

# How Do I Register for a Rosewell Course

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Follow these step by step instructions to use our online registration system.

Go to the online registration website at: <http://roswellgov.gosignmeup.com/>

The screenshot shows a web browser window with the URL [roswellgov.gosignmeup.com](http://roswellgov.gosignmeup.com). The page header features a dark blue banner with the text "Welcome to the Roswell-Alpharetta Public Safety Training Center" and a background image of a building dome. Below the banner is a navigation bar with links for "Home", "My Account", "Instructors Login", and "Training Coordinators Login". A search bar is present, followed by links for "Browse Course", "Calendar", and "Catalog". On the left side, there are sections for "My Classes" and "Courses in shopping cart", with a "NONE SELECTED" button. On the right side, there are links for "Fire Training" and "Police Training", and a link for "Main Categories" with the text "For Step-by-Step registrations instructions: [CLICK HERE](#)".

Home | My Account | Instructors Login | Training Coordinators Login

Search  | Browse Course | Calendar | Catalog

For Step-by-Step registrations instructions: [CLICK HERE](#)

Main Categories

**Fire Training**

**Police Training**

**WAIT LISTED STUDENTS**

If placed on the wait list, students cannot be registered for any other class with the same title (at a later date) **NOR** any class that starts or ends during the same period. The waiting list is for this class only.

If the student is not selected for this class before the start date, the request for training will be cancelled. Another request for training must be filled out for any future class with the same title.

Copyright 1999-2014 GoSignMeUp™ Online Class Registration Software | [Browser Requirements](#)

If you aren't logged in, you will want to click on My Account and then enter in your User Name and Password. Or create a new account.

# Welcome to the Roswell-Alpharetta Public Safety Training Center

[Home](#) [My Account](#) [Instructors Login](#) | [Training Coordinators Login](#)

Search  | [Browse Course](#) | [Calendar](#) | [Catalog](#)

## My Classes

### Courses in shopping cart

You are not logged in.

NONE SELECTED

For Step-by-Step registrations instructions: [CLICK HERE](#)

Login failed.  
Please re-enter your login and password.

If you are a new user, [click here](#) to create a new account.

Please login below:

User Name:

Password:

### WAIT LISTED STUDENTS

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To create a new account, fill in the required information and click "Submit".

### User Registration

Add New: User

\* Denotes a required field.

First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Jurisdiction: *	Select Jurisdiction <input type="text"/>
List Other:	<input type="text"/>
E-mail Address: *	<input type="text"/>
Verify E-mail Address: *	<input type="text"/>
Agency: *	Select Agency <input type="text"/>
Student ID: *	<input type="text"/>
List Other:	<input type="text"/>
Password: *	<input type="text"/>
DOB: *	<input type="text"/> MM/DD/YYYY
Last four digits of SS#:	<input type="text"/> ####
OKEY #:	<input type="text"/>
Rank/Title: *	<input type="text"/>
Employment Date: *	<input type="text"/> MM/DD/YYYY
Certification #/Date: *	<input type="text"/>
Contact Phone Number: *	<input type="text"/> (###) ###-####
Agency Name: *	<input type="text"/>
Agency Address: *	<input type="text"/>
Agency City: *	<input type="text"/>
Agency State: *	<input type="text"/>
Agency Zip: *	<input type="text"/>
Agency Phone Number: *	<input type="text"/> (###) ###-####
Agency Fax Number: *	<input type="text"/>
Coordinator's E-mail: *	<input type="text"/>
Training Officer Name: *	<input type="text"/>
Commander Name: *	<input type="text"/>
Employee ID code:	<input type="text"/>
Do you agree to the terms and conditions of our <a href="#">Registration Policy</a> ? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="button" value="SUBMIT"/>	

You must agree to our registration Policy to create an account.

Once you are logged in, you can browse for your desired courses.

[Home](#) | [Log Off](#) | [My Account](#) | [Instructors Login](#) | [Training Coordinators Login](#)

1

Search

| [Browse Course](#)

| [Calendar](#) 2

atalog

Main Categories

3

**Fire Training**  
**Police Training**

### WAIT LISTED STUDENTS

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Browse for your course by:

1. Using the **SEARCH** tool to find a specific course, or instructor (by first or last name).
2. Use the **CALENDAR** to search for courses by date
3. Choose from the menu of **Categories** to find the desired course in a specific area of focus.

Once you find your desired course, click on "Add to Cart" and the courses will be added to your cart on the left hand side.

Home | Log Off | My Account | Instructors Login | Training Coordinators Login

Search  | Browse Course | Calendar | Catalog

Welcome Anthony Test

Main -> Fire Training -> Continuing Education for Fire Service Credit

Showing 1 to 7 of 7 records | Records Per Page: 10 | Refresh

Directions: Click on a Course Name to view course details

Courses in shopping cart  
Anthony Test (116902)

NONE SELECTED

Course	Status	Enroll Now																					
<b>Apparatus Operator: Pumper</b> <table border="1"><thead><tr><th>Date(s)</th><th>Time(s)</th><th>Credits Available</th></tr></thead><tbody><tr><td>Monday 8/18/2014</td><td>8:00 AM-5:00 PM</td><td>CEU's Hours: 40</td></tr><tr><td>Tuesday 8/19/2014</td><td>8:00 AM-5:00 PM</td><td></td></tr><tr><td>Wednesday 8/20/2014</td><td>8:00 AM-5:00 PM</td><td></td></tr><tr><td>Thursday 8/21/2014</td><td>8:00 AM-5:00 PM</td><td></td></tr><tr><td>Friday 8/22/2014</td><td>8:00 AM-5:00 PM</td><td></td></tr><tr><td>Saturday 8/23/2014</td><td>8:00 AM-5:00 PM</td><td></td></tr></tbody></table> <p>Location: Roswell Alpharetta Public Safety Training Center</p>	Date(s)	Time(s)	Credits Available	Monday 8/18/2014	8:00 AM-5:00 PM	CEU's Hours: 40	Tuesday 8/19/2014	8:00 AM-5:00 PM		Wednesday 8/20/2014	8:00 AM-5:00 PM		Thursday 8/21/2014	8:00 AM-5:00 PM		Friday 8/22/2014	8:00 AM-5:00 PM		Saturday 8/23/2014	8:00 AM-5:00 PM		Wait Space Available	ADD TO CART
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You will be put on the waitlist and the administrator will approve or deny your request. Continue to select additional courses, if appropriate.

Once you have selected all your desired courses, click "Register"

Welcome Anthony Test

Courses in shopping cart  
Anthony Test (116902)

Apparatus Operator: Pumper \*  
Starts: 8/18/2014

\* Waiting List

REGISTER

Main -> Fire Training -> Continuing Education for Fire Service Credit

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Click the "Register" button after you have selected all of the courses you want to attend.

This is the Checkout page. Make sure all of the information is correct before continuing. Click "Submit" when you are ready.

[Home](#) | [Log Off](#) | [My Account](#) | [Instructors Login](#) | [Training Coordinators Login](#)

Search  | [Browse Course](#) | [Calendar](#) | [Catalog](#)

Checkout

Course Name	Number	Dates	CEU's Hours
<b>Apparatus Operator: Pumper</b>	IS140002	8/18/2014 <a href="#">Remove</a>	40

Display CEU's Hours

For: Anthony Test (id: 116902)

\* I have met all course pre-requisite(s)  [More Information](#)

**Name:** Anthony Test  
**Address:** city, CA 92626  
**Contact Phone Number:** (555) 555-5555  
**Agency Phone Number:** (555) 555-5555  
**Agency Fax Number:** na  
**E-mail Address:** anthony@gosignmeup.com

Please provide any special needs.

**You must press the submit button below to complete this registration.**

SUBMIT

You may need to mark that you have met all required pre-requisites.  
Let us know if you require any special needs.

**You have Registered! You are waiting to hear from the administrator if you are in the course. You will get an email letting you know.**

[Home](#) | [Log Off](#) | [My Account](#) | [Instructors Login](#) | [Training Coordinators Login](#)

Search  | [Browse Course](#) | [Calendar](#) | [Catalog](#)

Print



**Anthony Test**

You are currently on the waiting list pending confirmation once the class roster has been finalized.

Course Name	Location	Times	CEU's Hours	Status
Apparatus Operator: Pumper <i>Display CEU's Hours</i> Contact Name: Please contact us at: Contact Phone: (770) 641-3731	Roswell Alpharetta Public Safety Training Center Room:	8/18/2014: 8:00 AM - 5:00 PM 8/19/2014: 8:00 AM - 5:00 PM 8/20/2014: 8:00 AM - 5:00 PM 8/21/2014: 8:00 AM - 5:00 PM 8/22/2014: 8:00 AM - 5:00 PM 8/23/2014: 8:00 AM - 5:00 PM	40	<b>On Waiting List</b>

**Keep this information for future Enrollment purposes**

Registration Number	C0NELQ2P6370HRF
User Name	AnthonyT
Password	Passwords are hidden by default for security reasons.

[To Sign-Up For More, Click Here.](#)

#### WAIT LISTED STUDENTS

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