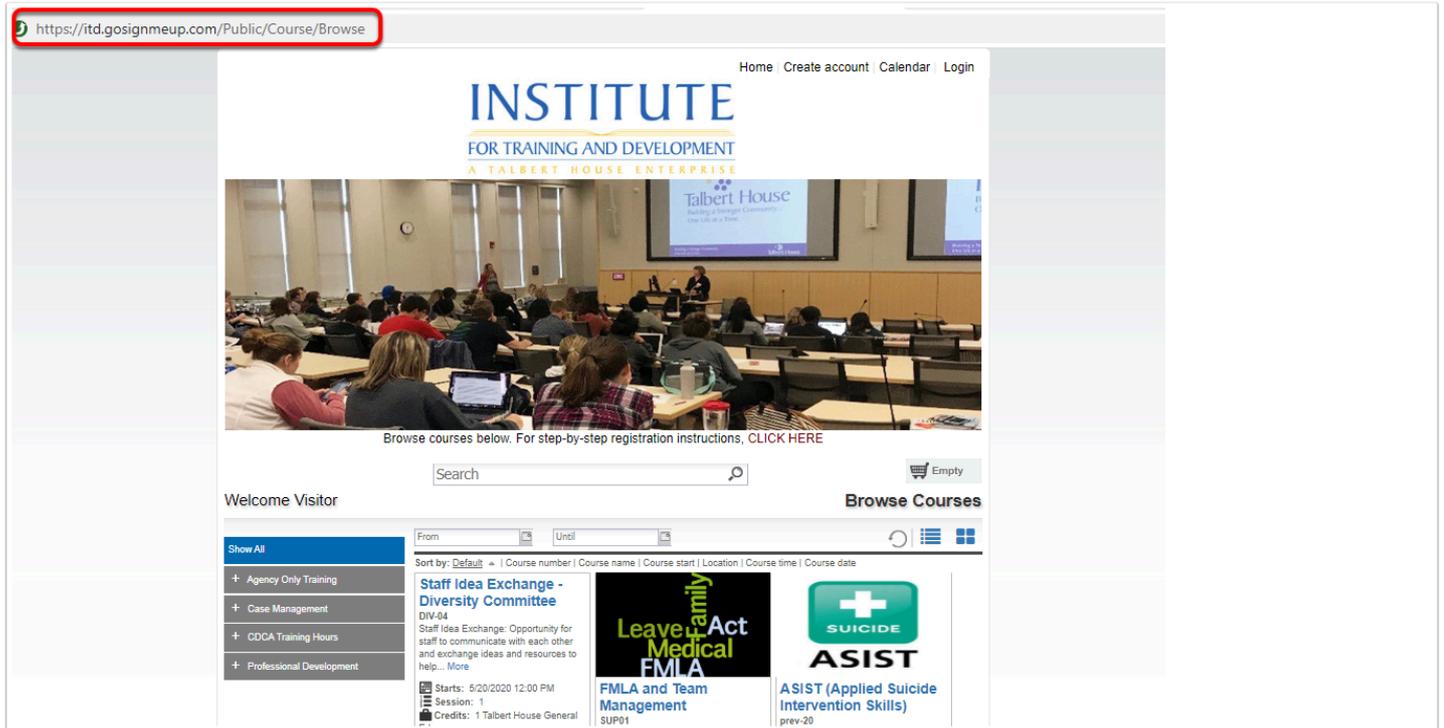


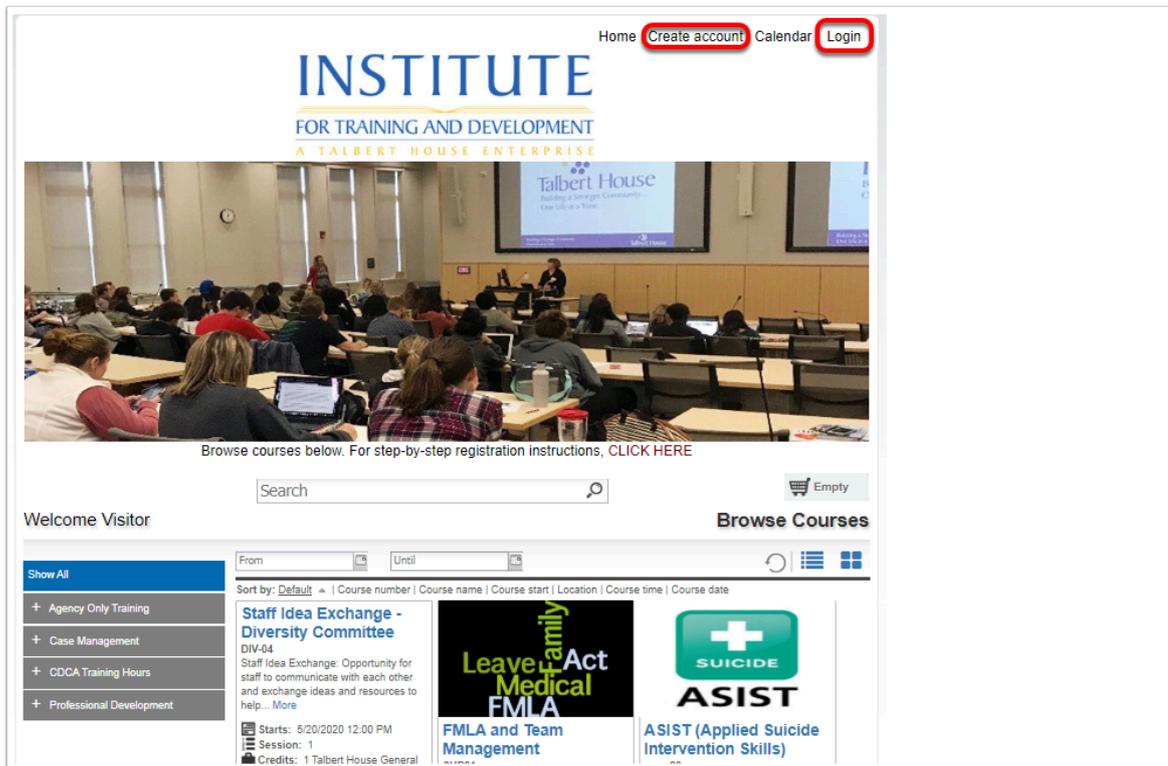
How Do I Register for an Institute for Training and Development Course?

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

1) Make sure you are on our registration site at: <https://itd.gosignmeup.com/Public/Course/Browse>



2) The first thing to do is create an account or log in using your Username and Password if you already have one.



3) To create an account, please fill in all required information. Read the Registration Policy and Click on Agree and Create account to proceed.

Please enter information required.

Registrant Information

First Name ^{*}:

Last Name ^{*}:

Email Address ^{*}:

Confirm Email Address ^{*}:

Username: (Your email address will be your username)

Password ^{*}:

Confirm Password ^{*}:

Organization/Agency ^{*}:

Talbert House staff? ^{*}: No Yes

Supervisor Name ^{*}:

Professional License ^{*}:

Highest Level of Education ^{*}:

Age ^{*}:

Biological Gender ^{*}:

Ethnicity ^{*}:

Registration Policy

Talbert House Employee Supervisor Approval

All Talbert House employees are required to forward their confirmation email to their supervisor upon registration.

Cancellation and Refunds

If you are registered for a training but find you cannot attend, please cancel your registration in writing (email) at least seven calendar days before the date of the training. You can reach us at ITD.Registrations@talberthouse.org.

Refunds to be requested by writing to ITD at least two weeks before the date of training.

If you are registered for a training but find you cannot attend, please cancel your registration in writing (email) at least seven calendar days before the date of the training. You can reach us at ITD.Registrations@talberthouse.org.

Refunds to be requested by writing to ITD at least two weeks before the date of training.

No Show: The full invoice amount becomes due on late cancellation (less than seven calendar days before the date of session indicated), or if you fail to attend an entire training for which you have registered.

Employee Cancellation: Employees must cancel your registration in writing (email is fine) at least seven calendar days before the date of the training. If there are fewer than seven days to your training, your site will receive a late cancel fee of \$25.00 for your absence. For illness, work or family emergency, or work-related scheduling conflicts, only your supervisor can cancel your registration within the late cancellation time period.

A substitute may be sent in your place if you must miss a training. Please send notification to ITD.Registrations@talberthouse.org to report your substitution BEFORE the start of the training.

Late to Training

If you are more than 15 minutes late for a training, for any reason, you will not receive credit for the training. Talbert House has a responsibility to all of the accrediting boards to ensure that participants are present for the entirety of the course. This 15-minute grace period cannot be bent.

If the presenter is late, the participants will be afforded the same amount of grace period. For instance, if the presenter is 10 minutes late, participants then have until 10 minutes after the original 15 minute grace period to arrive (so 25 minutes after the published start time).

Severe Weather

In the case of inclement weather, we will do everything possible to continue with the training. Residential Talbert House sites do not close during bad weather, so neither does the Graduate Office - there are no snow days. Trainings will be held as scheduled. The Late Arrival Policy (see above) will take effect 15 minutes after the start of the training or when the presenter arrives in the event that they too may be running a little behind.

However, there may be times when the presenter is unable to make it to the office due to road conditions where they live, or we do our best to let participants out early. In these circumstances, ITD staff will do their best to reach all registered participants and notify them of the cancellation/schedule adjustment. Please provide contact information in your registration where you can easily be reached.

If you live in an area that is placed under a Level 3 snow emergency, or your situation completely prevents you from attending training, please have your supervisor email ITD with the situation. It will be treated as a Late Cancel if you personally notify ITD about not attending. See policy above.

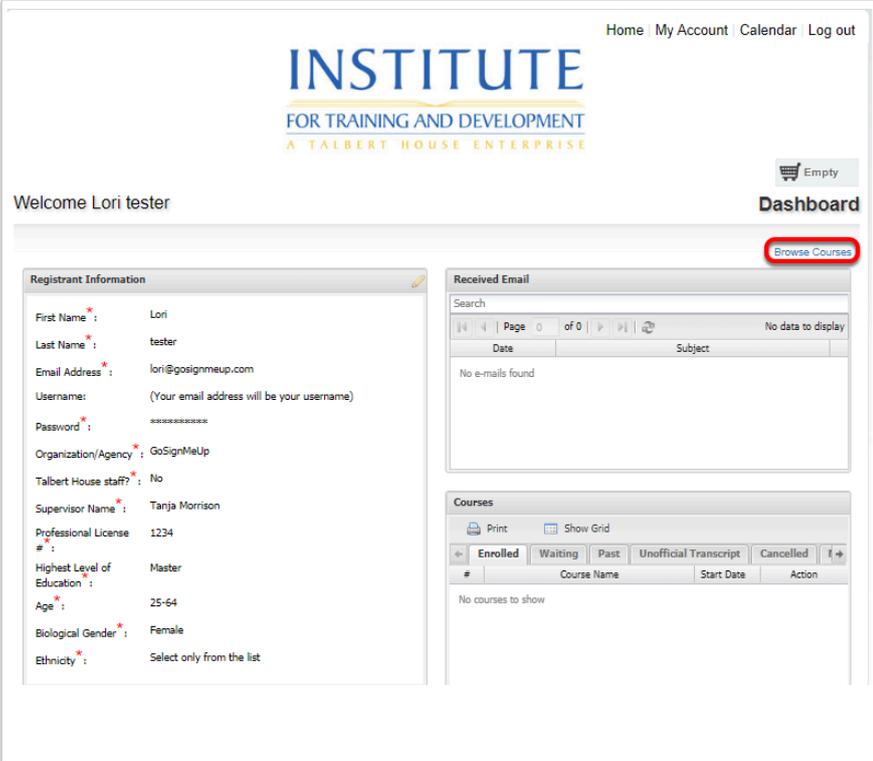
By agreeing to these policies, you are accepting responsibility and therefore any consequence associated with failing to meet these policies.

Do you agree to the terms and conditions of our Registration Policy?

Agree and Create account

2600 Victory Parkway | Cincinnati, OH 45206 513-751-7747

4) After creating a new account, you will see your Student Dashboard. Click on **Browse Courses** to see the courses to choose from.



Home | My Account | Calendar | Log out

INSTITUTE
FOR TRAINING AND DEVELOPMENT
A TALBERT HOUSE ENTERPRISE

Welcome Lori tester

Empty

Dashboard

[Browse Courses](#)

Registrant Information

First Name : Lori
Last Name : tester
Email Address : lori@gosignmeup.com
Username : (Your email address will be your username)
Password : *****
Organization/Agency : GoSignMeUp
Talbert House staff? : No
Supervisor Name : Tanja Morrison
Professional License # : 1234
Highest Level of Education : Master
Age : 25-64
Biological Gender : Female
Ethnicity : Select only from the list

Received Email

Search

Page 0 of 0

No data to display

Date	Subject
No e-mails found	

Courses

Print Show Grid

Enrolled Waiting Past Unofficial Transcript Cancelled

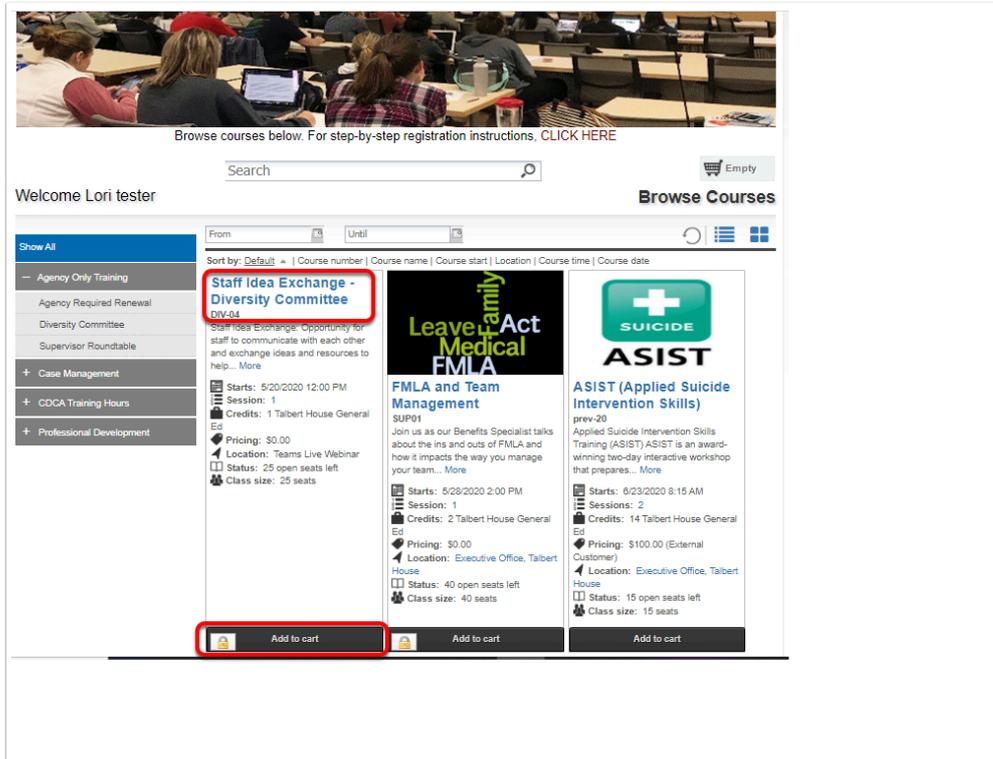
#	Course Name	Start Date	Action
No courses to show			

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

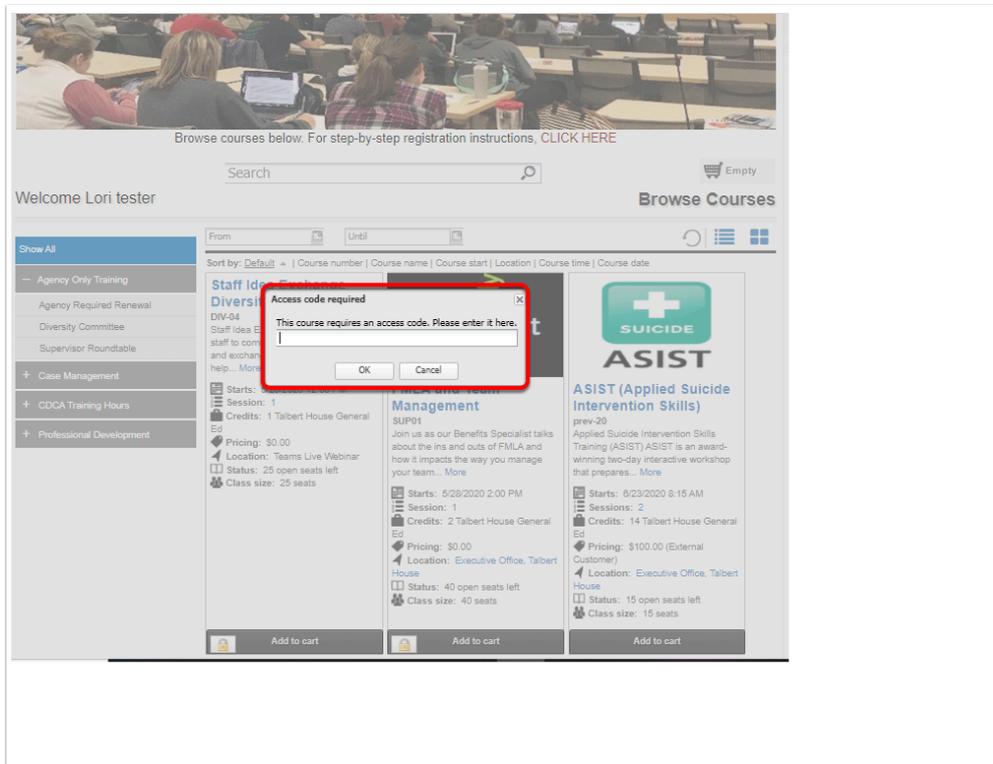


- 1) You can search for specific courses using the search bar.
- 2) You can search for courses by searching through the categories/locations on the left hand side.
- 3) You can search for courses by date range.
- 4) You can click on the calendar to see the courses by day, week or month on the calendar.
- 5) You can view and select courses from the grid or tile view.

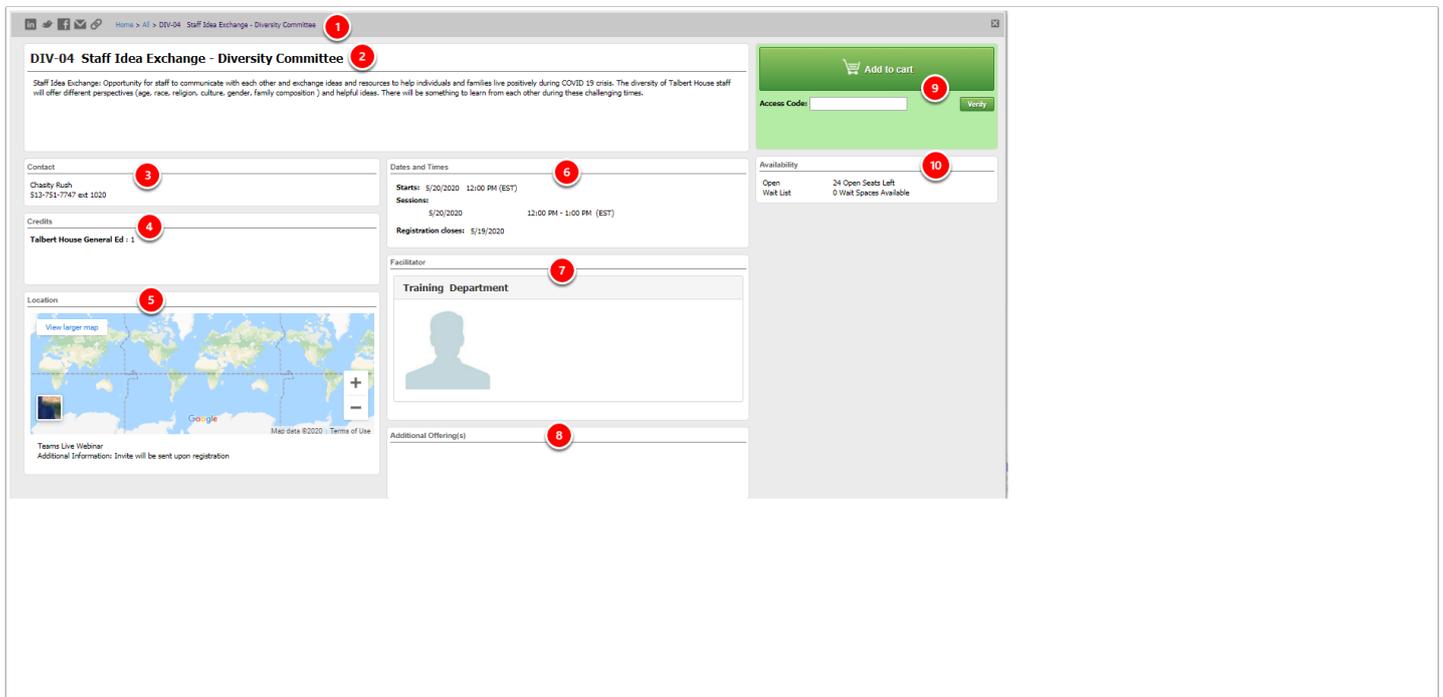
6) Once you find the course you are looking for you can click on "Add to Cart" and then are required to type in an Access Code to add it to your cart. You can also view more information about the course by clicking on the Course Name.



7) You will be asked for an Access Code before adding the course to your cart, then click on OK to add it or x or Cancel to back out.

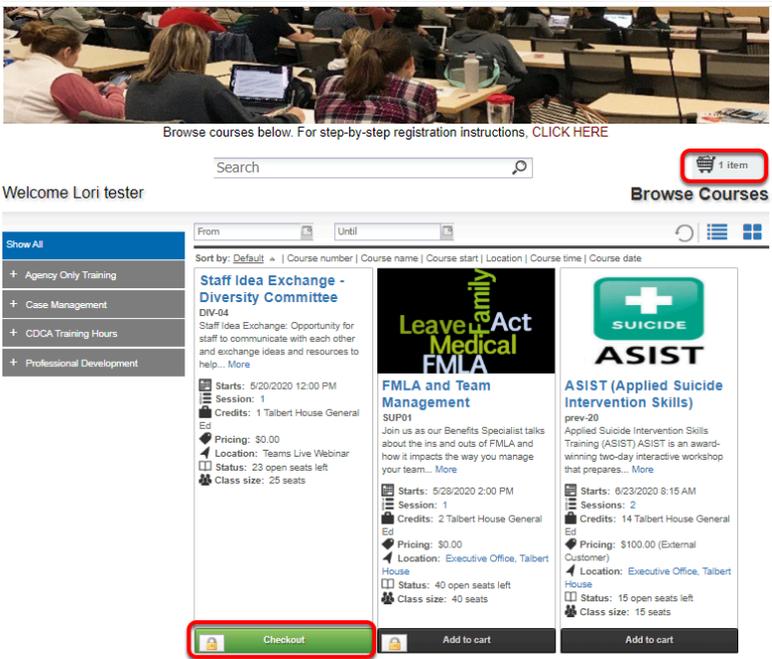


8) Here is the course information page with more information about the course here



- 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 person for this course.
- 4) This area shows the Credits you may receive for taking this course.
- 5) This area shows the Physical Location or if it is an on-line course.
- 6) Dates and Times shows additional information including when the course Starts, the Sessions of the course and when Registrations closes.
- 7) Facilitator is who will be instructing the course, including a bio if they have one.
- 8) Shows additional dates/times when this course is offered.
- 9) This area is where you can register for the course and add it to your cart by typing in the Access Code, clicking Verify then Click Add to Cart.
- 10) This is the number of open seats or wait spaces available. You may have to check required information here including pre-requisites or materials.

8) You can continue adding courses to your cart, click on the cart to see what is in there or click Checkout to go directly to the Checkout page.



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

Welcome Lori tester

Search

 1 Item

Browse Courses

From Until

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

- Agency Only Training
- Case Management
- CDCA Training Hours
- Professional Development

Staff Idea Exchange - Diversity Committee

DIV-04

Staff Idea Exchange: Opportunity for staff to communicate with each other and exchange ideas and resources to help... [More](#)

Starts: 5/20/2020 12:00 PM
Session: 1
Credits: 1 Talbert House General Ed

Pricing: \$0.00
Location: Teams Live Webinar
Status: 23 open seats left
Class size: 25 seats

[Checkout](#) [Add to cart](#)

Leave Family Act Medical FMLA

FMLA and Team Management

SUP01

Join us as our Benefits Specialist talks about the ins and outs of FMLA and how it impacts the way you manage your team... [More](#)

Starts: 5/28/2020 2:00 PM
Session: 1
Credits: 2 Talbert House General Ed

Pricing: \$0.00
Location: Executive Office, Talbert House
Status: 40 open seats left
Class size: 40 seats

[Add to cart](#)

SUICIDE ASIST

ASIST (Applied Suicide Intervention Skills)

prev-20

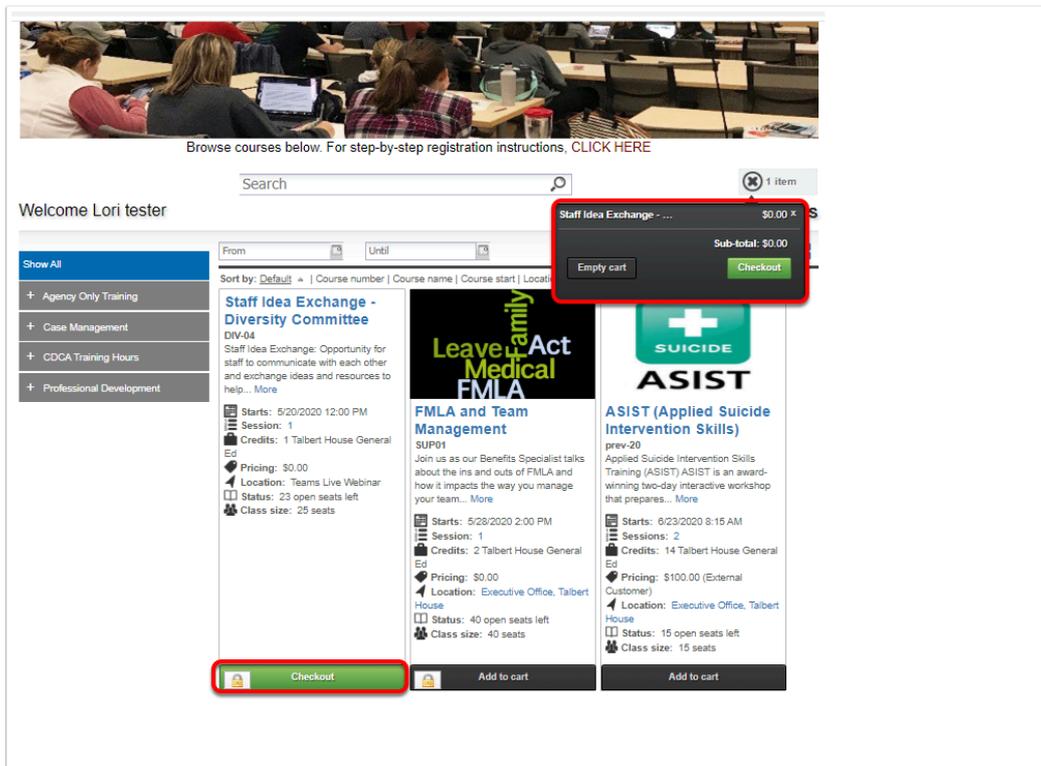
Applied Suicide Intervention Skills Training (ASIST) ASIST is an award-winning two-day interactive workshop that prepares... [More](#)

Starts: 6/23/2020 8:15 AM
Sessions: 2
Credits: 14 Talbert House General Ed

Pricing: \$100.00 (External Customer)
Location: Executive Office, Talbert House
Status: 15 open seats left
Class size: 15 seats

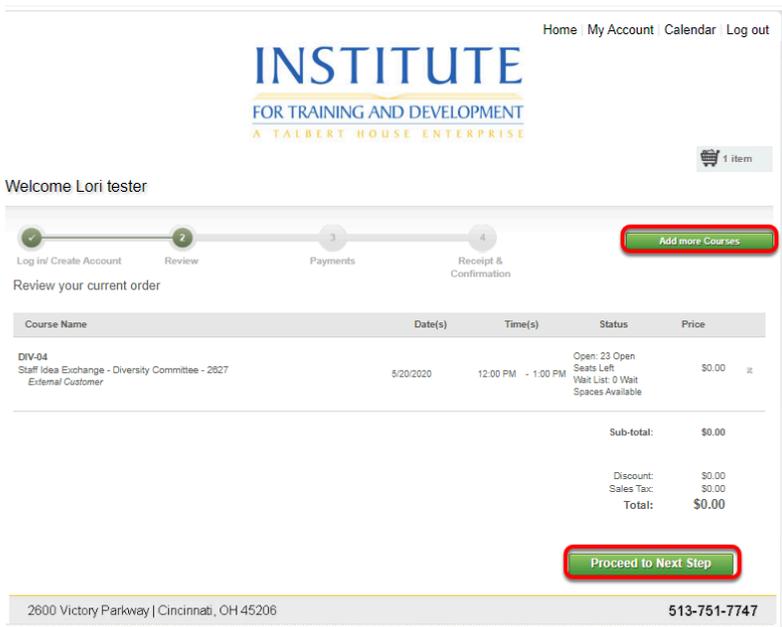
[Add to cart](#)

9) After clicking on your cart you you can delete the items by clicking the x or Empty Cart. To continue click on Checkout.



The screenshot shows a web interface for a course catalog. At the top, there is a banner image of a classroom with the text "Browse courses below. For step-by-step registration instructions, [CLICK HERE](#)". Below the banner is a search bar and a "Welcome Lori tester" message. A sidebar on the left lists categories like "Agency Only Training", "Case Management", "CDCA Training Hours", and "Professional Development". The main content area displays three course cards: "Staff Idea Exchange - Diversity Committee", "FMLA and Team Management", and "ASIST (Applied Suicide Intervention Skills)". A shopping cart overlay is visible in the top right, showing a sub-total of \$0.00 and buttons for "Empty cart" and "Checkout". A red box highlights the "Checkout" button on the course card for "Staff Idea Exchange - Diversity Committee".

10) When you continue you will be taken to the Checkout section. Review your current order with all of your courses. Make sure it is correct and click on Proceed to Next Step to enroll in the course(s) or Add more Courses to continue to add more.



Home | My Account | Calendar | Log out

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1 item

Welcome Lori tester

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

Add more Courses

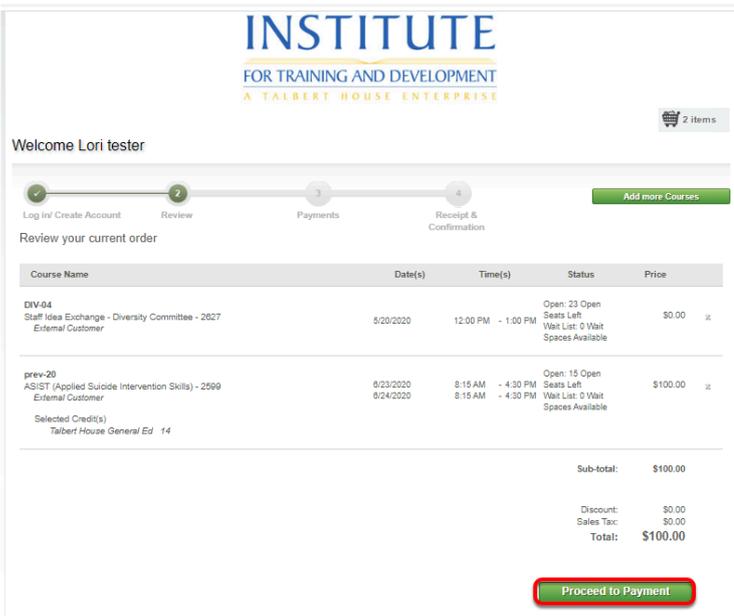
Review your current order

Course Name	Date(s)	Time(s)	Status	Price
DIV-04 Staff Idea Exchange - Diversity Committee - 2827 <i>External Customer</i>	5/20/2020	12:00 PM - 1:00 PM	Open: 23 Open Seats Left Wait List: 0 Wait Spaces Available	\$0.00
Sub-total:				\$0.00
Discount:				\$0.00
Sales Tax:				\$0.00
Total:				\$0.00

Proceed to Next Step

2600 Victory Parkway | Cincinnati, OH 45206 513-751-7747

11) If there is a payment for this course you will click on Proceed to Payment and be taken to the payment screen to input your information.



Welcome Lori tester 2 items

1 2 3 4 [Add more Courses](#)

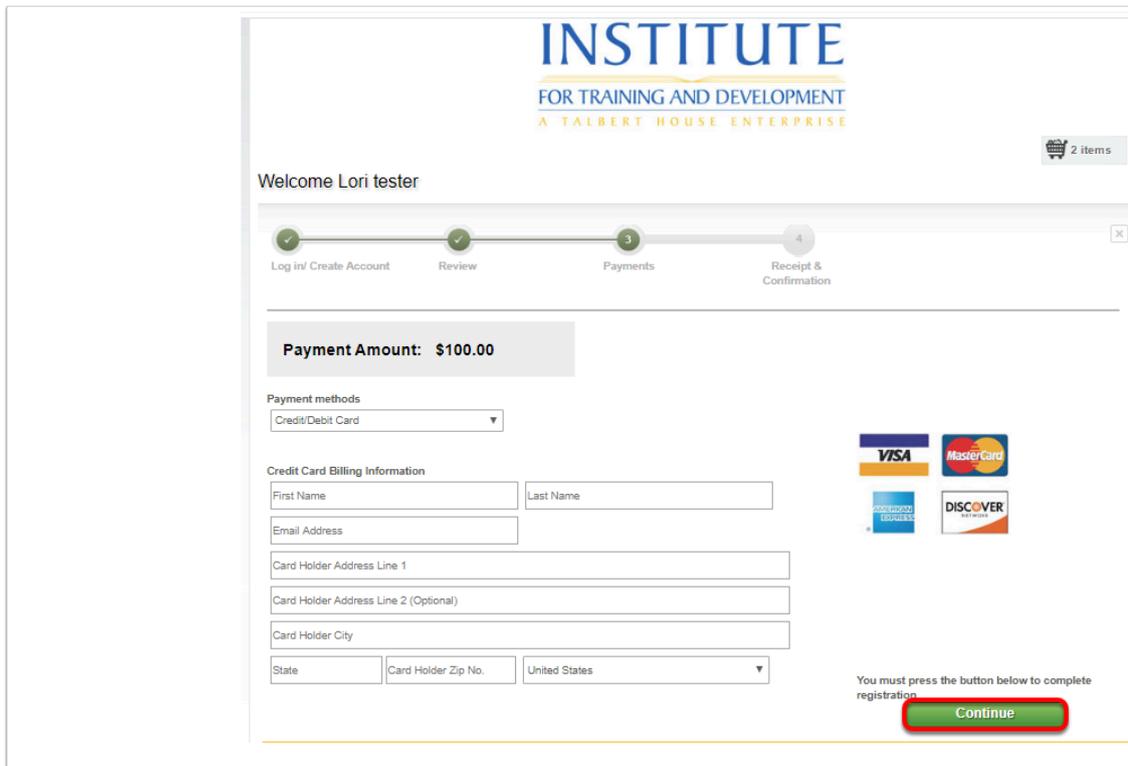
Log In/ Create Account Review Payments Receipt & Confirmation

Review your current order

Course Name	Date(s)	Time(s)	Status	Price
DIV-04 Staff Idea Exchange - Diversity Committee - 2027 External Customer	5/20/2020	12:00 PM - 1:00 PM	Open: 23 Open Seats Left Wait List: 0 Wait Spaces Available	\$0.00 <input type="checkbox"/>
prev-20 ASIST (Applied Suicide Intervention Skills) - 2599 External Customer	8/23/2020 8/24/2020	8:15 AM - 4:30 PM 8:15 AM - 4:30 PM	Open: 15 Open Seats Left Wait List: 0 Wait Spaces Available	\$100.00 <input type="checkbox"/>
Selected Credit(s) Talbert House General Ed 14				
Sub-total:				\$100.00
Discount:				\$0.00
Sales Tax:				\$0.00
Total:				\$100.00

[Proceed to Payment](#)

13) Input your payment information here and then select Continue.



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A TALBERT HOUSE ENTERPRISE

Welcome Lori tester

2 items

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

Payment Amount: \$100.00

Payment methods
Credit/Debit Card

Credit Card Billing Information

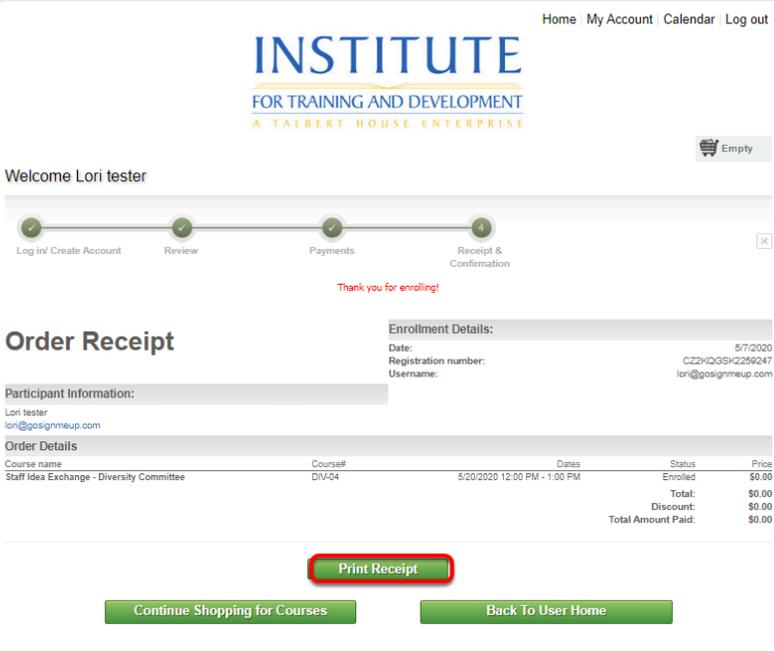
First Name Last Name
Email Address
Card Holder Address Line 1
Card Holder Address Line 2 (Optional)
Card Holder City
State Card Holder Zip No. United States

VISA MasterCard
DISCOVER

You must press the button below to complete registration

Continue

14) You are now registered! You will be taken to the order confirmation page where you can print it for your records. You will also receive a confirmation email that you have registered.



Home | My Account | Calendar | Log out

INSTITUTE
FOR TRAINING AND DEVELOPMENT
A TALBERT HOUSE ENTERPRISE

Welcome Lori tester

Empty

Log in/ Create Account | Review | Payments | Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:
Date: 5/7/2020
Registration number: C22KQGSK2256247
Username: lori@gosignmeup.com

Participant Information:
Lori tester
lori@gosignmeup.com

Course name	Course#	Dates	Status	Price
Staff Idea Exchange - Diversity Committee	DIV04	5/20/2020 12:00 PM - 1:00 PM	Enrolled	\$0.00
Total:				\$0.00
Discount:				\$0.00
Total Amount Paid:				\$0.00

[Print Receipt](#)

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