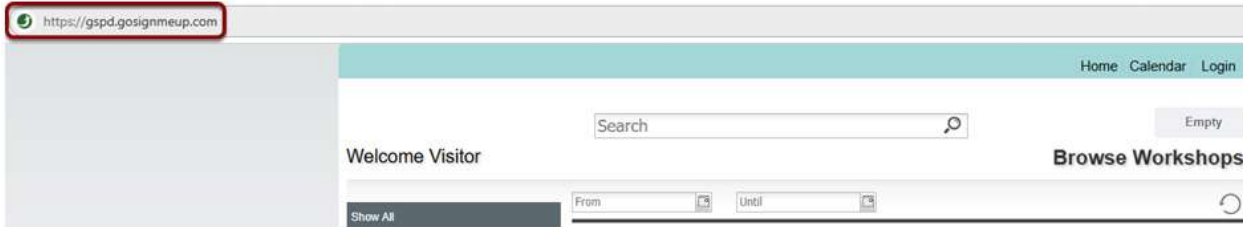


How to Register for a Purdue University OGSPS Professional Development workshop.

This guide walks you through the steps to enroll in workshops using our registration system.

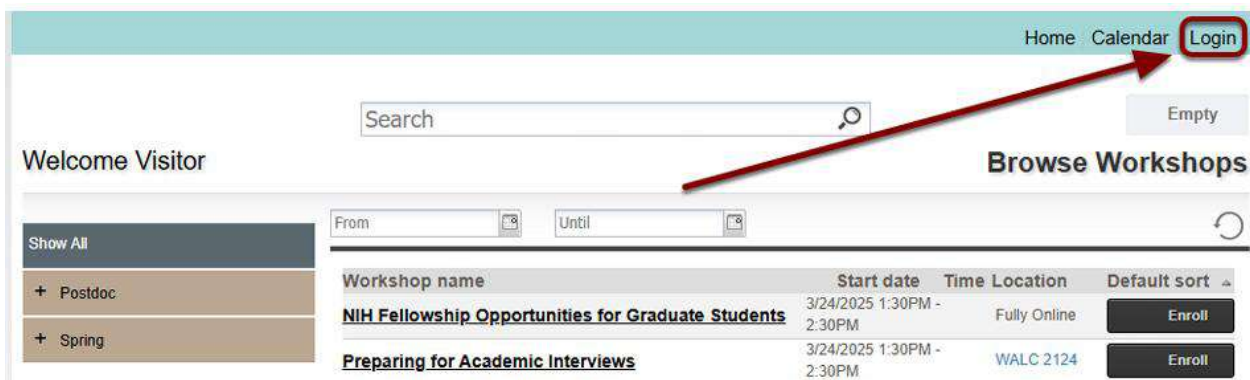
Step 1: Visit the Registration Site

Go to <https://gspd.gosignmeup.com>



Step 2: Log In


- Click **Login** to open the Purdue University login page.

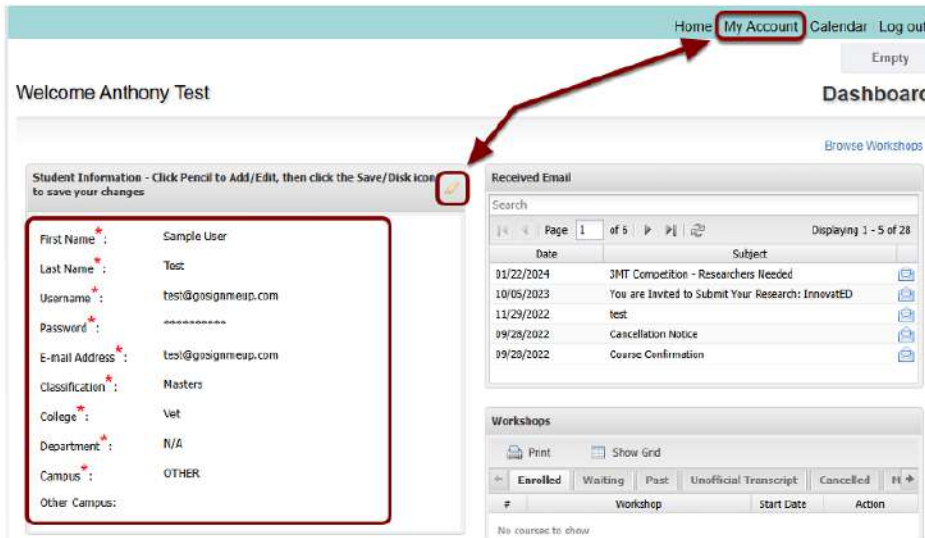


- Enter your Purdue credentials and click **Login**.

How to Register for a Purdue University OGSPS Professional Development workshop.

Step 3: Update Your Account (First-Time Users)

- Click **My Account** to access your student dashboard.
- Select the  pencil icon to edit your profile.

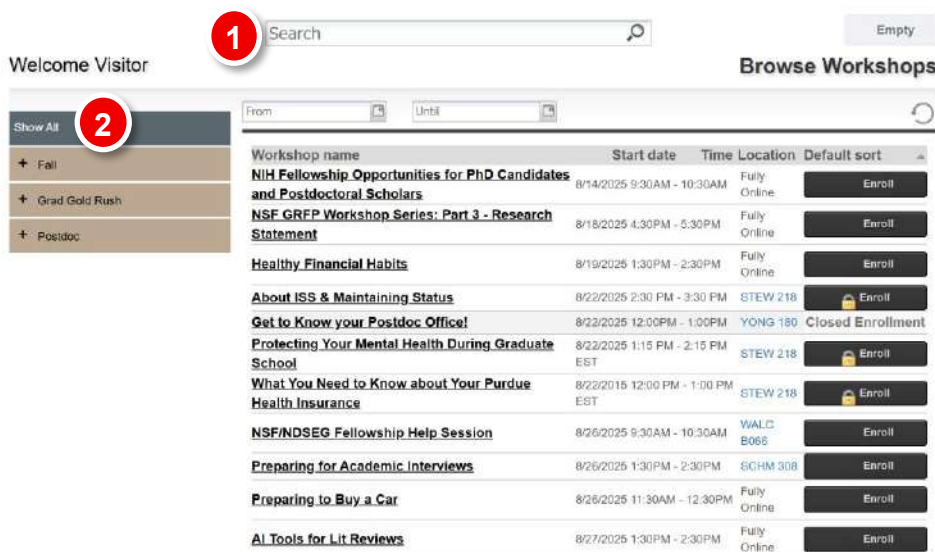


- Fill out the required fields and agree to the Registration Policy to continue.

Step 4: Search for Courses

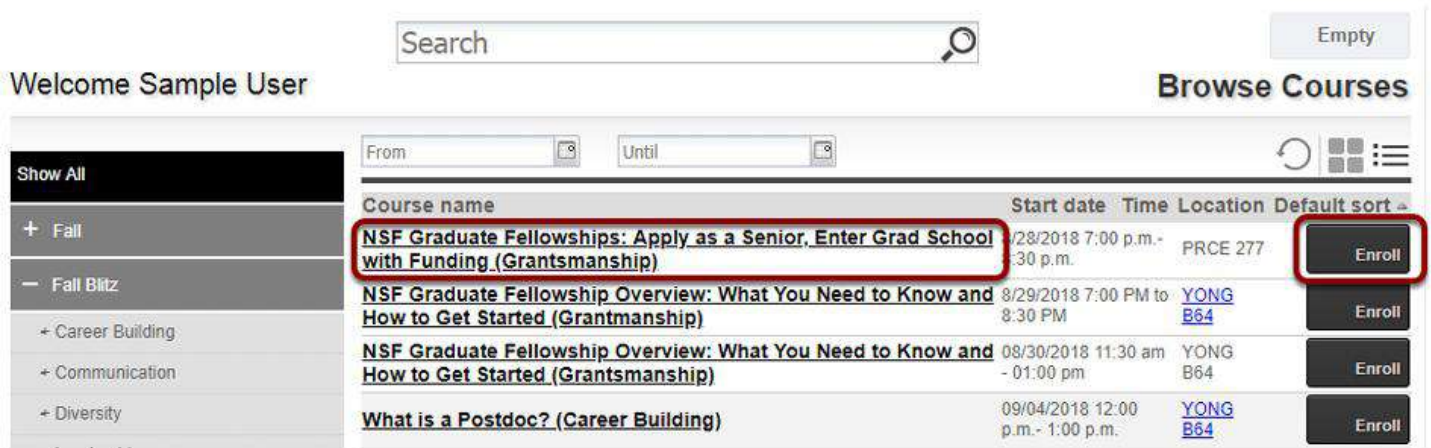
You can search using:

1. The **Search Bar** for specific keywords
2. The **Categories/Locations** panel on the left side



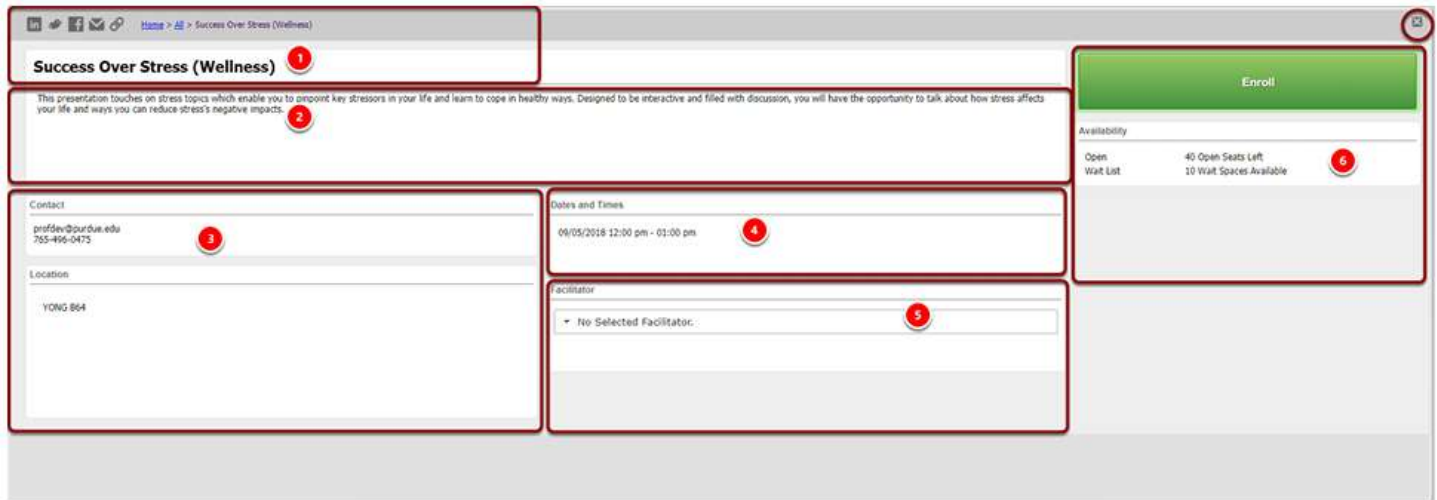
Step 5: Explore Course Details

- Click **Enroll** to add a course to your cart or click on the **Course Name** to view more info.



Course name	Start date	Time	Location	Default sort	
NSF Graduate Fellowships: Apply as a Senior, Enter Grad School with Funding (Grantmanship)	8/28/2018	7:00 p.m. - 8:30 p.m.	PRCE 277		Enroll
NSF Graduate Fellowship Overview: What You Need to Know and How to Get Started (Grantmanship)	8/29/2018	7:00 PM to 8:30 PM	YONG B64		Enroll
NSF Graduate Fellowship Overview: What You Need to Know and How to Get Started (Grantmanship)	08/30/2018	11:30 am - 01:00 pm	YONG B64		Enroll
What is a Postdoc? (Career Building)	09/04/2018	12:00 p.m. - 1:00 p.m.	YONG B64		Enroll

- The course info page shows:



Success Over Stress (Wellness)

This presentation touches on stress topics which enable you to pinpoint key stressors in your life and learn to cope in healthy ways. Designed to be interactive and filled with discussion, you will have the opportunity to talk about how stress affects your life and ways you can reduce stress's negative impacts.

Contact: profdev@purdue.edu, 765-496-0473

Location: YONG B64

Dates and Times: 09/05/2018 12:00 pm - 01:00 pm

Facilitator: No Selected Facilitator.

Enroll

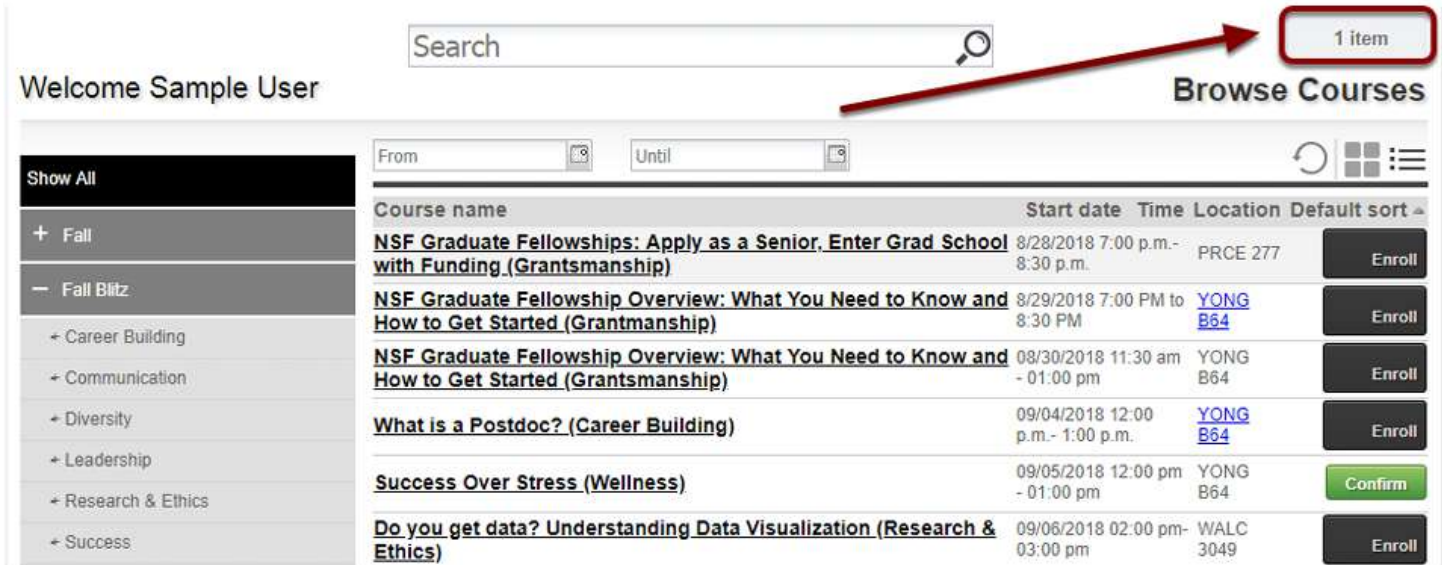
Availability: 40 Open Seats Left, 10 Wait Spaces Available

- Course name
- Description
- Location and contact info
- Dates and times
- Instructor bios (if available)
- Enrollment button

How to Register for a Purdue University OGSPS Professional Development workshop.

Step 6: Review Your Cart

- You can continue adding more courses or view your cart anytime.
- Click your cart icon to view selected courses.
- Remove items with the “X” or **Unenroll** button.
- Click **Confirm** to proceed.



Welcome Sample User

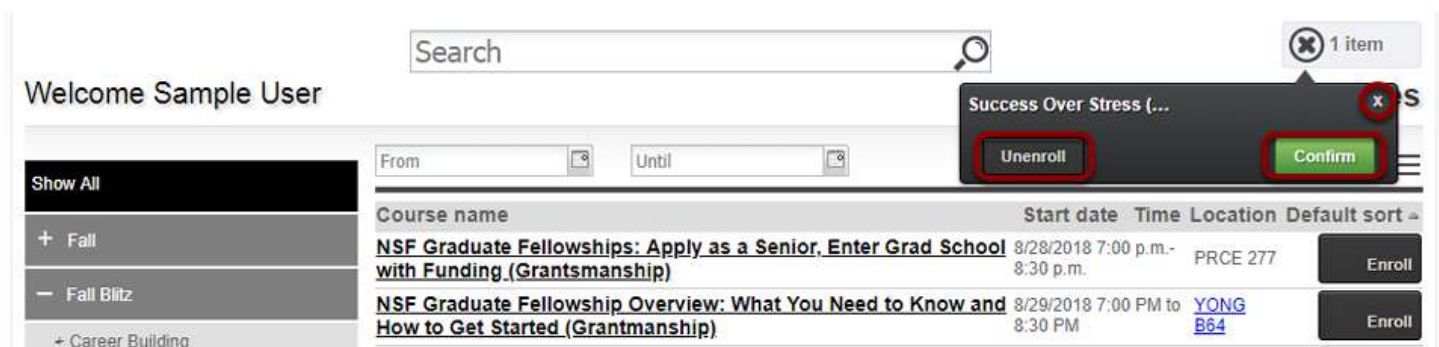
Search

1 item

Browse Courses

From Until

Course name	Start date	Time	Location	Default sort	
<u>NSF Graduate Fellowships: Apply as a Senior, Enter Grad School with Funding (Grantmanship)</u>	8/28/2018	7:00 p.m.- 8:30 p.m.	PRCE 277		Enroll
<u>NSF Graduate Fellowship Overview: What You Need to Know and How to Get Started (Grantmanship)</u>	8/29/2018	7:00 PM to 8:30 PM	YONG B64		Enroll
<u>NSF Graduate Fellowship Overview: What You Need to Know and How to Get Started (Grantmanship)</u>	08/30/2018	11:30 am - 01:00 pm	YONG B64		Enroll
<u>What is a Postdoc? (Career Building)</u>	09/04/2018	12:00 p.m.- 1:00 p.m.	YONG B64		Enroll
<u>Success Over Stress (Wellness)</u>	09/05/2018	12:00 pm - 01:00 pm	YONG B64		Confirm
<u>Do you get data? Understanding Data Visualization (Research & Ethics)</u>	09/06/2018	02:00 pm- 03:00 pm	WALC 3049		Enroll



Welcome Sample User

Search

1 item

Success Over Stress (...)

Unenroll Confirm

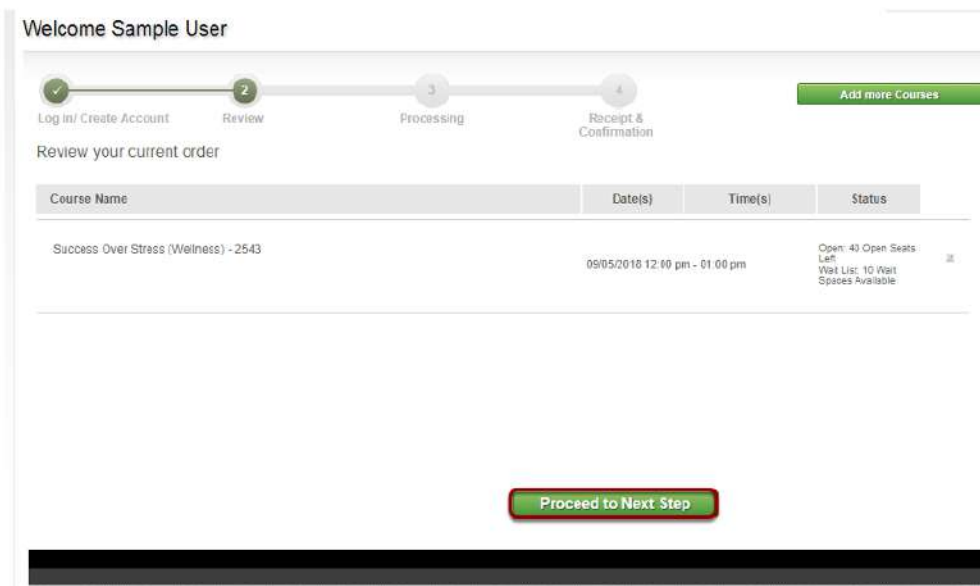
From Until

Course name	Start date	Time	Location	Default sort	
<u>NSF Graduate Fellowships: Apply as a Senior, Enter Grad School with Funding (Grantmanship)</u>	8/28/2018	7:00 p.m.- 8:30 p.m.	PRCE 277		Enroll
<u>NSF Graduate Fellowship Overview: What You Need to Know and How to Get Started (Grantmanship)</u>	8/29/2018	7:00 PM to 8:30 PM	YONG B64		Enroll

How to Register for a Purdue University OGSPS Professional Development workshop.

Step 7: Checkout

- Review your selections carefully.
- Click **Proceed to Next Step** and complete any required questions or prerequisites.
- There's no payment needed, this will finalize your registration.



Welcome Sample User

1 2 3 4
Log In/ Create Account Review Processing Receipt & Confirmation

[Add more Courses](#)

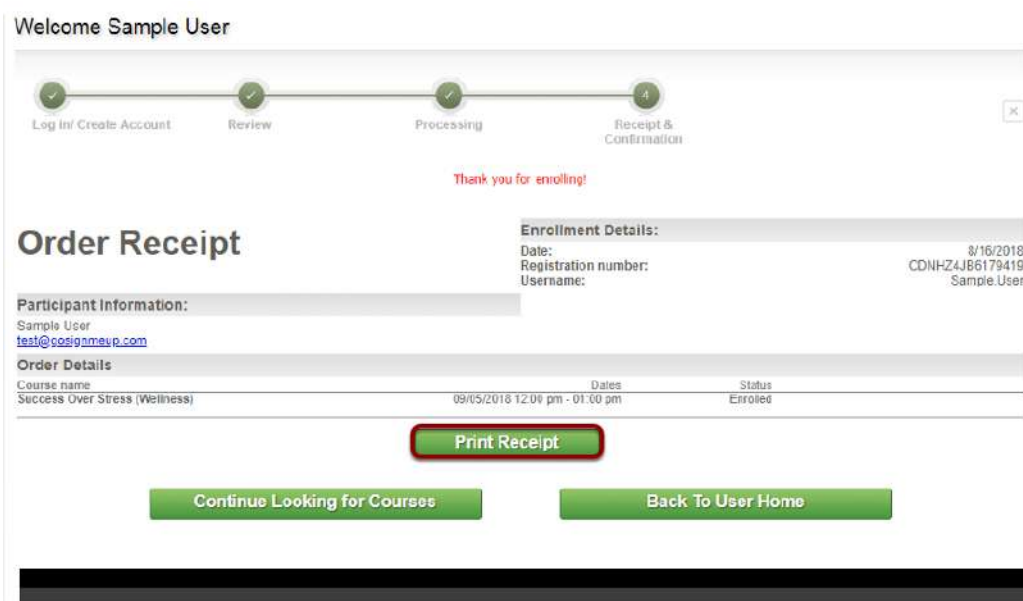
Review your current order

Course Name	Date(s)	Time(s)	Status
Success Over Stress (Wellness) - 2543	09/05/2018 12:00 pm - 01:00 pm		Open: 40 Open Seats Left Wait List: 10 Wait Spaces Available

Proceed to Next Step

Step 8: Confirmation

- You'll see an order confirmation page you can print.
- A confirmation email will also be sent to you.



Welcome Sample User

1 2 3 4
Log In/ Create Account Review Processing Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:
Date: 8/16/2018
Registration number: CDNHZ4JB6179419
Username: Sample.User

Participant Information:
Sample User
test@cosignmeup.com

Order Details

Course name	Dates	Status
Success Over Stress (Wellness)	09/05/2018 12:00 pm - 01:00 pm	Enrolled

Print Receipt

[Continue Looking for Courses](#)
[Back To User Home](#)