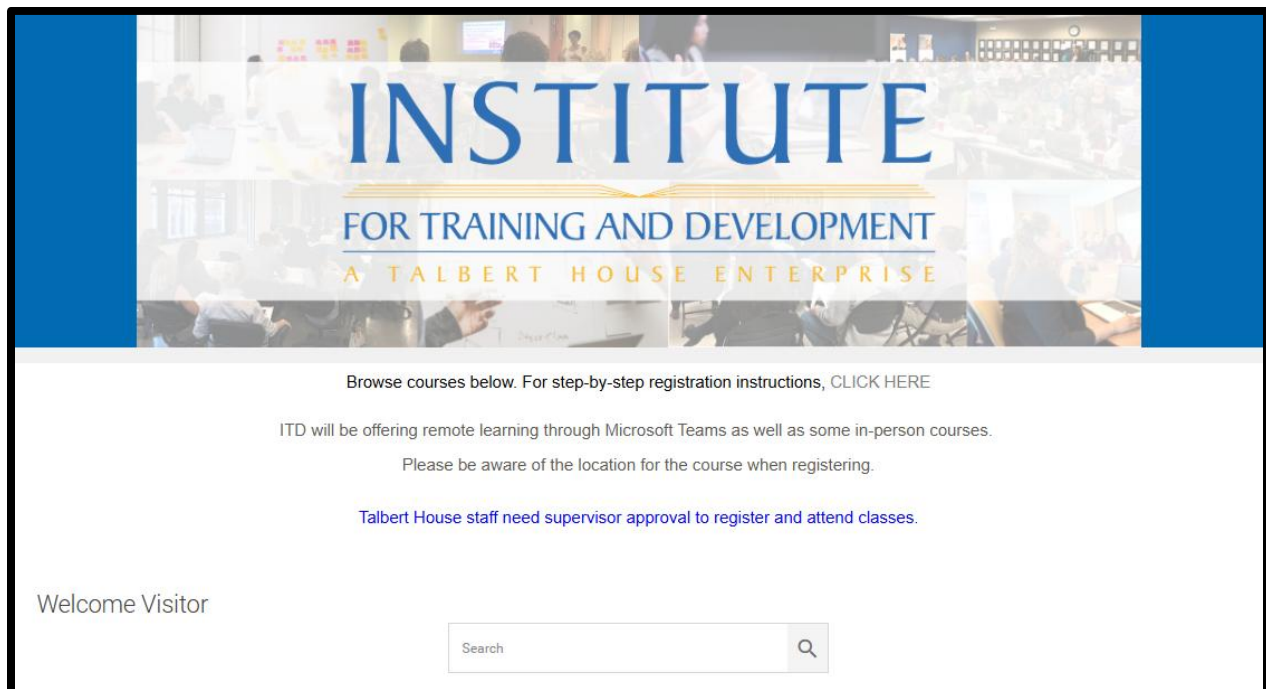


To register for a course with the Institute for Training Development

This guide will show you how to use our course registration software: [Go Sign Me Up](#)



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

2) At the top of your screen, please click 'Create Account'



If you have already created an account, please click 'Login'.
If you are a Talbert House employee, your username will be your Talbert House email.

3) To create an account, please fill in all required participant registration fields.

Participant Registration

Home / Add Participant

Red asterisks are required information.

Registrant Information

First Name *

Last Name *

Talbert House staff? *

Organization/Agency *

Professional License *

Email (TH Email Address) *

Confirm Email (TH Email Address) *

Phone # (TH Teams #) *

Username (Email) *

Password *

Confirm Password *

(Your email address will be your username)

Enter a valid e-mail

Retype Email (TH Email Address)

Enter a complex password

Retype Password

AND DEVELOPMENT

HOUSE ENTERPRISE

If you are Talbert House staff, please indicate your organization is Talbert House. If you are not with an organization or agency currently, please write N/A. If you do not have a professional license, please write N/A.

You must also agree to our registration policy > please read and then click Agree and Create Account.

Registration Policy

Registration:
All courses for Talbert House employees require supervisor approval. When you register for a course, you will receive a confirmation email. Please forward this email to your supervisor, add the training to your calendar, and make the proper arrangements to attend. For online trainings, please ensure that you have the proper technology and can engage fully – we expect camera and microphone on, no travel time during the training, and the ability to type and respond.

Late Attendance for CE Courses:
For courses that provide CEs, if you are more than 15 minutes late, you will not receive credit for the training. Talbert House has a responsibility to each accrediting board to ensure that participants are present for the entirety of the course. This 15-minute grace period cannot be bent.

Late Attendance for all courses:
Please be respectful of the facilitator's time, as well as your own. If you sign up for a training, do your best to attend – facilitators block this time and prepare for a certain number of participants regarding materials and set-up. It is up to the facilitator to determine if you will gain partial credit for a course if you are late or not engaged. If you find that you cannot attend the training, please reach out to the facilitator or ITD with at least 24 hour notice – itd.registrations@talberthouse.org

Refunds:
If you are not a Talbert House employee and you have paid for a course, you may request a refund if you cancel your registration within one week of the training. If the course is cancelled by the facilitator, the course will be rescheduled. You may choose to move your registration to the new date, or request a refund. Please reach out to itd.registrations@talberthouse.org for more details.

Severe Weather:
In-person trainings will be rescheduled if there is severe weather or maintenance issues. Online trainings will continue as scheduled, unless there are significant power outages to consider. We understand that during severe weather, ensuring program operations are fully staffed takes precedence. Please stay in communication with your supervisor to ensure you are safe.

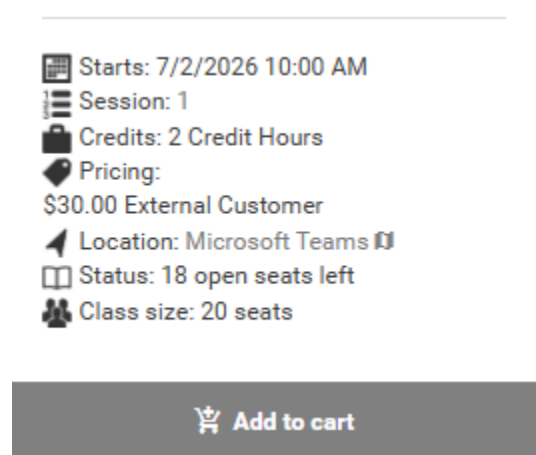
Do you agree to the terms and conditions of our Registration Policy?*

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

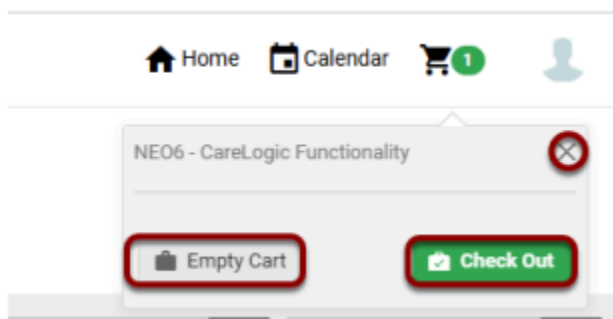
The screenshot shows the home page of the Institute for Training and Development, a Talbert House Enterprise. The header includes navigation links for Home, Create account, Courses, and Login. The main banner features the organization's name in large blue letters over a background image of a classroom. Below the banner, there is a section for course browsing with a link to registration instructions, a notice about remote learning via Microsoft Teams, a reminder about course locations, and a note for Talbert House staff regarding supervisor approval. A search bar is present, and the footer contains a 'Show All' button and filters for sorting by start date and time, and date ranges.

You can use the search bar, or you can find courses by category on the left-hand side.

- 5) Once you find the course you are looking for, click “Add to cart”. You can add more than 1 course to your cart.



- 6) When you have added all of the courses you want to take, click on your cart. You can delete items by clicking the ‘x’ or ‘empty cart.’ To proceed, click Check Out.



- 7) This will take you to the ‘review’ page. If everything looks correct, click ‘Proceed to Next Step.’

Check Out

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

Course Name	Date(s)	Time(s)	Status	Price
NEO6 CareLogic Functionality	12/18/2026	8:15 AM - 9:45 AM	Open Seats: 20 of 20 Wait List: 0 of 0	\$0.00

Sub Total: \$0.00
Discount: (\$0.00)
Grand Total: \$0.00

Browse More Courses | **Proceed to Next Step >**

8) If there is no payment required, you will now be enrolled in the course. If there is payment required, please proceed to step 9.

9) Click credit card and continue. This will take you to the payment page – please enter in all of your payment information, then click ‘Pay Now.’

payment method

Welcome Trevor Test 1 item

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

Payment Amount: \$3060.00

For Credit Card Payment, Click "Place Order Now".
Other payment options, please contact jessica@instituteod.com

Payment methods

VISA | MasterCard | American Express | DISCOVER

You must press the button below to complete registration.

- 10) You are now registered! You will be taken to the order confirmation page to see your order receipt. You will get a confirmation email to the email you used to create your account.

Welcome Lori tester

Log In/ Create Account Review Payments Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:
Date: 5/7/2020
Registration number: CZZKDGSH2259247
Username: lori@gosignmeup.com

Participant Information:
Lori tester
lori@gosignmeup.com

Order Details

Course name	Course#	Dates	Status	Price
Staff Idea Exchange - Diversity Committee	DIV-04	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](#)

Please reach out if you have any further questions.

ltd.registrations@talberthouse.org