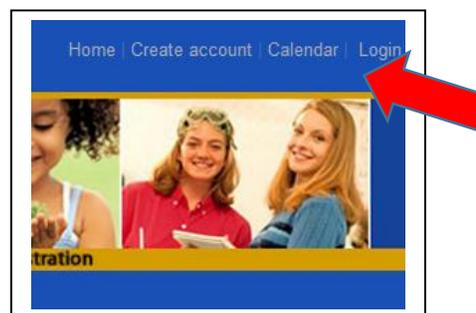
Categories and schools shown are the ones with available courses at that specific time.

- Click on a category under “District Level PD” or a school under “School Level PD” to narrow the course selection.
- Courses geared to specific audiences are color-coded.



Different categories may be added as needed.

- You can also find a course by looking at it in calendar view. Click on “Calendar” on top right hand side of screen.



How do I register for a course?

- Find the course that you will be registering for.
- Click on the course title to find out more details about the course.
- Click on “Add to Course” in course details.

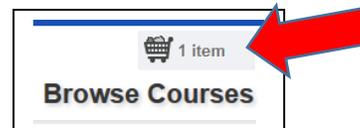


OR

- Click on “Add to Cart” on main course page. If needed, add more courses.



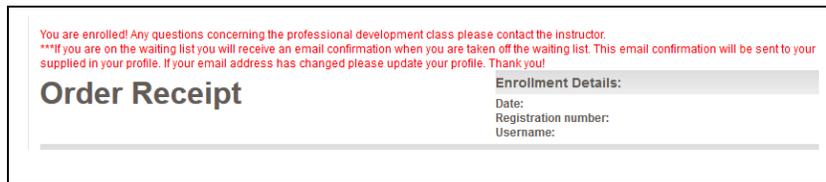
- Then checkout by clicking on “Checkout” or by clicking on the cart.



- You must log-in to checkout.
- Review your order.
- Click “Proceed to Next Step”.



- Once enrolled, you will see an “Order Receipt”.



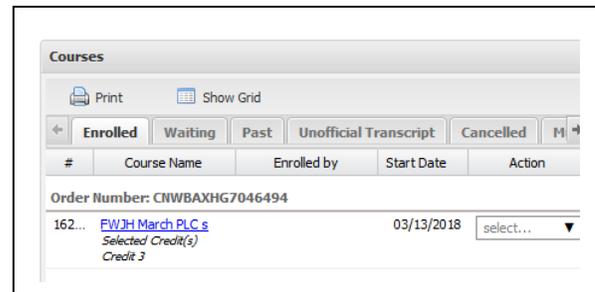
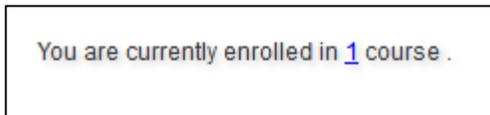
and

You will receive a confirmation email to the email address listed on your account. (This should be your stpsb email.)

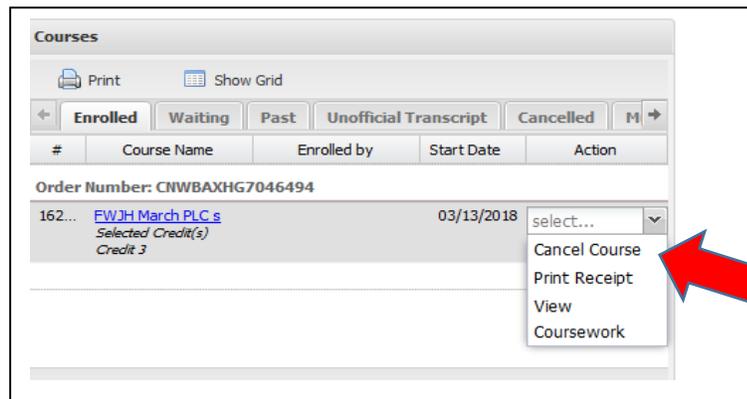


How do I cancel enrollment in a course I am enrolled in?

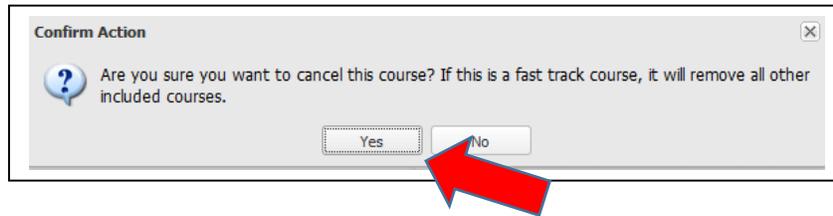
- Log-in to GSMU. It will show how many courses you are currently enrolled in and will list the courses in the “Courses” box on the right side of the page.



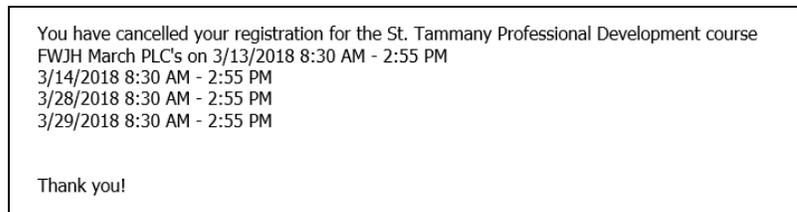
- Click the down arrow in the “Select” box and choose “Cancel Course”.



- A box will appear asking if you are sure if you want to cancel this course. Click “Yes”.



- You are now removed from the course, and you will receive a cancellation email to the email listed in your account. (This should be your stpsb email. This email might take a little while to get to your inbox.)



Who do I contact if I still need assistance?

- Please contact Julie Buckley at julie.buckley@stpsb.org or 985-898-3251.

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