



How Do I Register for an EPTC Course?

User Guide

If you are WAPA personnel, please register in Learning Nucleus, use the advanced search: keyword "EPTC" and select "Active Enrollments only" to see course descriptions and offerings. *When requesting enrollment in a class, ensure that Lisa Yuma (Subagency:WA) is selected as your Step 3 Approver.* Once approved by your supervisor and the EPTC, you'll receive notice and you can continue signing up in GoSignMeUp.

1) Make sure you are on EPTC's registration site at: <https://eptc.gosignmeup.com>

https://eptc.gosignmeup.com

Home | Create account | Calendar | Login

EPTC Western Area Power Administration

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

Search

Welcome Visitor

Empty

Browse Courses

2) First, create an account or log in using your Username and Password if you already have one.

Home | Create account | Calendar | Login

EPTC Western Area Power Administration

Username

Password

[Forgot your username or password?](#)

☒ Participant

☐ Facilitator

Login

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



3) To create an account, please fill in all required information. Click on "Agree and Create Account" to proceed.

Please enter information required.

Participant Information
First Name :
Last Name :
Work Email :
Confirm Work Email :
Username: (Your email address will be your username)
Password :
Confirm Password :
Company :
Region : Select only from the list
Job Title :
Supervisor Name :
Supervisor Email :

You consent to be photographed and/or videotaped for internal training purposes.
I consent : Select only from the list

You acknowledge that you are a US Citizen or Canadian Citizen.
I agree : Select only from the list

Registration Policy
This will be a placeholder for a pandemic policy that is yet to be written
Do you agree to the terms and conditions of our [Registration Policy?](#)

Demographic
Work Address :
City :
State :
Zip :
Work Phone :
NERC Number if applicable:

You agree to our cancellation policy which states: Cancellations made 5 days or more before the start of a course will be refunded in full. After this deadline, cancellations will be charged the full tuition unless a substitution for the same class is made. If enough interest is not generated in a certain class, the EPTC reserves the right to either cancel or reschedule the training. Please keep this in mind when booking your travel.
I agree : Select only from the list

By agreeing, you acknowledge to not record the courses in any medium. Violators will be liable for forfeiture of the course fee and for any other remedies available at law. Photographs of our HPS are permitted with EPTC Staff approval.
I agree : Select only from the list

Agree and Create account

**You must agree to our Registration Policy to continue.

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

1 Search

Welcome Anthony Test

Browse Courses

2 Show All

Emergency Operations

Fundamentals of Electricity

Generation

Power System Principles I & 2

Transmission

From Until

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

T-101 Transmission System Principles
T-101
NERC Approved 3.5 Ops 2.5 Standards. This lesson focuses on the principles of electrical transmission and the characterist... More
Starts: 11/16/2020 8:00 AM
Session: 1
Pricing: \$315.00
Location: Virtual Led
Status: Closed
Class size: 50 seats
Closed Enrollment

Transmission Series (T101-T105)
T101-T105 Series
BY ATTENDING ALL FIVE (5) COURSES IN THE SERIES, A DISCOUNT IN THE AMOUNT OF \$75.00 IS APPLIED. This lesson covers the... More
Starts: 11/16/2020 8:00 AM
Sessions: 5
Pricing: \$1,500.00
Location: Virtual Led
Status: Closed
Class size: 50 seats
Closed Enrollment

T-102 Transmission System Equipment
T-102
NERC Approved 3.5 Ops. This lesson focuses on transmission system equipment and transmission line elements including... More
Starts: 11/17/2020 8:00 AM
Session: 1
Pricing: \$315.00
Location: Virtual Led
Status: 50 open seats left
Class size: 50 seats
Add to cart

T-103 Transmission System Substation
T-103
This course covers the basic equipment found in switchyards and substations. Also included are the function and types of... More
Starts: 11/18/2020 8:00 AM
Session: 1
Pricing: \$315.00
Location: Virtual Led
Status: 50 open seats left
Class size: 50 seats
Add to cart

T-104 Transmission System Operations
T-104
This lesson covers the basic roles and responsibilities of Transmission System Operations Personnel. The goal of this... More
Starts: 11/19/2020 8:00 AM
Session: 1
Pricing: \$315.00
Location: Virtual Led
Status: 50 open seats left
Class size: 50 seats
Add to cart

T-105 Transmission System Relay Protection
T-105
This lesson focuses on protective relaying of substation equipment and transmission lines. Details found in this course... More
Starts: 11/20/2020 8:00 AM
Session: 1
Pricing: \$315.00
Location: Virtual Led
Status: 50 open seats left
Class size: 50 seats
Add to cart

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.

How Do I Register for an EPTC Course

Page 2

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.

The screenshot shows a course catalog interface. On the left is a sidebar with categories: Emergency Operations, Fundamentals of Electricity, Generation, Power System Principles I & 2, and Transmission. The main area displays three course cards. The first card is 'T-101 Transmission System Principles' (T-101), the second is 'Transmission Series (T101-T105)', and the third is 'T-102 Transmission System Equipment' (T-102). The T-102 card is highlighted with a red border and has a red 'Add to cart' button at the bottom. Each card shows details like start date, session count, pricing, location, status, and class size.

6) On the course information page, you can see more information about the course.

The screenshot shows the detailed course information page for 'T-102 Transmission System Equipment'. The page is divided into several sections: Course Title, Description, Contact, Credits, Location, Dates and Times, Facilitators, and Additional Offerings. A red box highlights the 'Add to cart' button in the top right corner. The page also includes a map of the location (Virtual Led) and a list of additional offerings.

- 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) This area will show other dates for the same course if you wanted to take it at a different time.

7) After clicking on your cart, you can see what's inside of it and the total price. You can also delete the course(s) by clicking the "X" or "Empty Cart". To continue, click on "Checkout".

Search

Welcome Anthony Test

1 item

T-102 Transmission S... \$315.00

Sub-total: \$315.00

Empty cart Checkout

Sort by: Default | Course number | Course name | Course start | Location

T-101 Transmission System Principles
T-101
NERC Approved 3.5 Ops 2.5 Standards. This lesson focuses on the principles of electrical transmission and the characterist... [More](#)
Starts: 11/16/2020 8:00 AM
Session: 1
Pricing: \$315.00
Location: Virtual Led
Status: Closed
Class size: 50 seats
Closed Enrollment

Transmission Series (T101-T105)
T101-T105 Series
BY ATTENDING ALL FIVE (5) COURSES IN THE SERIES, A DISCOUNT IN THE AMOUNT OF \$75.00 IS APPLIED. This lesson covers the... [More](#)
Starts: 11/16/2020 8:00 AM
Sessions: 5
Pricing: \$1,500.00
Location: Virtual Led
Status: Closed
Class size: 50 seats
Closed Enrollment

T-102 Transmission System Equipment
T-102
NERC Approved 3.5 Ops. This lesson focuses on transmission system equipment and transmission line elements including... [More](#)
Starts: 11/17/2020 8:00 AM
Session: 1
Pricing: \$315.00
Location: Virtual Led
Status: 50 open seats left
Class size: 50 seats
Checkout

8) After checking out, you can review all the courses selected. Make sure it is all correct and click on, "Proceed to Payment".

Welcome Anthony Test

1 item

1 Log in/ Create Account 2 Review 3 Payments 4 Receipt & Confirmation

Add more Courses

Review your current order

Course Name	Date(s)	Time(s)	Status	Price
T-102 T-102 Transmission System Equipment - 2558	11/17/2020	8:00 AM - 12:00 PM	Open: 50 Open Seats Left Wait List: 25 Wait Spaces Available	\$315.00

Sub-total: \$315.00

Coupon Code [D]: [Apply coupon](#)

Discount: \$0.00
Sales Tax: \$0.00
Total: \$315.00

Proceed to Payment

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

****PLEASE NOTE** If you are WAPA personnel, please e-mail eptc@wapa.gov for the coupon code before proceeding.**



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".

Welcome Anthony Test

1 item

Log in/ Create Account Review Payments Receipt & Confirmation

Add more Courses

Review your current order

Course Name	Date(s)	Time(s)	Status	Price
T-102 T-102 Transmission System Equipment - 2558	11/17/2020	8:00 AM - 12:00 PM	Open: 50 Open Seats Left Wait List: 25 Wait Spaces Available	\$315.00

Sub-total: \$315.00

Coupon Code [D]:
Apply coupon

Discount: \$0.00
Sales Tax: \$0.00
Total: \$315.00

Proceed to Payment

Please answer any of the required questions/pre-requisite requests before you proceed. If there is no payment required, this will enroll you in the course.

10) For credit card payments click on "Place Order Now" to be taken to the payment screen or choose another payment method

Log in/ Create Account Review Payments Receipt & Confirmation

Payment Amount: \$315.00

Payment methods
Select Payment Type

You must press the button below to complete registration.

Place Order Now



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

Western Area
Power Administration

Empty

Welcome Anthony Test

✓

✓

✓

4

Log in/ Create AccountReviewPaymentsReceipt & Confirmation

Thank you for enrolling!

Order Receipt

Participant Information:

Anthony Test
Work Address
city , ca , 92626
anthony@gosignmeup.com
5555555555

Order Details

Course name	Course#	Dates	Status	Price
T-102 Transmission System Equipment	T-102	11/17/2020 8:00 AM - 12:00 PM	Enrolled	\$315.00
Total:				\$315.00
Discount:				\$0.00
Total Amount				\$0.00
Paid:				
Due Amount:				\$315.00

Enrollment Details:

Date: 11/16/2020
Registration number: CHBEQ1ZU0978719
Username: anthony@gosignmeup.com

Print Receipt

Continue Shopping for CoursesBack To User Home

You will also get a confirmation email sent to you and you can access your student portal at any time.