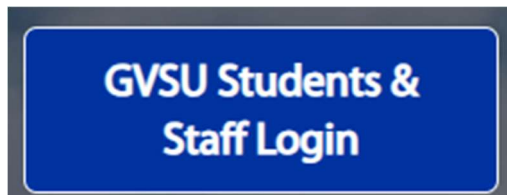


## First-Time User Instructions

### Step 1 - For **Current** GVSU Students and Staff

- Visit the registration login page: <https://upskilling.gvsu.edu/PublicWelcome.aspx>
  - Click on the blue “GVSU Students & Staff Login”.



- You should be able to log in and register for classes. Look at page 3 for instructions on registering for classes.

### Step 1 - For learners that are **new** to GVSU.

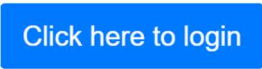
- Visit the registration login page: <https://upskilling.gvsu.edu/PublicWelcome.aspx>
  - Select the blue “Create Account” button.



- Input your information into the Registration page.
      - Required information is noted with an asterisk
        - If you are a social worker, please add your license number so that it will print on your certificates.
      - *You must pick an affiliation.*
        - College of Computing

- Click on the blue “Register” button.



- Check the email account that you registered with for additional login instructions – this email includes your temporary password.
      - The email has a button that says **Click here to login**.
        - 
        - Click on the button
        - This will take to screen shown in Step 2.

## Step 2

- Return to the [registration login page](#) to sign in with your email address (login) and temporary password (included in your email).

- When you click on **Sign in**, this screen will appear

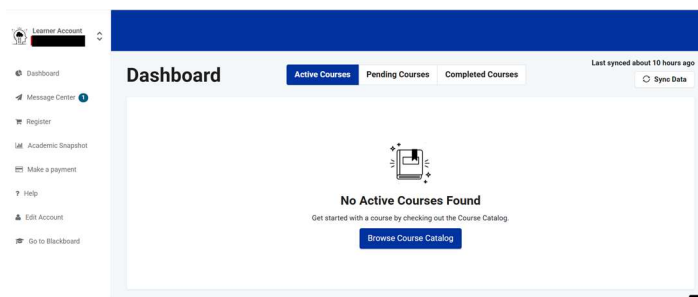
- Another email will be sent to your email account.
  - This will contain your code to log in.
- Enter the 6-digit code from your email, Click on the teal **Verify** button.

- You should now be logged in and on your dashboard.

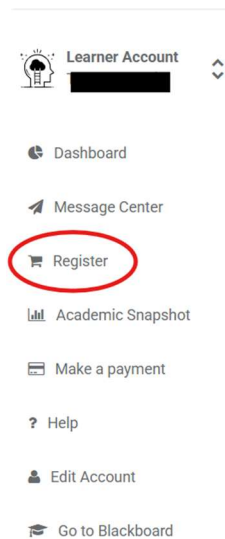
## Register for Classes

### Step 1

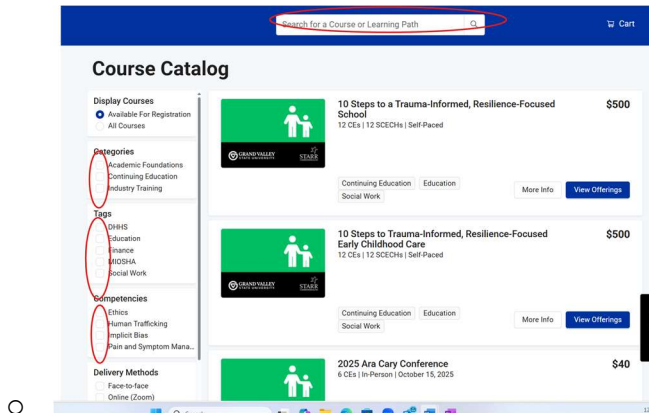
- Login into your [upskilling.gvsu.edu](https://upskilling.gvsu.edu) account from the [upskilling.gvsu.edu login page](#).
  - You will land on your Dashboard.



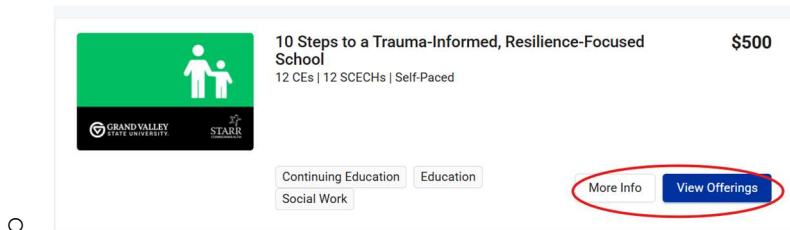
- - At the left-hand side of your screen, click on Register.



- - You will be able to see all the available courses.



- How to find the course you are looking for:
  - You can use the categories on the side to filter the classes based on your criteria.
    - *It is possible to have conflicting filters, so if you don't see your class, reset your filters.*
  - You can also use the search bar at the top of the page and search for the class.
- To see more information on the course, such as description, price length and Delivery, click on the More Info/View Offerings button.



- Scroll to the bottom and you will see where you can click on the “Add to Cart” button.

#### Enrollment Options:

**10 Steps to a Trauma-Informed, Resilience-Focused School**

**\$500.00**

**Add to Cart**

**Location**  
Online

**Delivery**  
Self-Paced

**Seats Available**  
998

**Instructor(s)**  
Lauren Fodor, Adam Downs

- 
- If that is the only class that you are registering for, click on “View Cart” button and continue to the next step.

**Enrollment Options:**

**10 Steps to a Trauma-Informed, Resilience-Focused School**

**\$500.00**

[View Cart →](#)

**Location**  
Online

**Delivery**  
Self-Paced

**Seats Available**  
998

**Instructor(s)**  
Lauren Fodor, Adam Downs

- This will take you to your cart.
  - The Cart Summary will be on the right side of your screen.
  - *If you have a coupon code, this is where you will enter it and then click on the “Apply” button. You will see the coupon applied.*

**Cart Summary**

Subtotal  
\$500.00

Discount  
\$0.00

Total  
\$500.00

Coupon code:

[Apply](#)

- To make your payment, scroll to the bottom of the screen and click on the “Make Payment” button.

**Payment Method**




[Make Payment](#)

- You will click on the “Checkout with Card” button and you can pay for the course.

Checkout

upskilling.gvsu.edu USD 500.00  
Genius SIS

Cards We Accept

[Checkout With Card](#)

[Cancel](#)

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