

## NEW REGISTRANTS

**If this is the first time you are registering for a course with Northeast Georgia RESA, you will need to complete a TWO-STEP process.**

Listed below are the steps to follow to set up your profile AND to register for courses/workshops/activities.

**Step 1: Set up a "profile" or user account. You will only need to set up your profile ONCE!**

1. Go to **Professional Learning Tab**, Select **All Classes by Date**.
2. Select a "class" from the list of classes by clicking on the class title.
3. A new window with all the information concerning the course (Cost, Location, Registration Deadlines, etc) can be viewed. Scroll to the bottom of this page
4. At the bottom of the page you will see an "**Email Address**" box and "**Continue**"
  - o Enter your email address and click "continue".
  - o If you see "**Email Address Not Found**", *more than likely you have not set up your profile.*
  - o Locate the link that says "**Click to set up your profile.**"
  - o A new window opens titled "**New Registrant**", re-enter your email address and click continue.
5. A "**Registrant Profile Form/Create your Profile**" application opens up
  - o **Name** Notice the first name, middle name and last name fields.
  - o **Password** Put in a password of your choice. Make sure you write it down.
  - o **Social Security** (If you do not feel comfortable including your Social Security Number, "0" out the box.)
  - o Next Section:
    - Select "Northeast Georgia RESA"; Systems of Northeast Georgia RESA pop up
    - Select your specific "System"; Schools in your selected system pop up • Select your specific school
  - o **Position:** i.e., Teacher
  - o **Teaching Level;** i.e. Elem, Middle, High
  - o **Certificate Type:**
    - T = Teaching
    - S = Service
    - L = Leadership
    - Paraprofessional

If you have 2 types of certificates, i.e., Teaching and Leadership, **choose the one for which you are currently employed.**

- o Subjects; i.e., All, Science, Math, etc
  - o **Contact Information Section:** School Address, Telephone, Home Address, Home/Cell Telephone,
6. Click the "**Submit**" button. This brings up a view of your profile; check to see if all is correct.

After this step is completed, all you need to do is choose the class you need to register for and enter the email address you provided. Keep checking the web site for new classes.

## ***Step 2: Register for the specific class for which you are interested.***

7. If all is OK, click on the "**Register for a class**" button located at the top of your profile view.
8. This takes you back to the list of classes
9. Click on the class you wish to register for. This takes you back to the class information page. Scroll down and re-enter your e-mail address and click continue.
10. A new View opens with a summary of the class you are registering for, a summary of your profile and a password prompt.
11. Enter the password you supplied when setting up your profile.
12. Click **Submit**.
13. Another form view opens. There are two more questions to answer.
  - o Method of payment (select one) Please check with your administrators if you are not sure.
  - o Credits Apply to (select the best choice) which type of professional learning.
14. Click "**Continue**"
15. One last chance to check your information. If all is correct, scroll down to locate "**click to complete your application.**"

**A new window opens with your information and a message "Application Complete".**