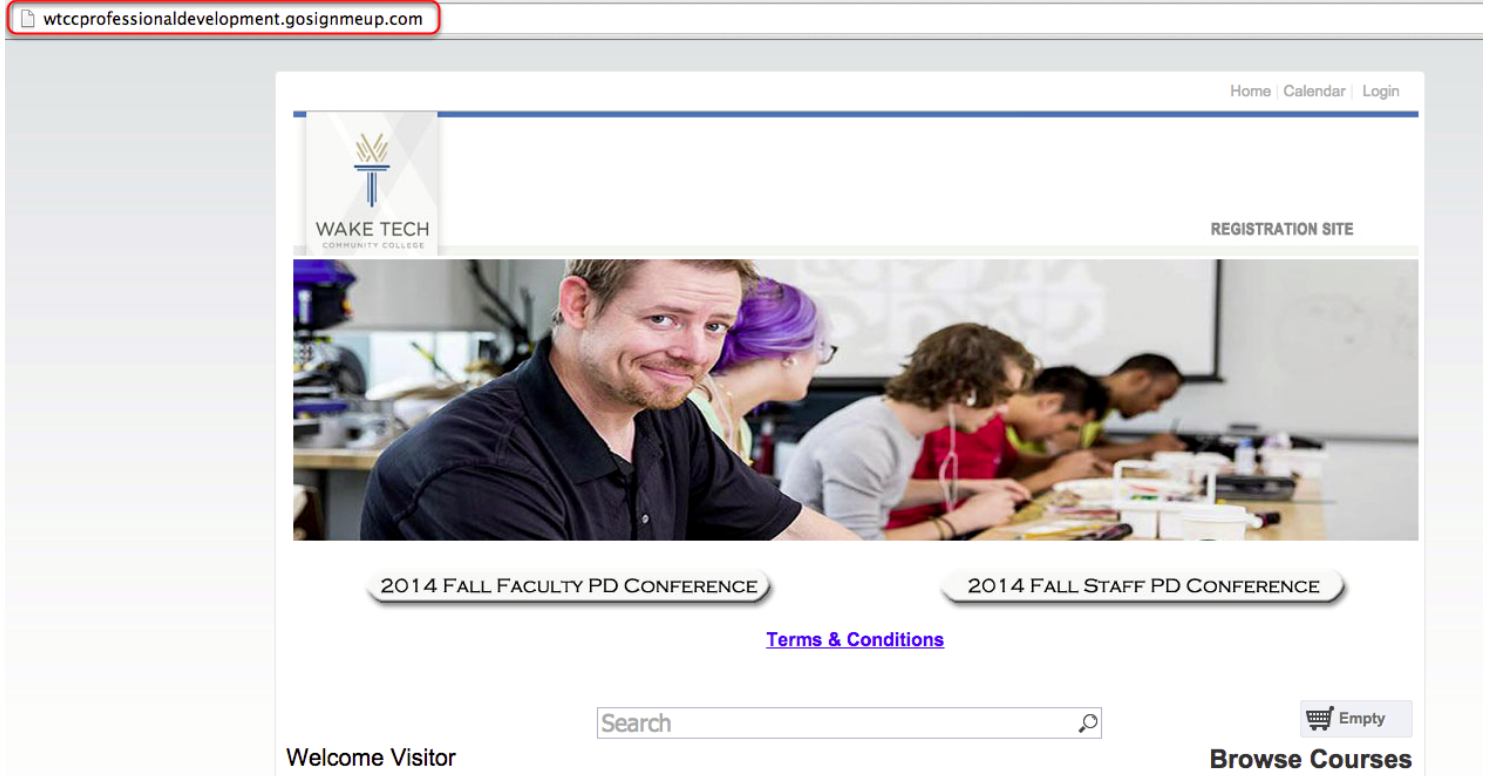


How Do I Register for a WTCC Course


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


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



2) The first thing you will want to do is Login using your Username and Password.


Home | Calendar | **Login**

 WAKE TECH
COMMUNITY COLLEGE



Username
 Password

☒ Student
☐ Presenter

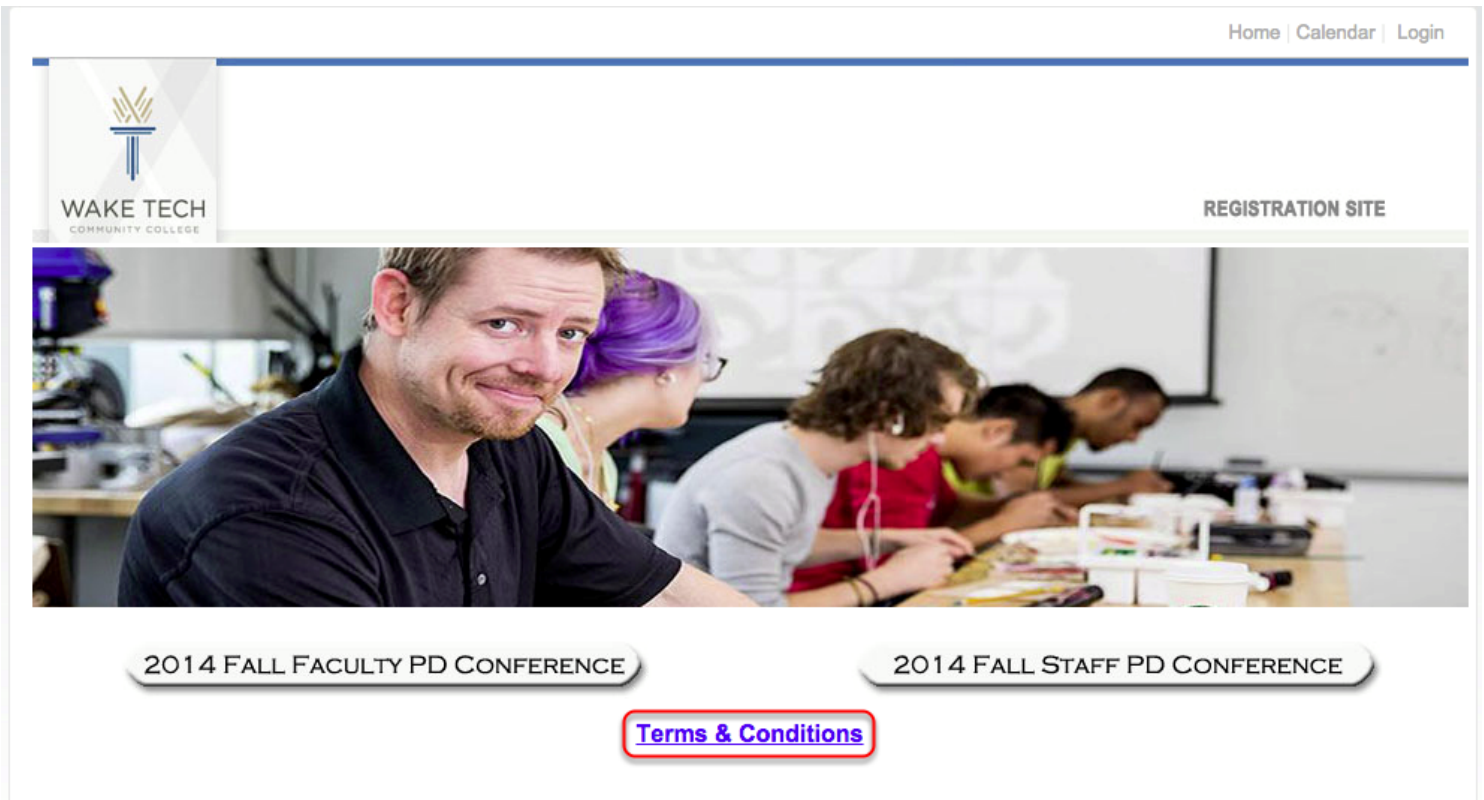
 Login

2014 FALL FACULTY PD CONFERENCE

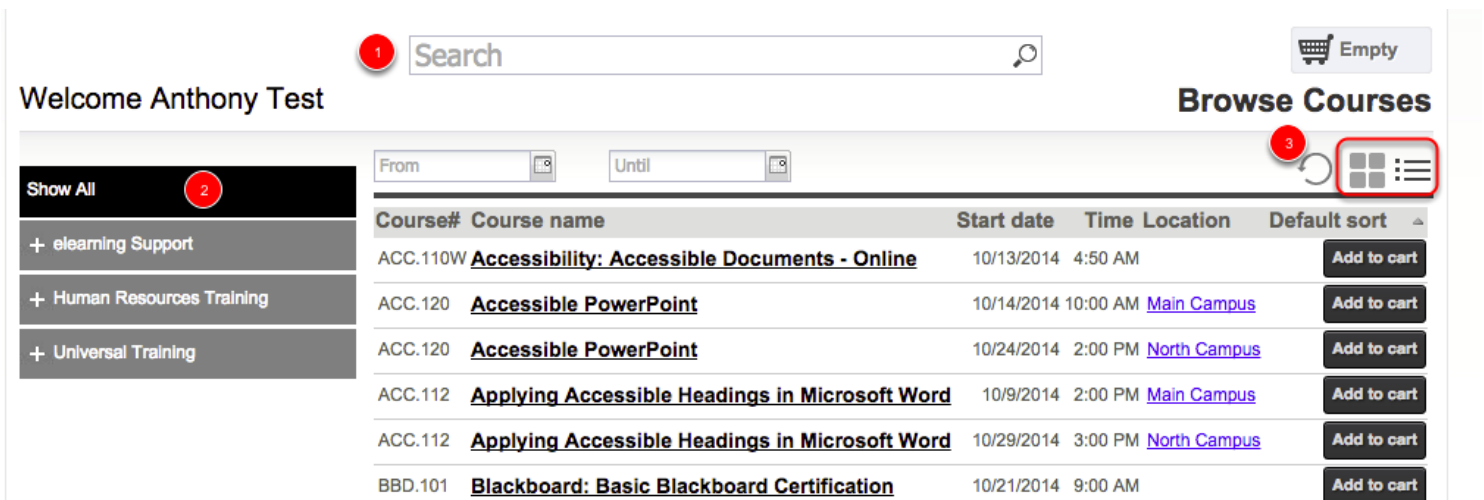
2014 FALL STAFF PD CONFERENCE

[Terms & Conditions](#)

3) You can view the Terms and Conditions of the site anytime from the home page.



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



- 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

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

Empty

Welcome Anthony Test

Browse Courses

Show All

+ elearning Support

+ Human Resources Training

+ Universal Training

From

Until

Course#	Course name	Start date	Time	Location	Default sort	
ACC.110W	<u>Accessibility: Accessible Documents - Online</u>	10/13/2014	4:50 AM			Add to cart
ACC.120	<u>Accessible PowerPoint</u>	10/14/2014	10:00 AM	Main Campus		Add to cart
ACC.120	<u>Accessible PowerPoint</u>	10/24/2014	2:00 PM	North Campus		Add to cart
ACC.112	<u>Applying Accessible Headings in Microsoft Word</u>	10/9/2014	2:00 PM	Main Campus		Add to cart
ACC.112	<u>Applying Accessible Headings in Microsoft Word</u>	10/29/2014	3:00 PM	North Campus		Add to cart

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

The screenshot displays a course information page for 'Accessible PowerPoint'. The page layout includes a top navigation bar with social media links and a breadcrumb trail (Home > All > Accessible PowerPoint), a main content area with course details, and a right sidebar with an 'Add to cart' button. Red boxes and numbered callouts (1-6) highlight specific features: 1) Top navigation bar; 2) Course description; 3) Contact information; 4) Dates and Times; 5) Instructor(s) list; 6) Add to cart button.

Accessible PowerPoint

In this hands-on workshop (offered online and seated), participants will learn how to create a new accessible PowerPoint presentation and update the accessibility of an existing presentation. Topics include elements of an accessible PowerPoint, common accessibility problems, accessible structure and design features, accessible images and non-text elements, accessible multimedia, and sharing presentations.

Contact
Amy Netzel and Darrin Evans
919-866-5631 and 919-866-6164

Credits
PD Credit : 2

Dates and Times
Starts: Tue. Oct 14, 2014 1:00 PM (EST)
Sessions: Tue. Oct 14, 2014 1:00 PM - 3:00 PM (EST)
Registration closes: Tue. Oct 14, 2014 1:00 PM (EST)

Instructor(s)
Amy Netzel
Darrin Evans

Locations
Main Campus, 9101 Fayetteville Rd.
Raleigh, NC 27603
Room: LE 15
Room: Student Services Building Conference Center

Add to cart

- 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.

Search

1 item

Welcome Anthony Test

Browse Courses

Show All

+ elearning Support

+ Human Resources Training

+ Universal Training

From

Until

1 item

Course#	Course name	Start date	Time	Location	Default sort	
ACC.110W	<u>Accessibility: Accessible Documents - Online</u>	10/13/2014	4:50 AM			Add to cart
ACC.120	<u>Accessible PowerPoint</u>	10/14/2014	10:00 AM	Main Campus		Checkout
ACC.120	<u>Accessible PowerPoint</u>	10/24/2014	2:00 PM	North Campus		Add to cart
ACC.112	<u>Applying Accessible Headings in Microsoft Word</u>	10/9/2014	2:00 PM	Main Campus		Add to cart
ACC.112	<u>Applying Accessible Headings in Microsoft Word</u>	10/29/2014	3:00 PM	North Campus		Add to cart

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

1 item

Welcome Anthony Test

Show All

+ elearning Support

+ Human Resources Training

+ Universal Training

From

Until

1 item

Course#	Course name	Start date	Time	Location	Default sort	
ACC.110W	<u>Accessibility: Accessible Documents - Online</u>	10/13/2014	4:50 AM			Add to cart
ACC.120	<u>Accessible PowerPoint</u>	10/14/2014	10:00 AM	Main Campus		Checkout
ACC.120	<u>Accessible PowerPoint</u>	10/24/2014	2:00 PM	North Campus		Add to cart
ACC.112	<u>Applying Accessible Headings in Microsoft Word</u>	10/9/2014	2:00 PM	Main Campus		Add to cart
ACC.112	<u>Applying Accessible Headings in Microsoft Word</u>	10/29/2014	3:00 PM	North Campus		Add to cart

Accessible PowerPoint


\$0.00

Sub-total: \$0.00

Empty cart

Checkout

9) When you continue you will be taken to the Checkout section. "Proceed to Next Step" This will enroll you in the course.

 1 item

Welcome Anthony Test



Review your current order

[Add more courses](#)


Course Name	Date(s)	Time(s)	Price	Status
ACC.120 Accessible PowerPoint - 7449	10/14/2014	10:00 AM - 12:00 PM	\$0.00	Space available: 20 Wait space: 0

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.



WAKE TECH
COMMUNITY COLLEGE

REGISTRATION SITE

 Empty

Welcome Anthony Test

✓

✓

✓

4

Log In/ Create AccountReviewPaymentsReceipt & Confirmation

Order Receipt

Enrollment Details:

Date: 9/12/2014 3:49 PM
Registration number: CDRDO55B6502425
Username: anthony@gosignmeup.com

Participant Information:

Anthony Test
anthony@gosignmeup.com

Payment Details:

Order Details

Course name	Course#	Dates	Status	Price
Accessible PowerPoint	ACC.120	10/14/2014 10:00 AM - 12:00 PM	Enrolled	\$0.00

Print Receipt

Continue Shopping For Courses

Back To User Home

You will also get a confirmation email sent to you.