



Go Sign Me Up Help Document

<https://prodev.gosignmeup.com/public/course/browse>

Click on one of the below links to take you to a specific part of this document or scroll through to find the instructions you need.

[Forgot Username or Password](#)

[Find a Course](#)

[Register for a Course](#)

[Cancel a Course Registration](#)

[Contact Us](#)

How do I recover my username and/or password?

- To recover your username and/or password, click on the "Forgot your username or password" link.

The screenshot shows a login form with fields for 'Username' and 'Password'. Below these fields is a link that says 'Forgot your username or password?'. A red arrow points to this link. The form also includes radio buttons for 'Teacher/Staff', 'Instructor', and 'Supervisor', and a 'Login' button at the bottom.

- Choose the appropriate response for "Account Type" and for the "I don't know" choice you are having trouble remembering, and then enter the answer to both questions on the screen.

The screenshot shows a screen titled 'Having trouble logging in?'. It has a section for 'Account Type:' with radio buttons for 'Teacher/Staff' (selected), 'Instructor', and 'Supervisor'. Below this is a section with two radio buttons: 'I don't know my password' and 'I don't know my username'. At the bottom is a blue 'Continue' button.

- Remember that GSMU is an account **created and update by the employee**. It is not managed by IT and it **does not use the same username and password that your STPSB profile uses**. When you created or updated your GSMU account, your stpsb email became your username. If you have not changed your personal email to your stpsb email, you should do so in your account profile once you have again gained access to your account.

☒ 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

NOTE:
The **answer to BOTH questions** is the EMAIL ADDRESS you entered when creating or updating your GSMU account. **The username** is an EMAIL ADDRESS for this website.

☒ I don't know my username

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

First name

Email

Continue

NOTE:
Enter your First Name and **the EMAIL ADDRESS you entered when creating or updating your GSMU account.**

- An email with your username or a link to reset your password will be sent to the email associated with your GSMU account, which is the email address you should have entered in all instances above. (This email may take a few minutes to arrive in your inbox.)

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

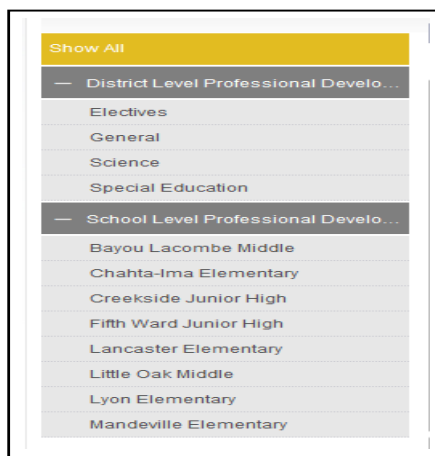
- The system defaults to showing all courses that are currently available.
- If you want to narrow it down, click on District Level PD or School Level PD.

Show All

+ District Level Professional Develo...

+ School Level Professional Develo...

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



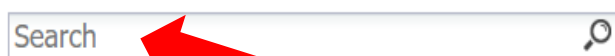
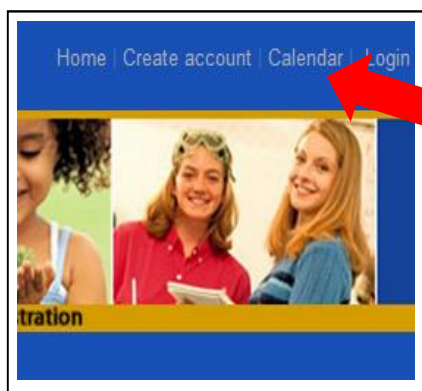
Categories and schools shown are only the ones with available courses at that specific time.

- 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.



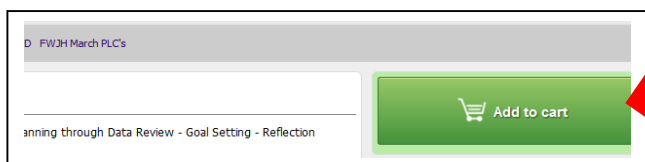
Different categories may be added as needed.

- You can also find a course by looking at it in calendar view or by typing a keyword(s) into the search bar.



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.

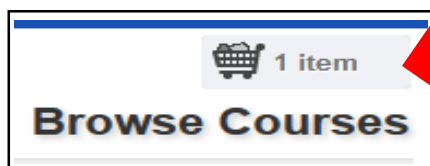
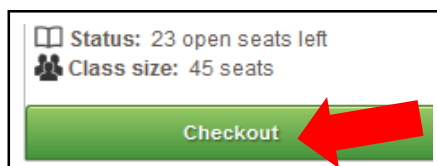


OR

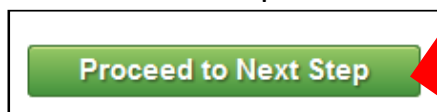
- Click on “Add to Cart” on the main course page. If needed, add more courses.



- 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”.

You are enrolled! Any questions concerning the professional development class please contact the instructor.
 ***If you are on the waiting list you will receive an email confirmation when you are taken off the waiting list. This email confirmation will be sent to your supplied in your profile. If your email address has changed please update your profile. Thank you!

Order Receipt

Enrollment Details:
Date:
Registration number:
Username:

and

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

Thank you for enrolling in a St. Tammany Professional Development course. Please review your registration information below.

Course Information:

You are now enrolled in FWJH March PLC's on 3/13/2018 at Fifth Ward Jr. High. If you have any questions

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.

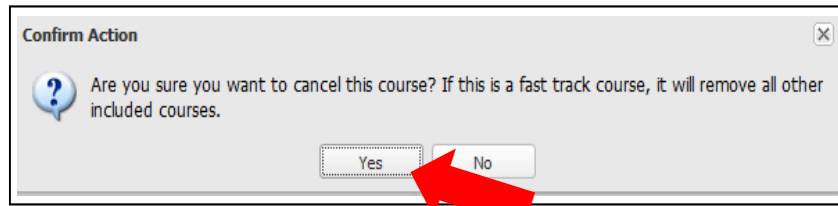
You are currently enrolled in 1 course .

Courses				
Print Show Grid				
← Enrolled Waiting Past Unofficial Transcript Cancelled M →				
#	Course Name	Enrolled by	Start Date	Action
Order Number: CNWBAXHG7046494				
162...	FWJH March PLC's Selected Credit(s) Credit 3		03/13/2018	select... ▼

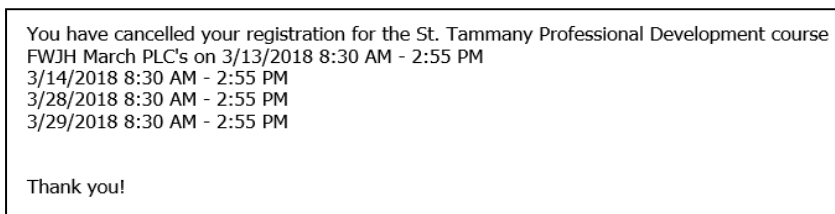
- Click the down arrow in the “Select” box next to the course you would like to cancel and choose “Cancel Course”.

Courses				
Print Show Grid				
← Enrolled Waiting Past Unofficial Transcript Cancelled M →				
#	Course Name	Enrolled by	Start Date	Action
Order Number: CNWBAXHG7046494				
162...	FWJH March PLC's Selected Credit(s) Credit 3		03/13/2018	select... ▼ Cancel Course Print Receipt View Coursework

- 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 arrive in your inbox.)



Who do I contact if I still need assistance with GSMU?

1. Ask your Administrator, TRT, Department Chair, or a fellow colleague that is experienced in using GoSignMeUp if you are having trouble using the above instructions to retrieve your username, reset your password, find a course, enroll in a course, or cancel a course. They can usually help you quickly in these instances.
2. Email the Course Instructor listed on the course if you have specific questions about the course, if the course is unavailable, who should attend the course, logistics of the course, etc.
3. Please contact Antoinette Simms, clerk at Treen Technology Center, by email at Antoinette.Simms@stpsb.org or by phone at 985-674-3534 if you are having trouble with your GSMU account.

<p>Wendy H. Stein, M.Ed+30 Professional Development Coordinator St. Tammany Parish Public Schools David C. Treen Instructional Technology Center (985) 629-3091 ext. 3501 wendy.stein@stpsb.org</p>	
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