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


2. Scroll through the list of courses 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 Screen]

6. Enter your username and password

Username: craig.stephens@socps.net
Password: ********

7. Click the “Click Here to Login” button

![Login Button]

8. You will see the following. You complete any empty required fields and digitally sign the Professional Learning Agreement and then click the “Submit Registration” button.

![Registration Form]
9. You are not registered at this point, the course is just 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.