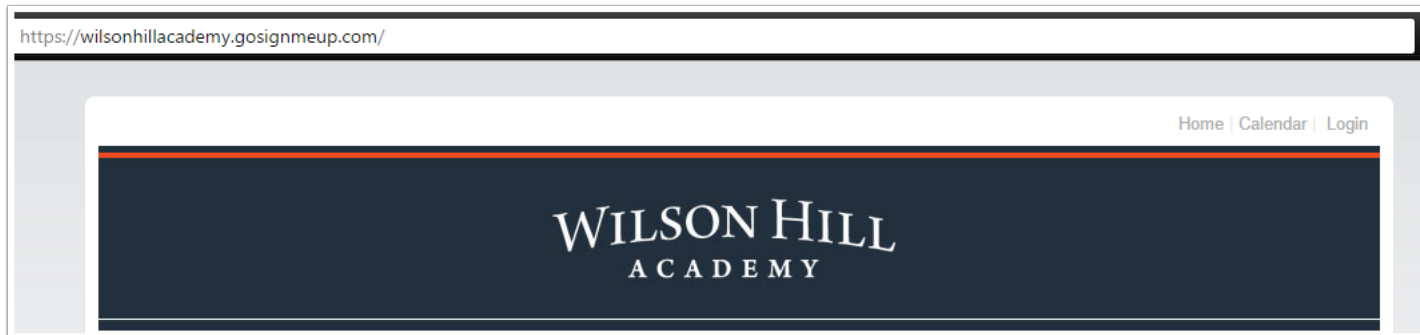


How to Register for a Wilson Hill Academy Course

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

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



2) Login to your PARENT account

To Register for Courses please log in with your PARENT account.

Your PARENT account username and temporary password are both your e-mail address.

If you do not have a PARENT account, please click below:

[CREATE A NEW PARENT ACCOUNT](#)

E-mail Address

Password

Student
 Instructor
 Parent

Login

Your username is your e-mail

Your temporary password is also your email (please update when you log in)

Type in your Username and Password and click the Login button.

3) You will see the PARENT portal

The screenshot shows the 'Parent Dashboard' interface. It is titled 'Welcome Sample Parent' and 'Parent Dashboard'. The dashboard is divided into several sections:

- Identity (1):** A profile card showing a placeholder for a user picture, the username 'tanja@gosignmeup.com', and a masked password '*****'.
- Information:** A card containing personal details: First name: Sample, Last name: Parent, E-mail: tanja@gosignmeup.com, Title, Address: test, City: Irvine, State: CA, Zip: 92618, Phone: 949-951-8701, and Fax: 949-951-8701.
- Student List (2):** A table with columns: First Name, Last Name, Email, UserName, Enrolled, Complete, and Actions. It shows two students: Anthony Test and Rebecca Test.
- Received Email (3):** A table with columns: Date and Subject. It shows one email received on 08/19/2015 04:21... with the subject 'Canvas & Adobe Login Details'.
- Reports (4):** A vertical list of report options: Add New Student, Supervisor Report, Transcript Report, Enrollment Report, Course Grid, and Certification Report.

The Parent Portal will allow you to do many common tasks as well as manage your students. The portal is split in to different areas.

- 1) Parent Identity
- 2) List of students
- 3) Received Email List
- 4) Reports

Update Parent Account Information



Identity

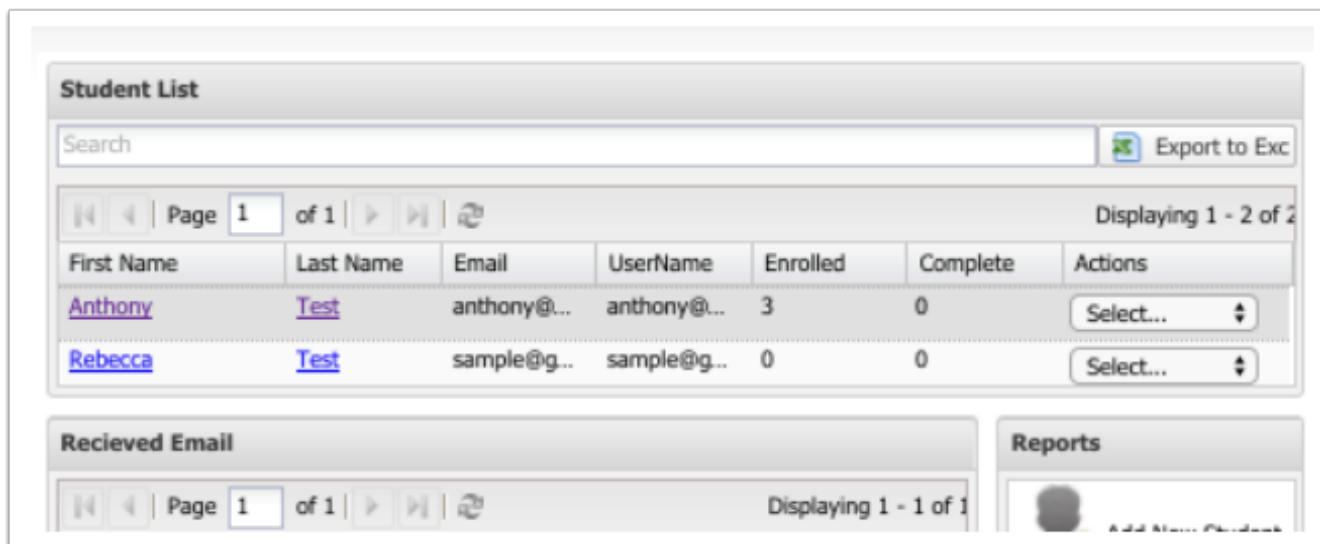
Username: tanja@gosignmeup.com
Password: *****

Information

* First name: Sample
* Last name: Parent
* E-mail: tanja@gosignmeup.com
Title: This field is empty ...
Address: test
City: Irvine
State: CA
Zip: 92618
Phone: 949-951-8701
Fax: 949-951-8701
Supervisor number: This field is empty ...
Additional e-mail(s): This field is empty ...

To edit a section of the Supervisor's identity information, click the Pencil icon in the top corner (1). Make any changes you wish, then click the save disc icon (2).

4) Student List



Student List

Search Export to Excel

Page 1 of 1 Displaying 1 - 2 of 2

First Name	Last Name	Email	UserName	Enrolled	Complete	Actions
Anthony	Test	anthony@...	anthony@...	3	0	Select...
Rebecca	Test	sample@g...	sample@g...	0	0	Select...

Recieved Email Page 1 of 1 Displaying 1 - 1 of 1

Reports Add New Student

The student list is where you can see all of your student's information.

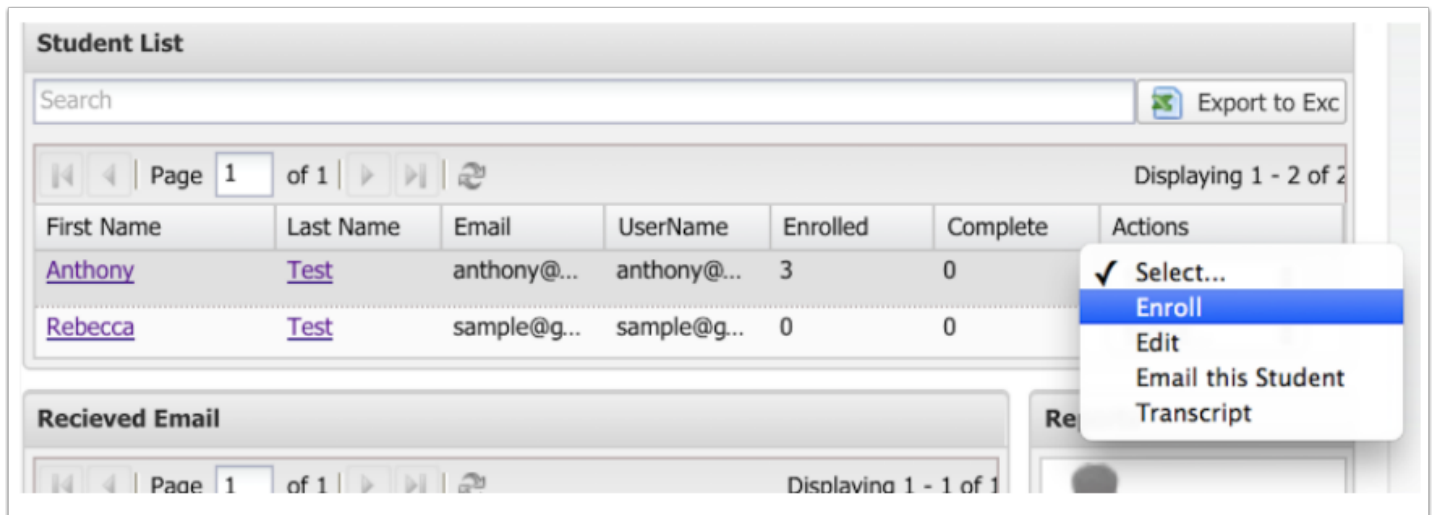
- 1) You can search for a student by typing their name into the search bar.
- 2) You can also sort this report by any column that you want by clicking on the column.

3) The actions drop-down for every student allows you to ENROLL or EDIT this student.

4) You can pull this list of students and export it to excel if you would like to.

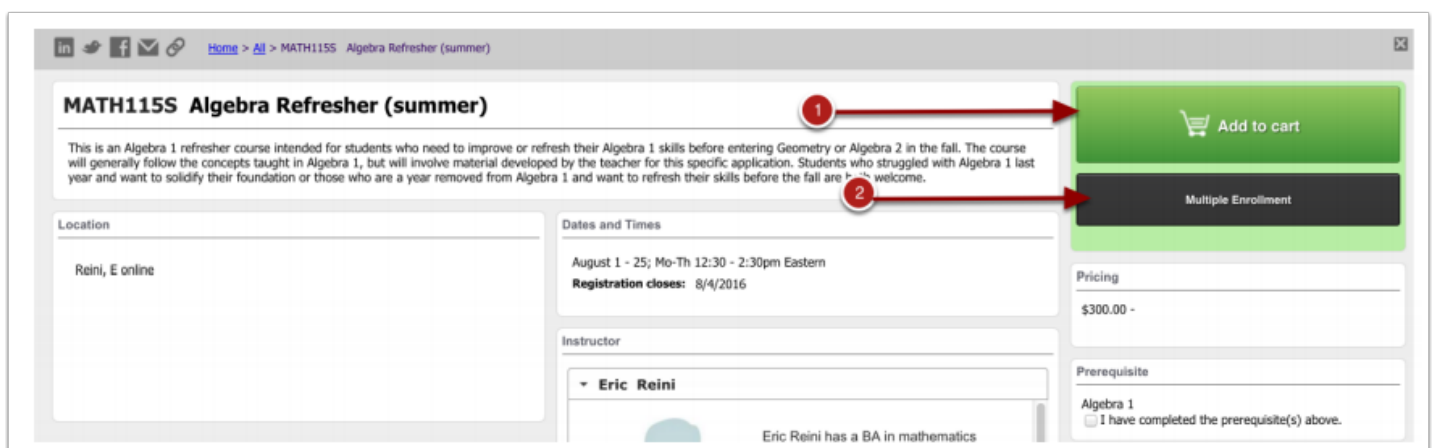
5) You can also click on any student name to be taken to their account. This is where you can see courses they are currently enrolled for, and cancel them out if you would like to.

5) Select the "Enroll" dropdown next to the student you would like to enroll



When you choose "Enroll" for a student, you will see all the course offerings

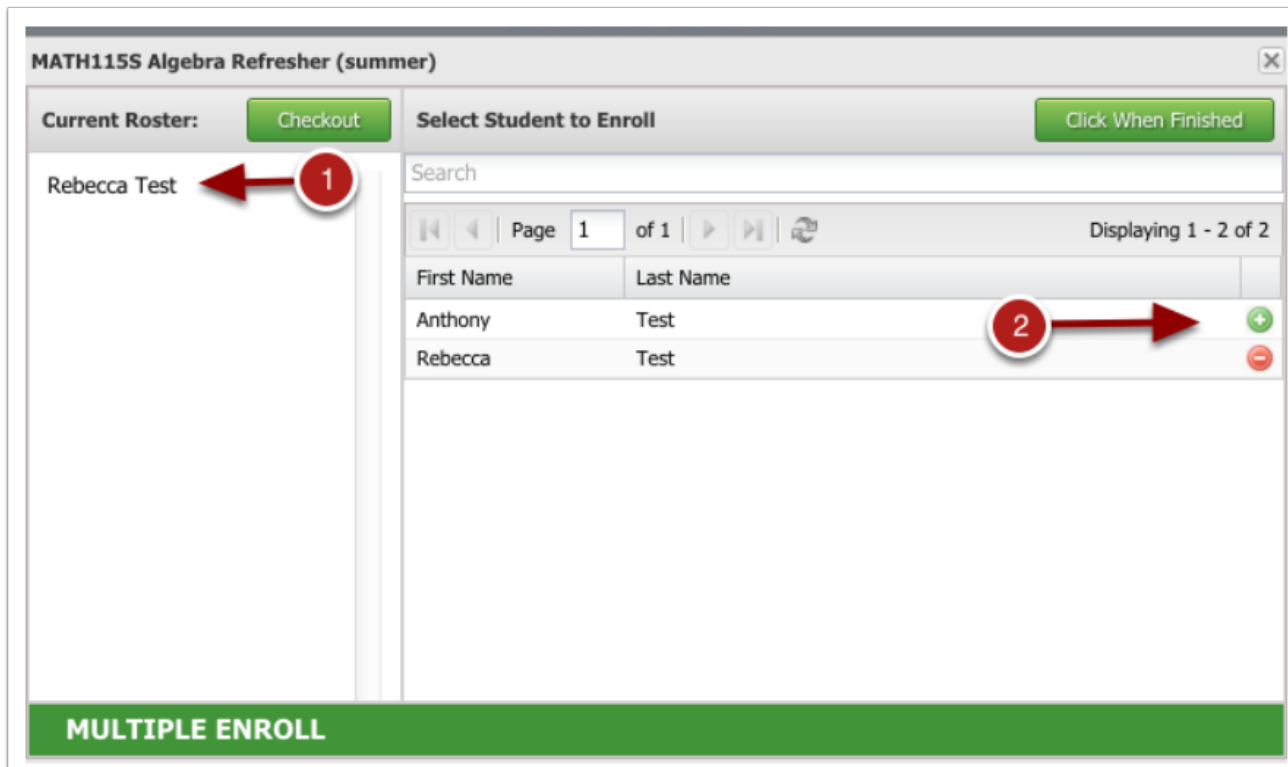
6) Select the Course you would like and select either "Add to Cart" or "Multiple Enroll"



1. Select "Add to cart" if you only want to select one course.

2. Select "Multiple Enroll" if you want to enroll in more courses for this student or if you want to add courses for another student, too.

7) Multiple Enroll

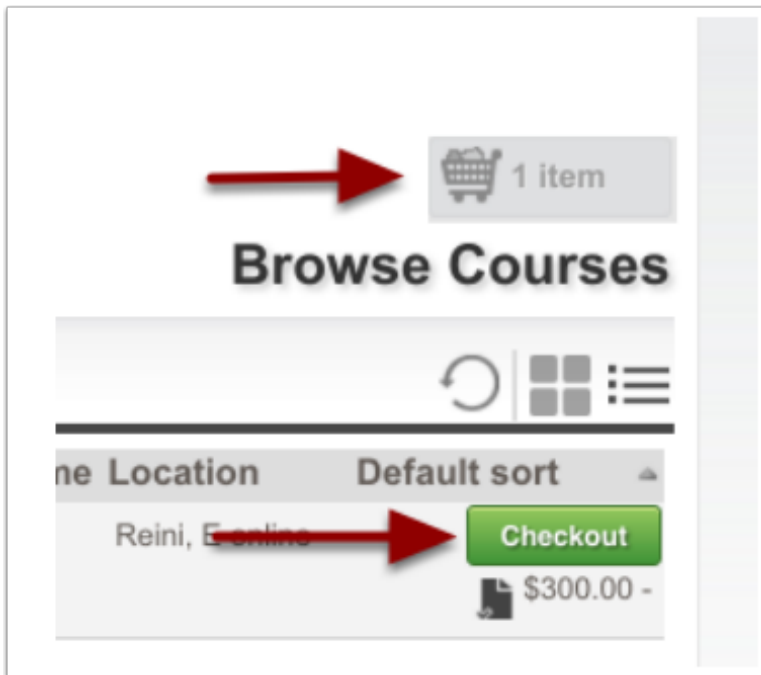


Selecting "Multiple Enroll" will open up the multiple enrollment pop up for this course. You can search through the students and choose who to add.

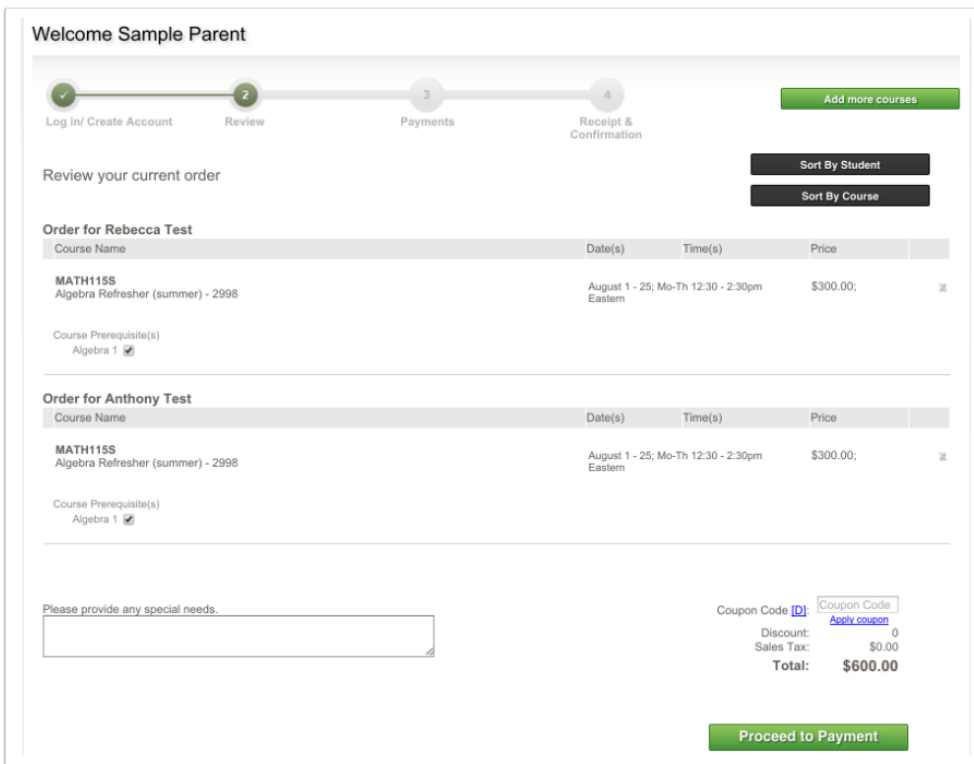
1) This area shows you the students that you have already added to this course.

2) Click on the Green + signs next to other students you would like to add to the course. Click on the red - signs for any students you want to take off of the course. After doing these, click to finish enrolling. You can also either checkout, or continue enrolling students in different courses.

8) Click the Checkout button or the Shopping Cart when you are done selecting your Courses



9) Review Your Order



Please review your order and let us know of any special needs you may have.

10) Proceed to Payment

Welcome Sample Parent

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

Payment Amount: \$600.00

For Credit Card Payment, Click "Place Order Now".

VISA MasterCard
AMERICAN EXPRESS DISCOVER

You must press the button below to complete registration.

Place Order Now

Be sure to "Place Order Now" to enter in your credit card information.

11) Enter in your Credit Card Information

Order Information * Required Fields

Description: Course Registration:C0FTV68D8954032 - Invoice Number: C0FTV68D8954032

Total: 600.00 (USD)

Payment Information

Card Number: * (enter number without spaces or dashes)

Expiration Date: * (mmyy)

Card Code: [What's this?](#)

Billing Information

First Name: Last Name:

Address:

City:

State/Province: Zip/Postal Code:

Country:

Email:

Phone:

Wilson Hill Academy

Pay Now

12) You are registered! You will be taken to the order confirmation page and can print this for your records

Home | My Account | Calendar | Log out

Empty

Welcome Anthony Test **Browse Courses**

Log In/ Create Account Review Payments **Receipt & Confirmation**

Thank you for enrolling!

Order Receipt

Enrollment Details:
Date: 2/3/2014 9:35 AM
Registration number: CP6PA6P06338574
Username: AnthonyT

Sold to:
Anthony Test
city , ca , 92626
anthony@gosignmeup.com
5555555555

Payment Details:

Order Details

Course name	Course#	Dates	Status	Price	
Advanced Biology	ABC123	2/4/2014 8:00 AM - 9:30 AM	Enrolled	\$0.00	
				Total:	\$0.00
				Discount:	\$0.00
				Total Amount	\$0.00
				Paid:	

Print Receipt

Continue Shopping For Courses **Back To User Home**

Your student will also get a course confirmation sent to him/her.