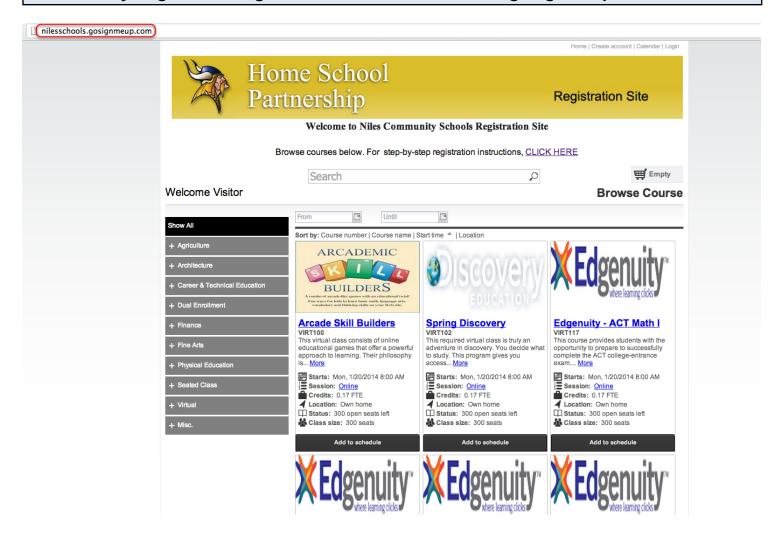
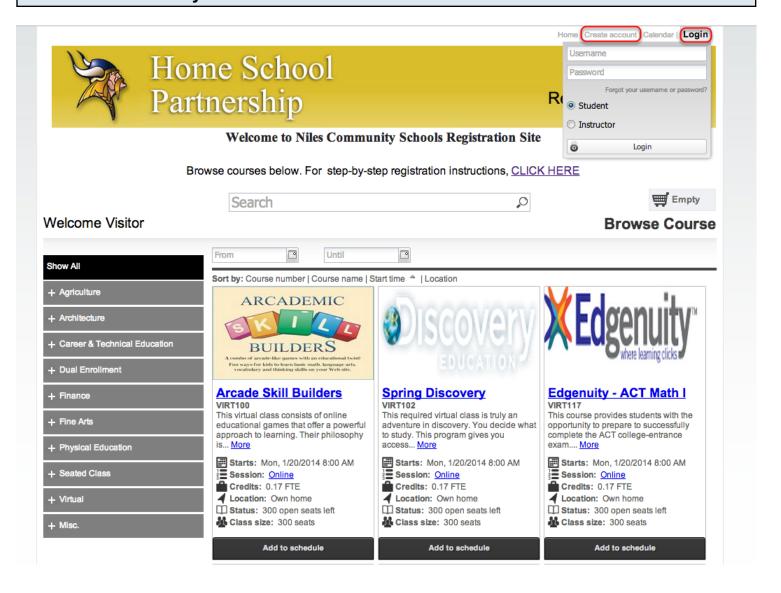
How Do I Register for a Niles Schools Course

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

Make sure you go to our registration site at: nilesschools.gosignmeup.com



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.

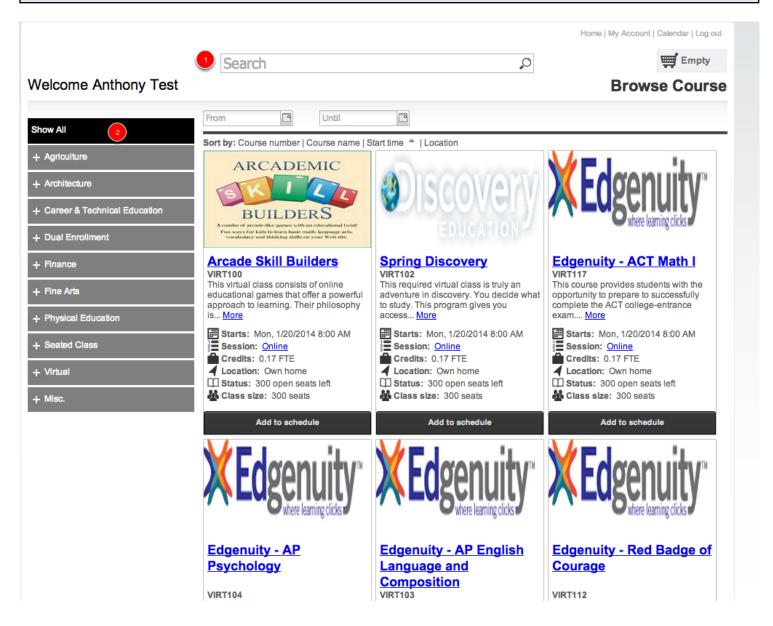


To create an account, please fill in all required information and then click "Agree & Create Account".

udent Information		School Information		
Last Name*:		Were you ever enrolled in Niles District	Select only from the list This field is required	
First Name*:		Schools?*:	Inis riela is requirea	
Middle Name:		Which School?:		
3irthdate*:		Address:	Select only from the list	1
Grade*:				
Phone Number*:		Parent Information		
E-mail Address*:				
Confirm E-mail		Mother`s Name*:		
Address*: Home Address*:		Father`s Name*:		
		Emergency Contact Name*:		
City*:		Relation*:		
State*:		Phone Number*:		
lip*:		Address*:		
County*:		Emergency Contact		
Jsername*:	*****	Name*:		
Password*:		Relation*:		
Confirm Password*:	*******	Phone Number*:		
Age:				
Ethnicity:				
Birth City:				
Birth State:				

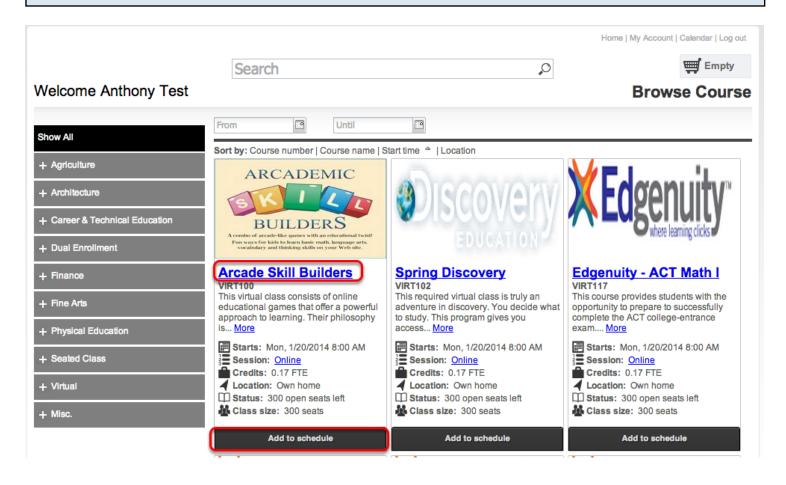
You must agree to our Terms and Conditions Policy to create an account

On the home page, you can search for courses in different ways

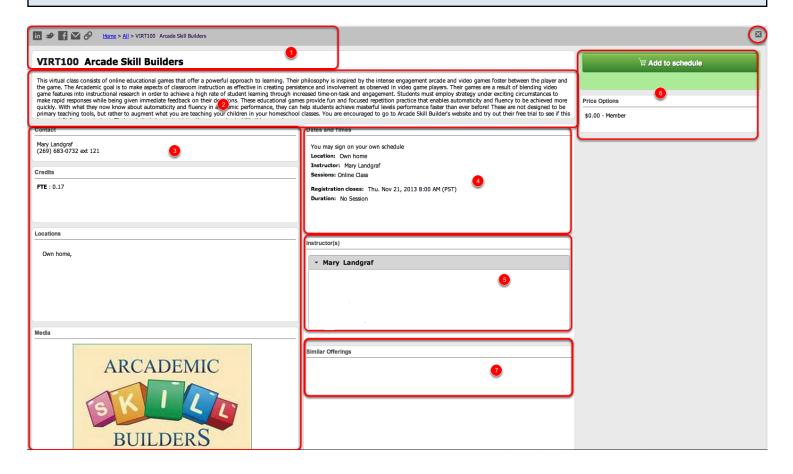


- 1) You can search for specific courses using the search bar.
- 2) You can search for courses by searching through the categories on the left hand side.

Once you find the course you are looking for, you can add it straight to your cart by clicking on "Add to Schedule". Or See more information by clicking on the Course Name.

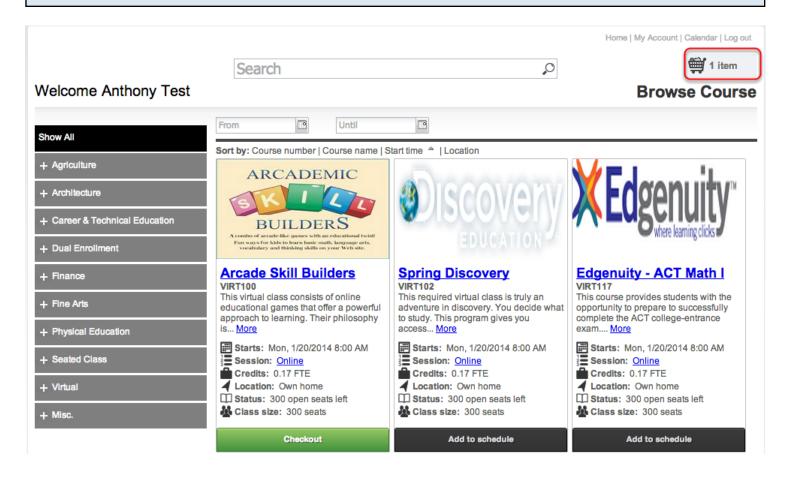


Here is the courses information page. You can see more information about the course here.

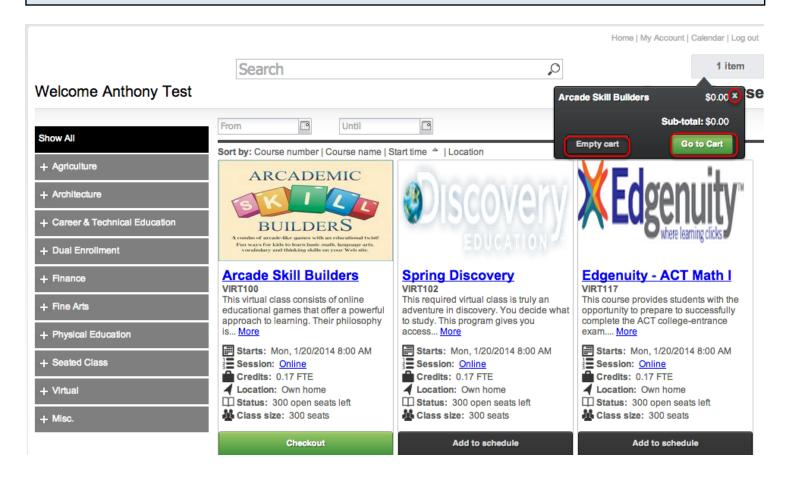


- 1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course Number and the name of the course.
- 2) This area shows a description of the course
- 3) This area shows the contact, credits, location and any visual icon for the course.
- 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 Schedule". You will also have to mark required information here including pre-requisites or materials.
- 7) Similar 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.

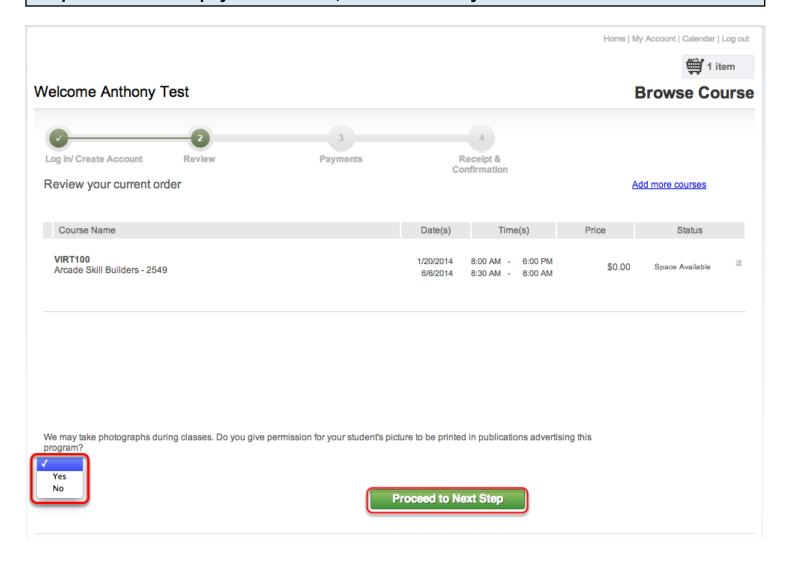
You can continue adding courses to your cart, or click on the cart to see what is in there.



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".

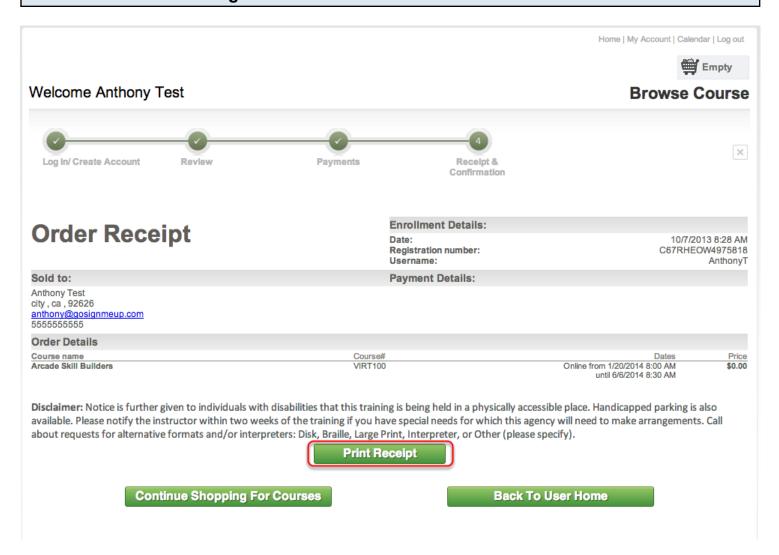


When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Next Step". If there is no payment needed, this will enroll you in the course.



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

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



You will also get a confirmation email sent to you.