FDLRS Action / FIN Resource Center
How to Register for a Course - New Account


2. Scroll through the list of course and then click on the “Learn More and Register” button

3. The event page will be displayed with all the information you need to know about the course. Please pay attention to the right hand side of the page. This is where we will let you know if the course is for a restrictive group

   **This Course is for**

   **Lake County Educators**

   **Only**

4. To register for the course click the “Register” button.
5. You will see the following screen

```
Login ID/Email Address
Password
```

Click Here to Login
Forgot your Login ID and/or Password?
Create a New Account

6. Click the “Create a New Account” button

Create a New Account

7. The following screen will be displayed. You must complete the form and digitally sign the Professional Learning Agreement. We would prefer you use your work email address.

- Event Name: EFL Word Mapping Strategy - Lake County
- First Name:
- Last Name:
- New Password:
- Retype Password:
- Email Address:
- Retype Email Address:
- District / County:
- Employment Status:
- Position:
- Work Location:
- Cell Phone Number:
- Work Phone Number:

*Employee ID Number (Public and Charter School Employees Only. All other please enter N/A)"

*You must read and sign the Professional Learning Agreement: Click here to sign 📄

Submit Registration  Cancel

8. Once you have completed the form click the “Submit Registration” button. This will create your account and the following screen will be displayed

```
<table>
<thead>
<tr>
<th>Options</th>
<th>Name</th>
<th>Events</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Bob Doe</td>
<td>10/15/2022 - EFL Word Mapping Strategy - Lake County (1002172)</td>
<td>Registering - Confirmed</td>
</tr>
</tbody>
</table>
```

Click here to Checkout Now
Click here to see a List of Events
9. You are not registered at this point, just your account is created and the course is in your cart. You must click the “Click Here to Checkout Now” button to complete your registration. The following screen will appear

10. At this point you are fully registered for the course and will be receiving a confirmation email within the next 30 plus minutes.