

How Do I Register for an EPTC Course?

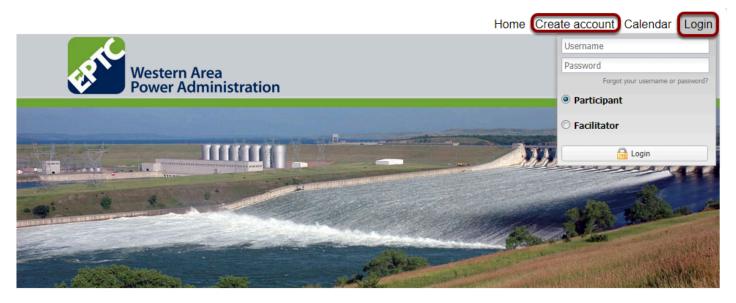
User Guide

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



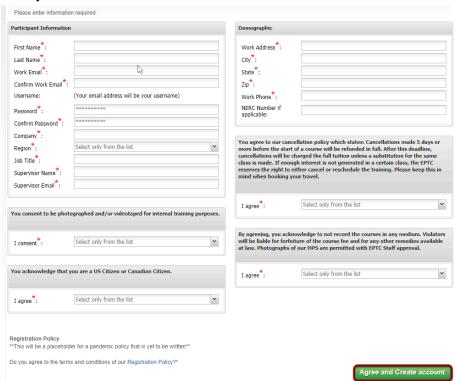
2) First, create an account or log in using your Username and Password if you already have one.



Browse courses below. For step-by-step registration instructions, CLICK HERE

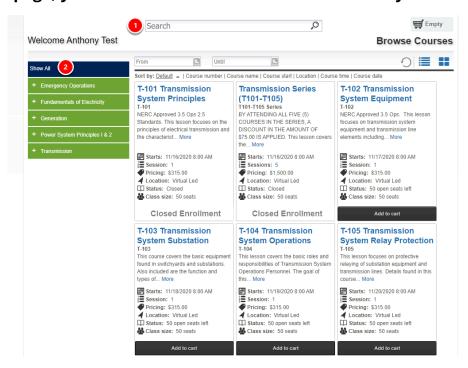


3) To create an account, please fill in all required information. Click on "Agree and Create Account" to proceed.



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

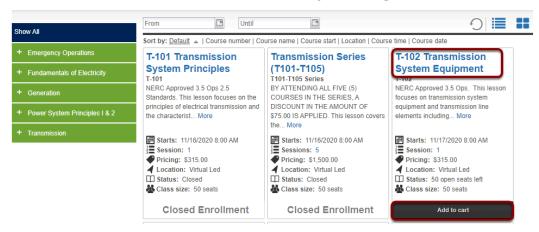
4) On the home page, you can search for courses in different ways.



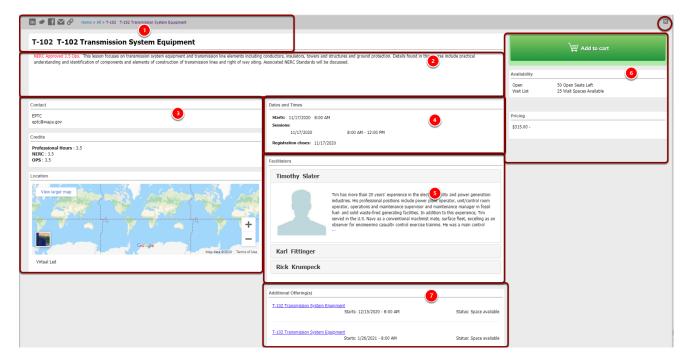
- 1) You can search for specific courses using the search bar.
- 2) You can search for courses by searching through the categories/locations on the left hand side.



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.



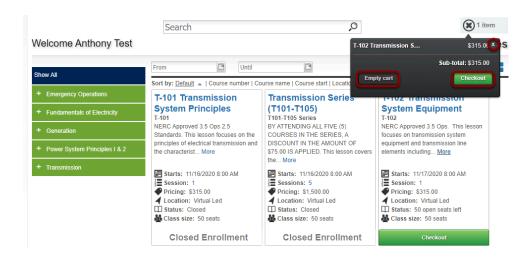
6) On the course information page, you can see more information about the course.



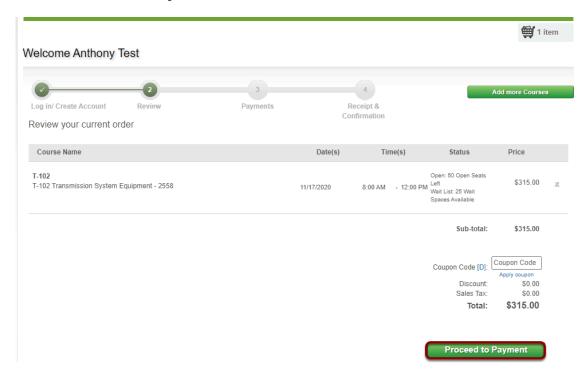
- 1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course Number and the name of the course.
- 2) This area shows a description of the course
- 3) This area shows the contact, 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".



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

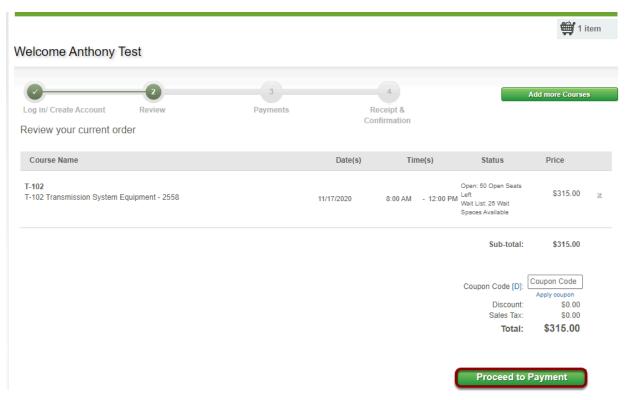


Please answer any of the required questions/pre-requisite requests before you proceed.

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

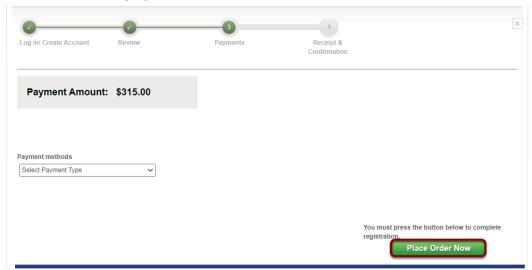


9) When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Next Step".



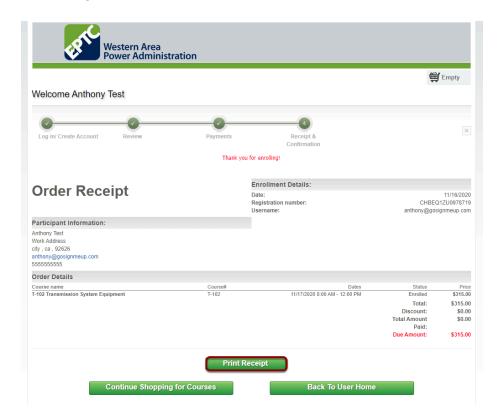
Please answer any of the required questions/pre-requisite requests before you proceed. If there is no payment required, this will enroll you in the course.

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





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



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