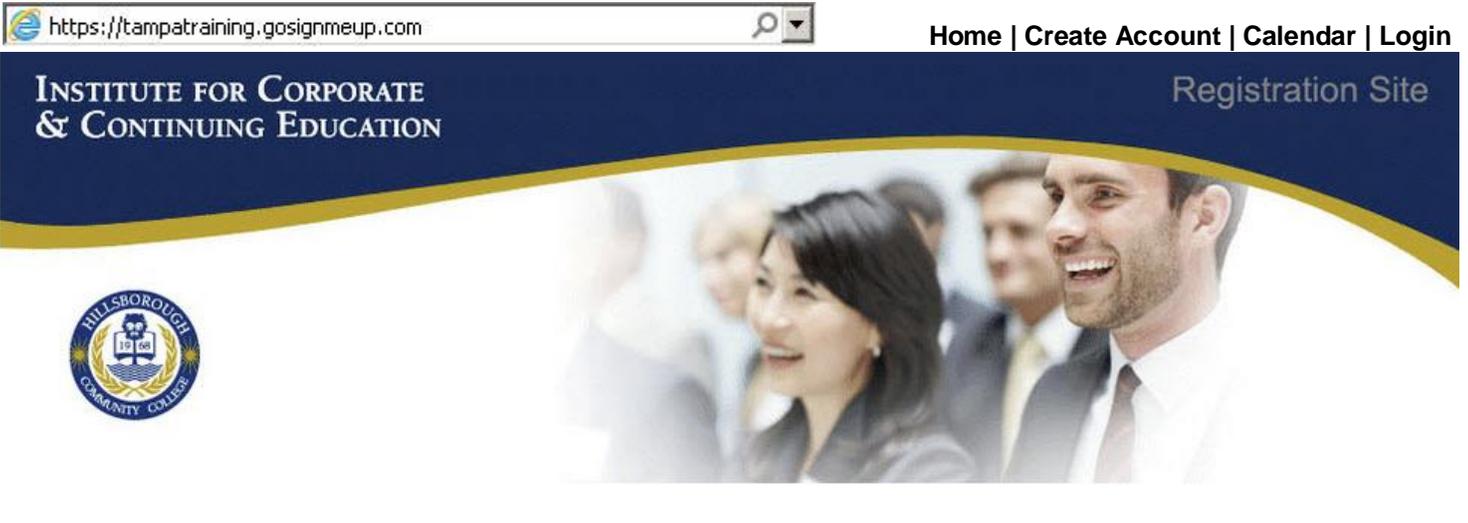# How Do I Register for a course on TampaTraining?

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

Make sure you go to our registration site at: http://tampatraining.gosignmeup.com

https://tampatraining.gosignmeup.com

INSTITUTE FOR CORPORATE
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Registration Site

Browse courses below. For step-by-step registration instructions, CLICK HERE

Search

🛒 Empty

Welcome Visitor

Browse Courses

Show All

+ Healthcare

+ Test

+ Computer Training

+ Industry Certifications & CEU's

+ Personal Enrichment

+ Professional Development

+ Quality, Sustainability, & Green

+ Seminars, Conferences & Webinars

+ Quality, Sustainability & Green

From | Until

Sort by: Default ▲ | Course number | Course name | Start time | Location | Course time | Course date

63 Hours Real Estate Pre-License Sales Associate (Classroom)
REE-8040
The 63 hrs. Real Estate Pre-License Sales Associate course is the first step to start a career in Real Estate.

📅 **Dates:** 10/06/14 - 10/30/14 6:00PM-10:00PM AND 10/13/14 - 10/23/14 8:30AM-5:30PM

🏷 **Pricing:** $350.00
🧭 **Location:** HCC SouthShore Campus
📖 **Status:** 15 open seats left

Adobe Illustrator Designer Level 2
ECX-8064
Adobe Illustrator level 2 is for more advanced techniques, working with paths, masks, fills, and strokes. Students will... More

📅 **Starts:** Mon, 10/6/2014 8:30 AM

Session: 1
🏷 **Pricing:** $202.00
🧭 **Location:** The Corporate Training Center
📖 **Status:** 10 open seats left

Advanced Cardiac Life Support - Provider (ACLS)
HES-8151
General Description: The ACLS course builds on the foundation of lifesaving Basic Life Support (BLS) for Healthcare... More

📅 **Starts:** Fri, 10/3/2014 8:00 AM

Session: 1
🏷 **Pricing:** $375.00
🧭 **Location:** HCC Collaboration Studio
📖 **Status:** 20 open seats left

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The first thing you will want to do is log in using your Username and Password. Or, Create an Account if you do not already have one.

Hom... | Create account | Calendar | Login

Username

Password

Forgot your username or password?

◉ Student

○ Instructor

🔒 Login

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Browse courses below. For step-by-step registration instructions, CLICK HERE

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Welcome Visitor

Browse Courses

Show All

From ▾ | Until ▾

➕ Healthcare

➕ Test

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➕ Personal Enrichment

➕ Professional Development

➕ Quality, Sustainability, & Green

➕ Seminars, Conferences & Webinars

Click on a Category to the left to see our lastest course offerings.

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To create an account, please fill in all required information and then click "Agree & Create Account."

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Registration Site

Welcome Visitor

User Registration

Please enter information required.

Student Information

First Name*:
Last Name*:
Username*:
Password*: **********
Confirm Password*: **********
Address*:
City*:
State*:
Zip*:
Phone phone*:
Email Address*:
Confirm Email Address*:
HCC ID #:
Soc. Sec. Number:
DOB:
Gender: Select only from the list

Company Information

Company Name:
Company Email Address:
Division/Department:
Work Address:
City:
State:
Zip Code:
Business Phone:

Affiliation

How Did You Hear About Us: Select only from the list

This is required by the US Office of Ed and may be supplied voluntary by you.

Ethnicity: Select only from the list

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

Agree and Create account

You must agree to our "Registration Policy" to register for an account.

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You can use different ways to search for courses.

1) You can search for specific courses using the search bar.
2) You can search for courses by searching through the categories on the left hand side.
3) You can switch the way the courses are displayed using these icons to give you more or less information per course.

Once you find the course you are looking for, you can add it straight to your cart by clicking on "Add to cart." See more information about a course by clicking on the course name.

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Registration Site

Browse courses below. For step-by-step registration instructions, CLICK HERE

Search 🔍

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Welcome Visitor

Browse Courses

Show All

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+ Test

+ Computer Training

+ Industry Certifications & CEU's

+ Personal Enrichment

− Professional Development

Career Readiness

Leadership

Social Networking for Business

Course#	Course name	Start date	Time	Location	Default sort
ECD-8906	**Interview Techniques**	11/5/2014	9:00 AM	HCC Collaboration Studio	Add to cart $35.00
ECD-8905	**Resume Writing Techniques**	11/3/2014	9:00 AM	HCC Collaboration Studio	Add to cart $35.00

Total: 2   Page size: 10

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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 has additional information including Contact and Credits.**
4. **Dates and Times shows additional information including wen the course starts and the sessions of the course.**
5. **Locations shoes where this course is located.**
6. **Instructor(s) shows the instructor(s) that will be instructing the course, including a bio if they have one.**
7. **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 (if required).**

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

Browse courses below. For step-by-step registration instructions, CLICK HERE

| Search | 🔍 | 🛒 1 item |

Welcome Visitor

Browse Courses

Show All

+ Healthcare

+ Test

– Computer Training

    Adobe

    Certifications

    Computer Basics

    Desktop Publishing

    + Microsoft Training

    Quickbooks

    Social Networking for Business

+ Industry Certifications & CEU's

+ Personal Enrichment

+ Professional Development

+ Quality, Sustainability, & Green

+ Seminars, Conferences & Webinars

+ Quality, Sustainability & Green

| From | | Until | | | ↻ ⊞ ☰ |

Course#	Course name	Start date	Time	Location	Default sort ▲
ECX-8064	**Illustrator Designer Level 2**	10/6/2014	8:30 AM	The Corporate Training Center	Checkout $202.00

Total: 1   Page size: 10 ⇕

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YOUR LEADER FOR CUSTOMIZED WORKFORCE SOLUTIONS

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 "Go to Cart."

Browse courses below. For step-by-step registration instructions, CLICK HERE

Search

⊗ 1 item

Welcome Visitor

Illustrator Designer ... $202.00 [X]

Sub-total: $202.00

| Empty cart | | Checkout |

Show All

From   Until

+ Healthcare

Course#	Course name	Start date	Time	Location	Default sort

+ Test

ECX-8064 **Illustrator Designer Level 2**   10/6/2014 8:30 AM The Corporate Training Center   Checkout $202.00

– Computer Training

Total: 1   Page size: 10

Adobe

Certifications

Computer Basics

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

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Registration Site

🛒 1 item

Welcome John Scionti

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

Review your current order

Add more courses

Course Name	Date(s)	Time(s)	Price	Status
ECD-1001 Incorporating Learning Styles Into Classroom Instructions - 2866	9/30/2014	1:00 PM - 2:00 PM	$10.00	Space available: 15 Wait space: 5

Sub-total: $10.00

To use a coupon, (if needed) enter in the coupon code in the space provided and press "enter" to apply it. You may check the details of the coupon as well.

Coupon Code [D]:	Coupon Cod	Apply coupon
Discount:	$0.00	
Sales Tax:	$0.00	
Total:		**$10.00**

Proceed to Payment

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Enter all your payment information, including your billing information. Once you have completed click the "Pay Now" button.

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PAYMENT

Authorize.Net

Order Information

* Required Fields

Invoice Number: CMA2N1V61508138

Description: Course Registration:CMA2N1V61508138

Total: US $10.00

Payment Information

VISA | MasterCard | American Express | DISCOVER

Card Number: [ ] * (enter number without spaces or dashes)

Expiration Date: 02/16 * (mmyy)

Card Code: [ ] * What's this?

Billing Information

First Name: John *   Last Name: [ ] *

Address: 39 Columbia Dr *

City: Tampa *

State/Province: FL *   Zip/Postal Code: 33606 *

Email: [ ] *

Phone: 813-259-6010

[Pay Now]

Authorize.Net
Click ▶

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YOUR LEADER FOR CUSTOMIZED WORKFORCE SOLUTIONS

INSTITUTE FOR CORPORATE & CONTINUING EDUCATION

PAYMENT

Authorize.Net

Return to registration page

Thank you for your order!

You may print this receipt page for your records. A receipt has also been emailed to you.

Order Information

Merchant:	Hillsborough Community College
Description:	Course Registration:CMA2N1V61508138
Date/Time:	22-Sep-2014 8:26:15 EDT

Invoice Number:	CMA2N1V61508138

Billing Information

John Scionti
39 Columbia Dr
Tampa, FL 33606
jscionti@hccfl.edu
Phone: 813-259-6010

Total: US $10.00

Visa ****1178

Date/Time:	22-Sep-2014 8:26:15 EDT
Transaction ID:	6516368646
Authorization Code:	084486
Payment Method:	Visa

Thank you for your business! Please Contact The Corporate Training Center @ HCC at 813.259.6010 if we can do anything further to assist you.

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