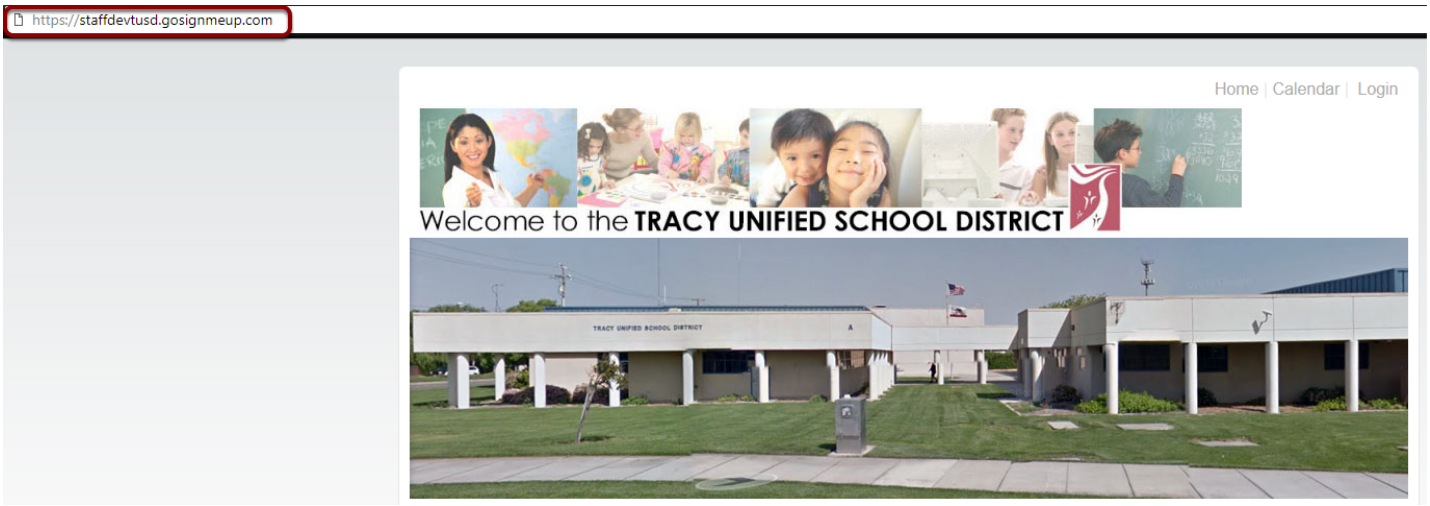
How Do I Register for a Tracy Unified School District Course

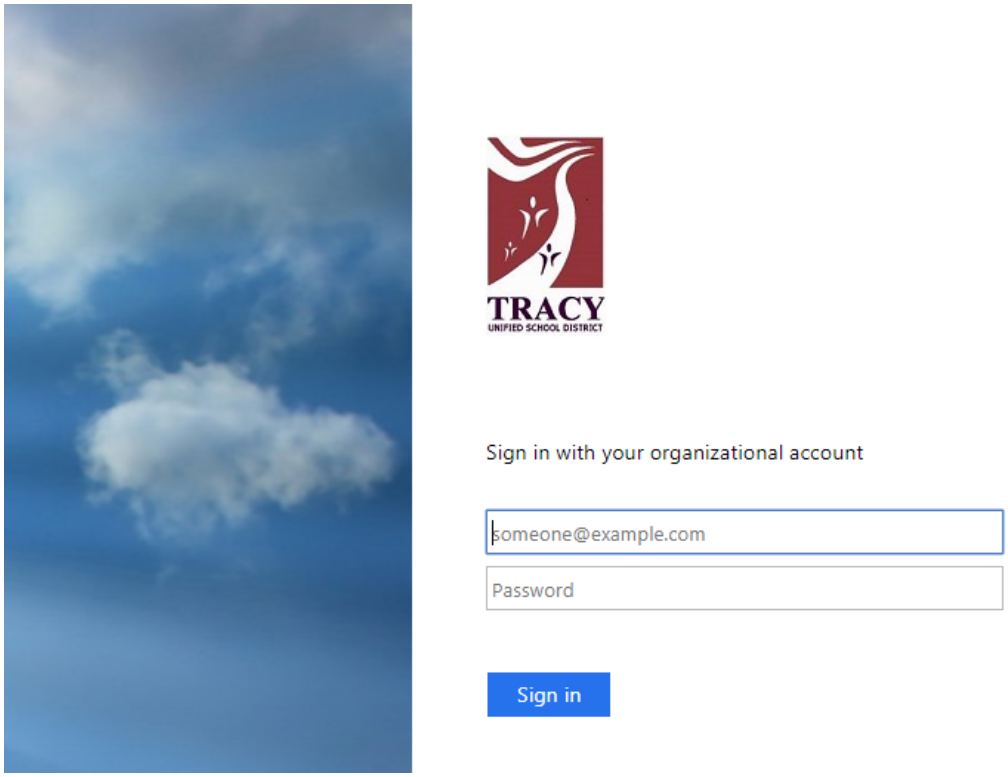
This lesson will show you how to use our registration software.

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



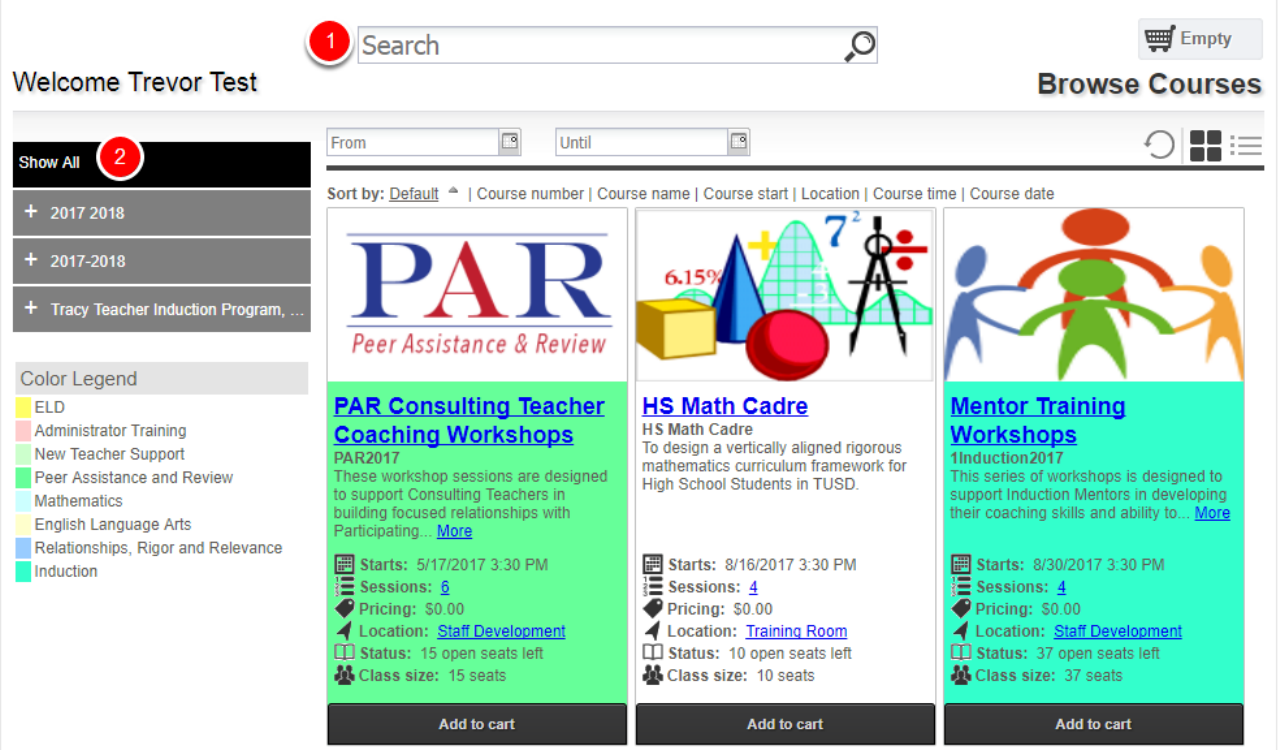
2) Click on the login button in the upper right corner to be redirected to your secure login page.

3) Enter your Tracy USD login credentials and press 'Sign in' to log in.



You must agree to our Registration Policy to continue.

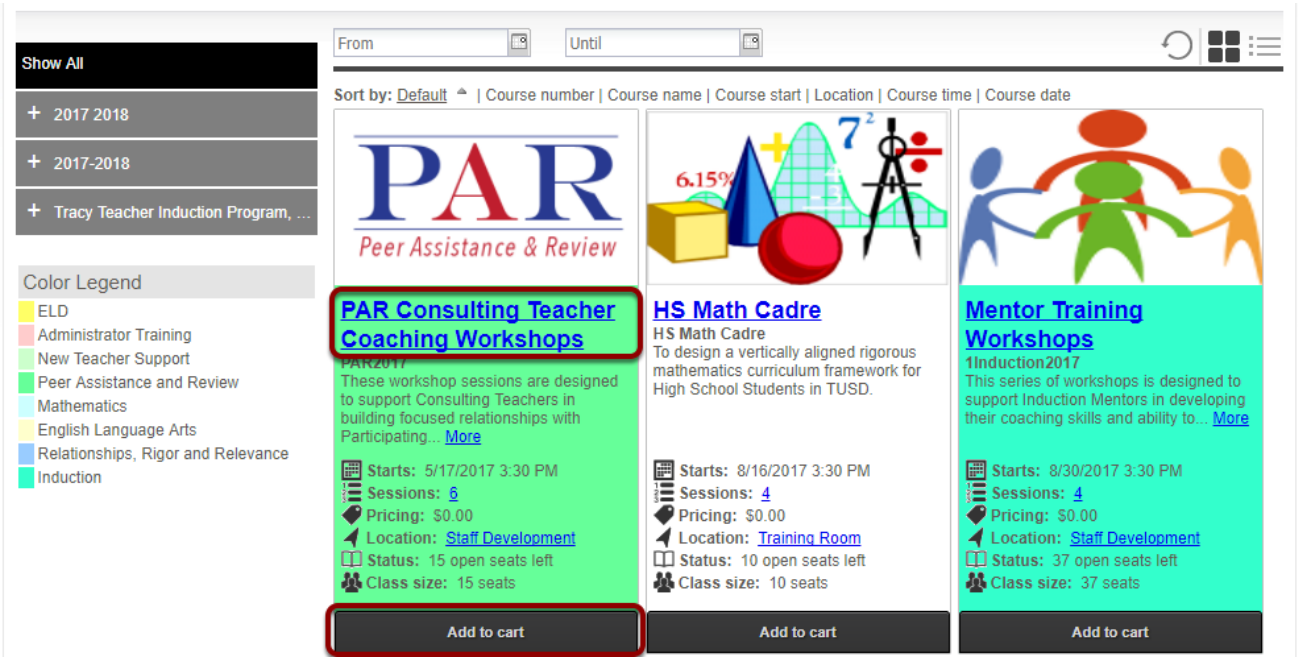
4) On the home page, you can search for courses in different ways.



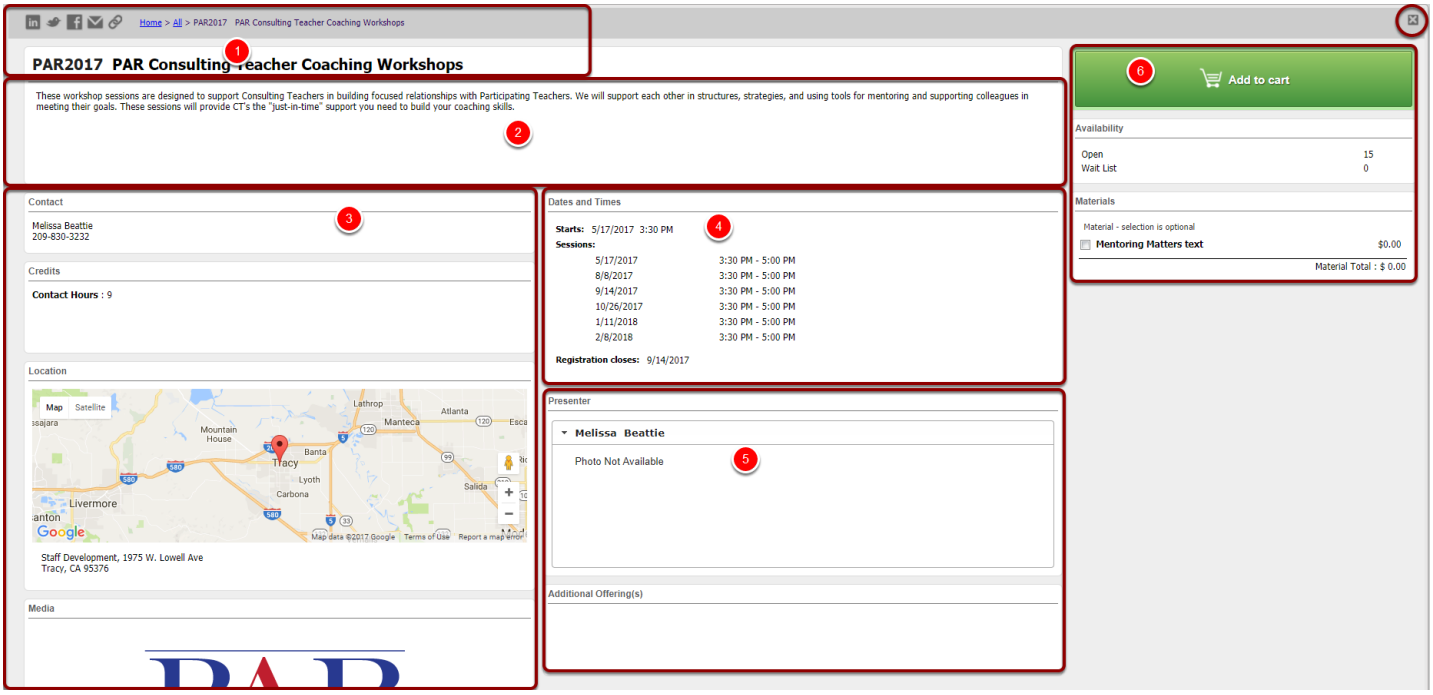
1) You can search for specific courses using the search bar.

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) Here is the courses information page. You can see 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

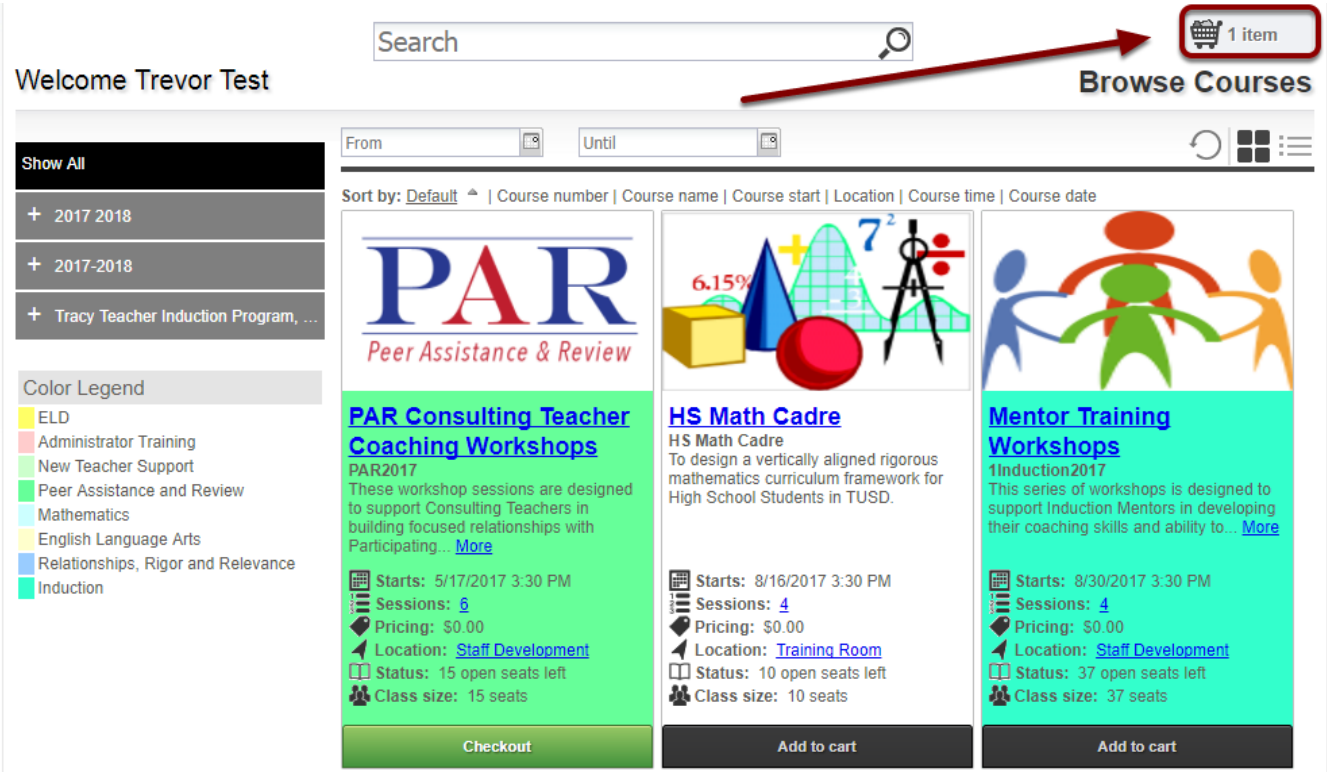
3) This area shows the contact, credits, location and any visual icon for the course if any.

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.

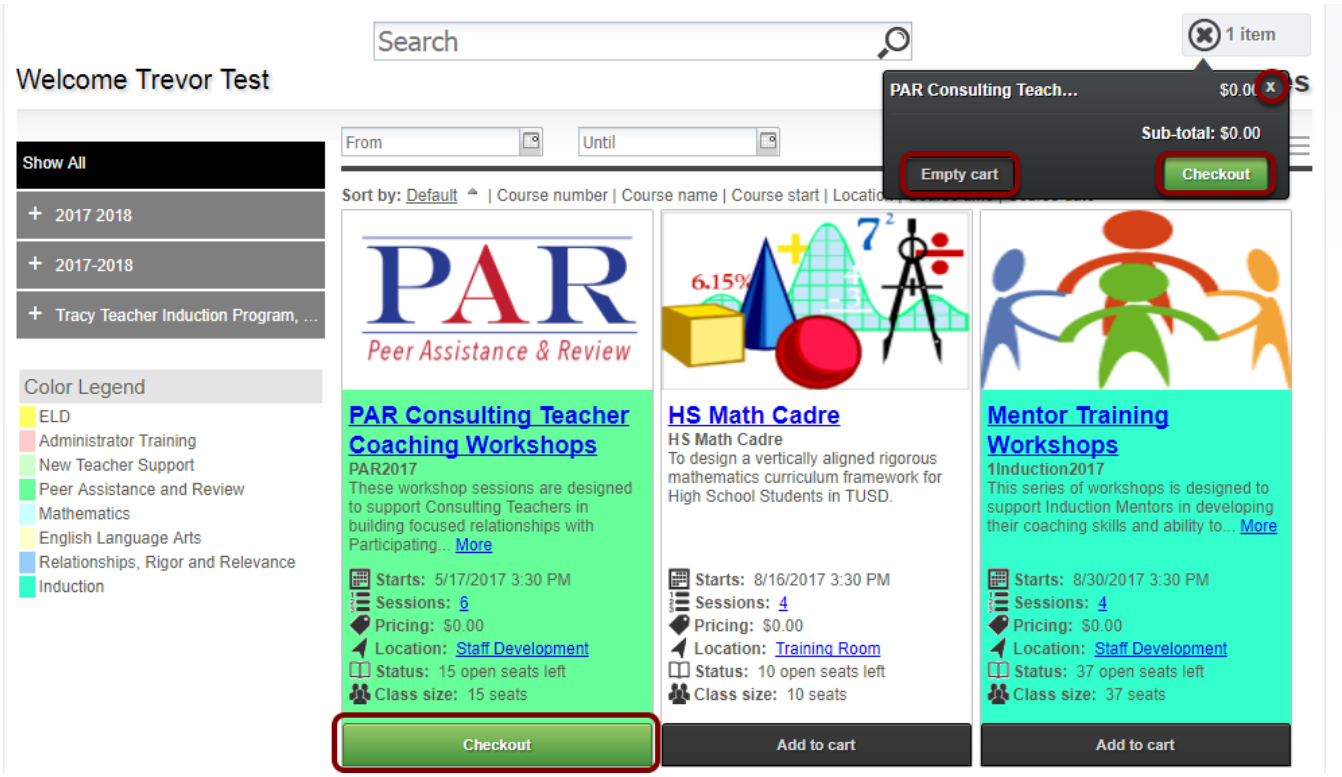
5) Instructors shows the instructors that will be instructing the course, including a bio if they have one. Also shows additional offerings of the same course.

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.

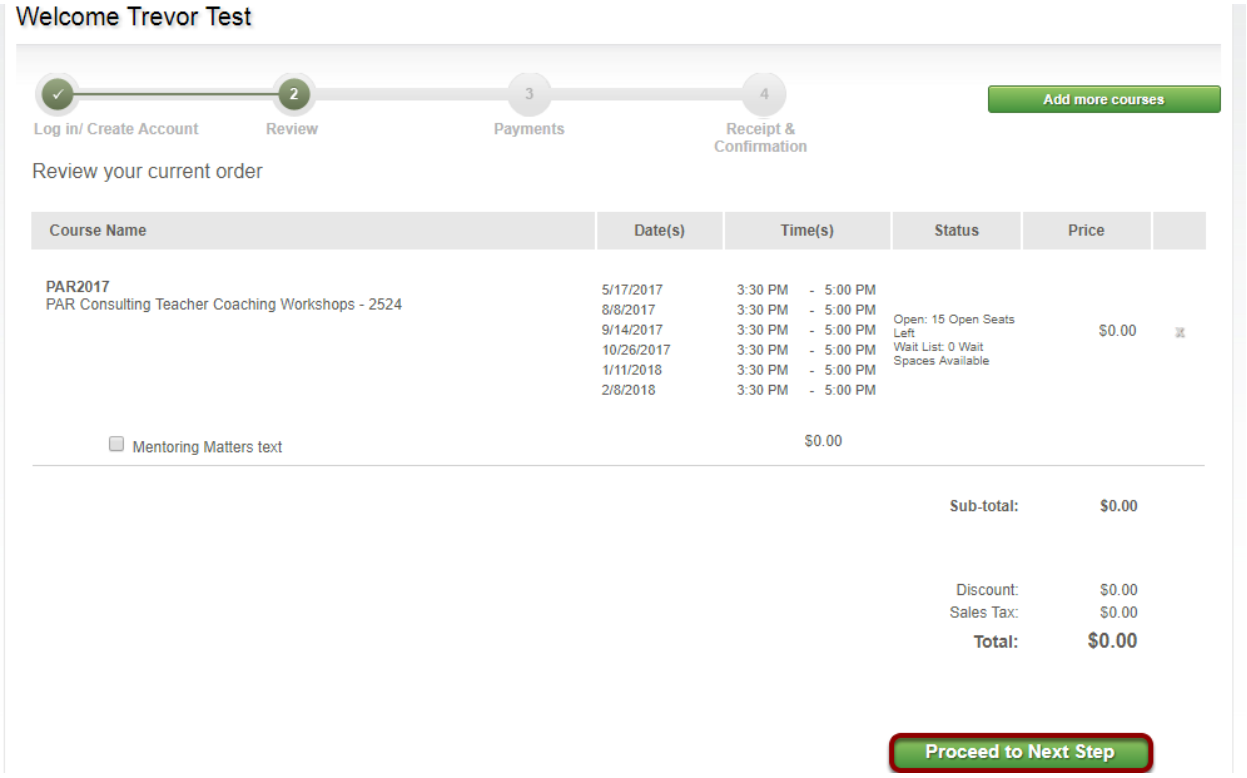
7) You can continue adding courses to your cart, or click on the cart to see what is in there.



8) After clicking on your cart you can see what is inside of it and the total price. You can also delete the items by clicking the "X" or "Empty Cart". To continue click on "Checkout".

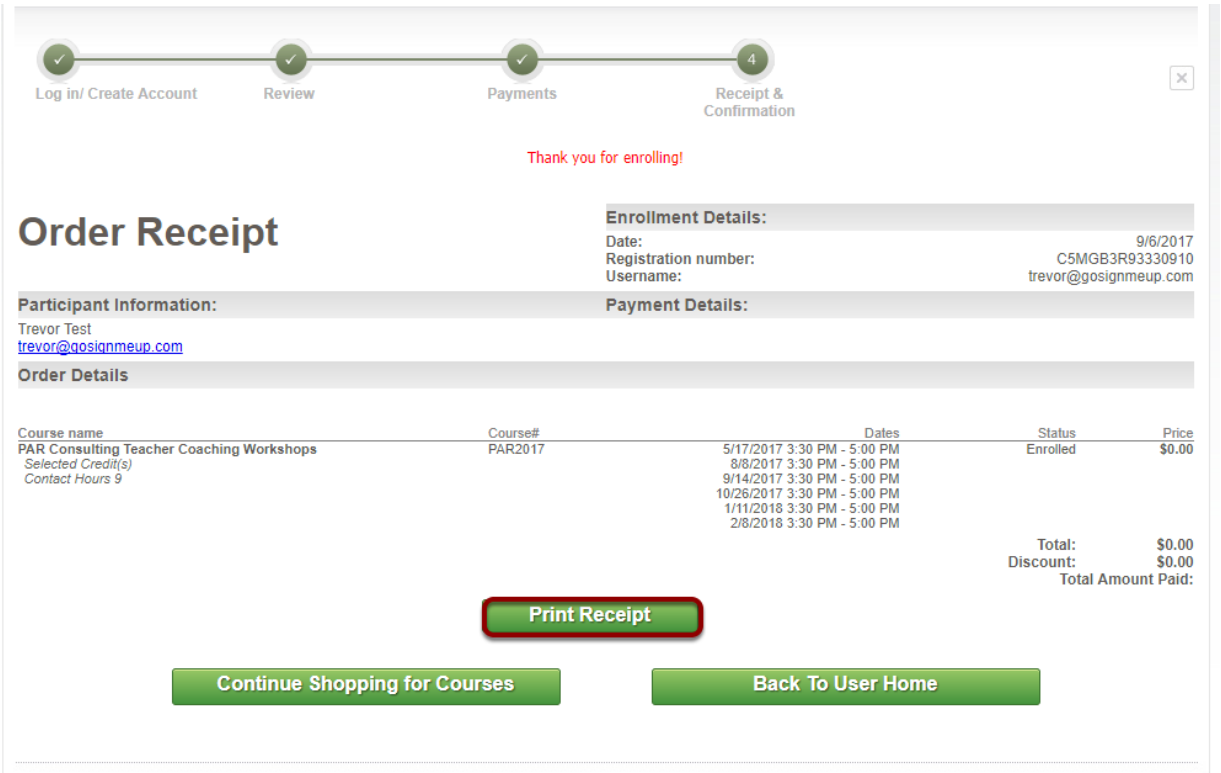


9) When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Next Step".



Note: If your order total is $0.00, your checkout will be completed.

10) 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.