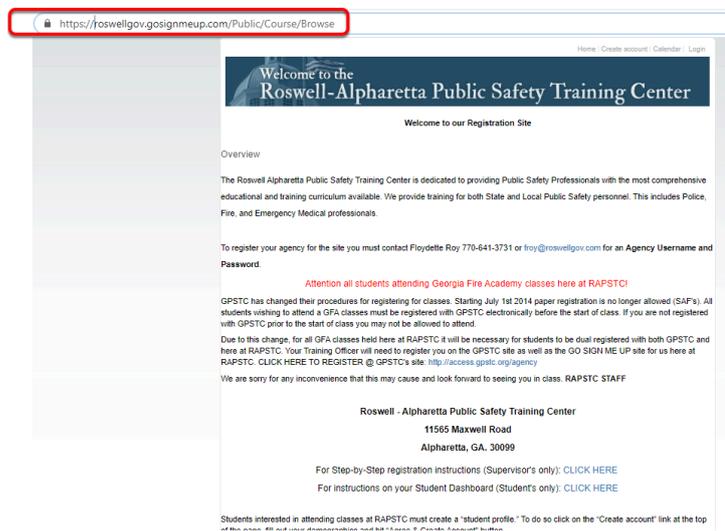


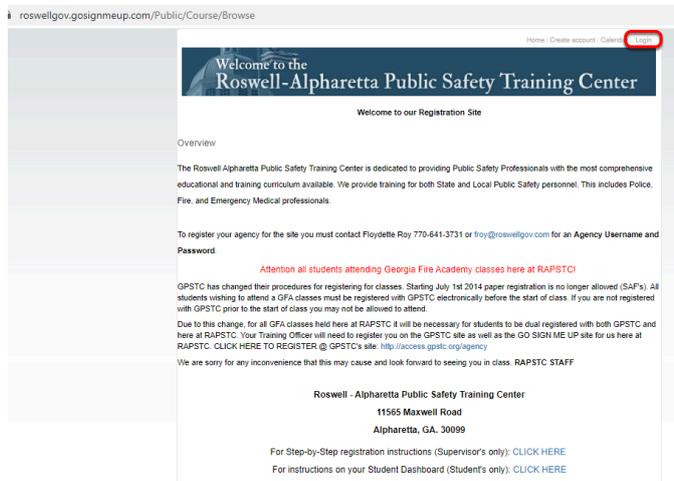
# How Do Supervisors Register for a Roswell-Alpharetta Public Safety Training Center Course?

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

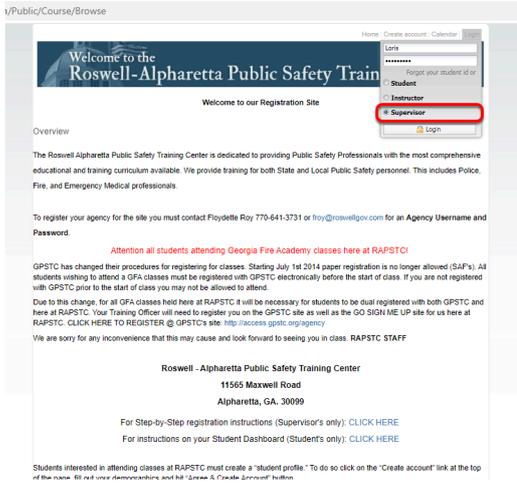
## 1) Make sure you are on our registration site at: <https://roswellgov.gosignmeup.com>



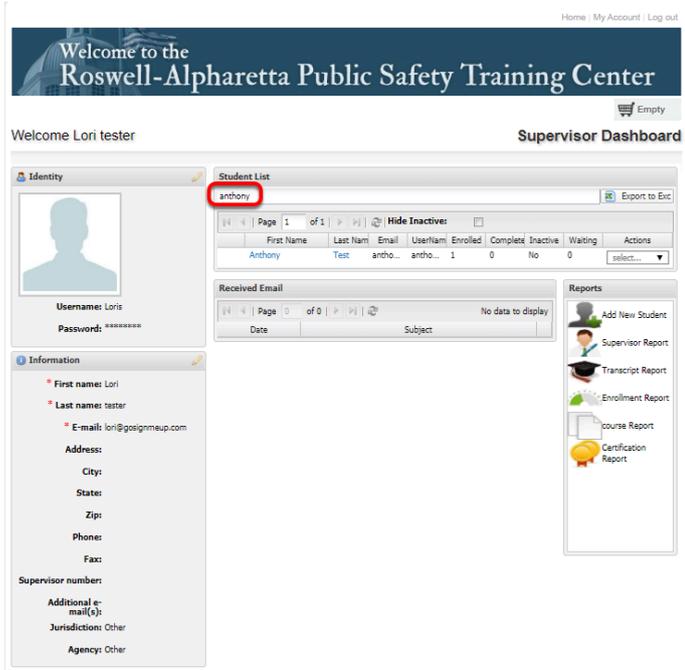
## 2) The first thing you want to do is Login using your Supervisor Username and Password.



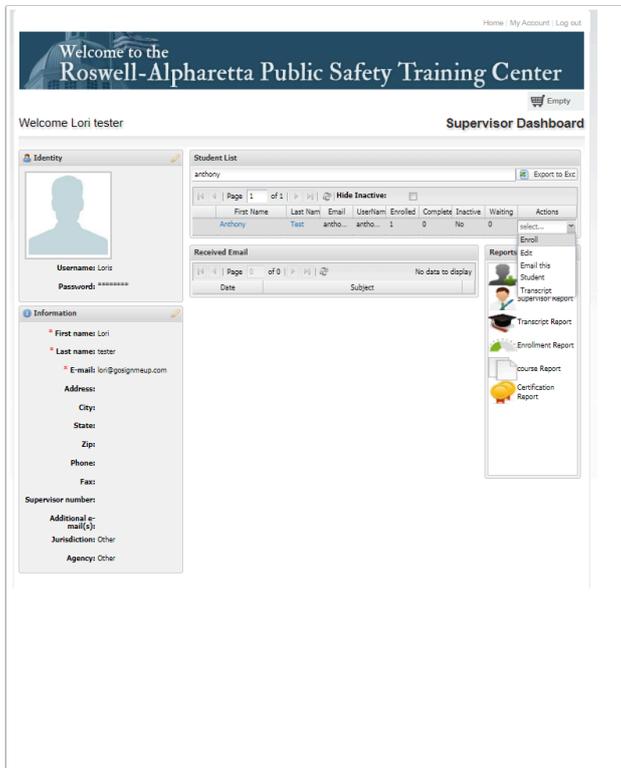
### 3) Type in your username and password, check Supervisor and click on Login.



## 4A) On your Supervisor Dashboard, you can search for students you want to enroll typing in their name in the Search bar or scrolling through the student list.



## 4B) Select Enroll from the Actions dropdown menu next to the right of the student's name.



## 5) Once you find the course you are looking for, add it to your cart by clicking on "Wait space available" or "Add to cart" or click on the Course Name to see more information on the course.

We are sorry for any inconvenience that may have occurred and look forward to seeing you in class. RAPS/STC STAFF

**Roswell - Alpharetta Public Safety Training Center**  
11565 Maxwell Road  
Alpharetta, GA, 30099

For Step-by-Step registration instructions (Supervisor's only): [CLICK HERE](#)  
For instructions on your Student Dashboard (Student's only): [CLICK HERE](#)

Students interested in attending classes at RAPS/STC must create a "student profile." To do so click on the "Create account" link at the top of the page, fill out your demographics and hit "Agree & Create Account" button.

**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.

Welcome Lori tester

Search  Empty

**Browse Courses**

From  To

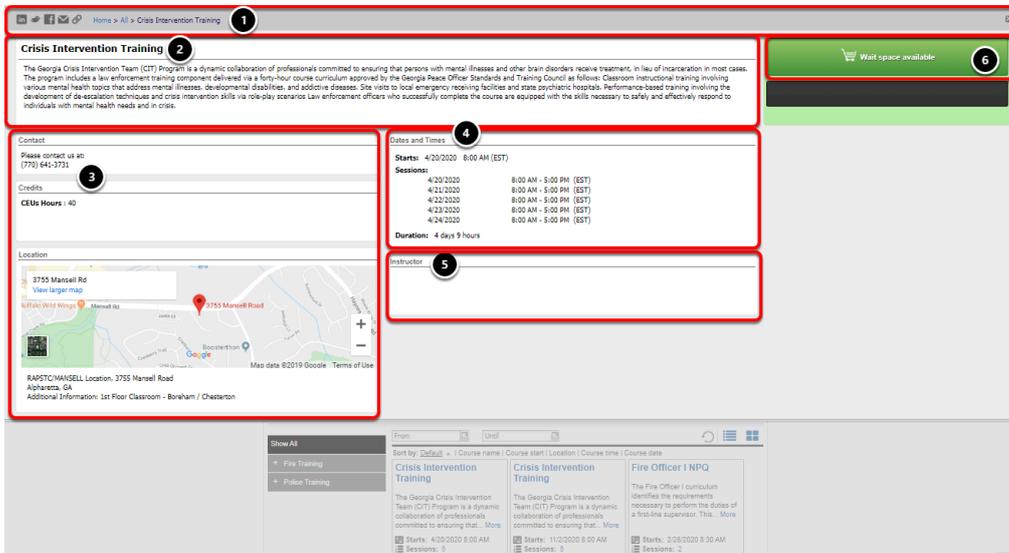
Show All

- Fire Training
- Police Training

Sort by: Default | Course name | Course start | Location | Course time | Course date

ADPS Clinician Awareness Program	Aerial Apparatus Operator	APD Active Assault Integrated Response
This 5-day full immersion course is designed for clinicians and providers who desire to learn more about the unique... More	A course designed to provide the structural Fire Fighter with the needed knowledge and skills to successfully operate... More	The AAR course is designed to improve integration between law enforcement, fire, radio-communicator and EMS in active... More
Starts: 11/2/2020 8:00 AM Sessions: 2 Duration: 2 days 9 hours Location: Roswell Alpharetta Public Safety Training Center Status: 22 wait spaces available Class size: 0 seats	Starts: 03/1/2020 8:00 AM Sessions: 4 Duration: 3 days 9 hours Location: Roswell Alpharetta Public Safety Training Center Status: 8 wait spaces available Class size: 15 seats	Starts: 02/1/2020 9:00 AM Sessions: 2 Duration: 1 day 8 hours Location: RAPS/STC Burn Building and Pad Status: 18 wait spaces available Class size: 8 seats
<a href="#">Wait space available</a>	<a href="#">Wait space available</a>	<a href="#">Wait space available</a>

## 6) Here is the course 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 name of the course.
- 2) This area shows a description of the course
- 3) This area shows the contact, credits and location including a map for the course if any.
- 4) Dates and Times shows additional information including when the course starts and the sessions of the course or whether this is an online course and course duration.
- 5) Facilitator shows the facilitator that will be instructing the course, including a bio if they have one.
- 6) This area is where you can add the course to your cart by clicking "Wait space available".

## 7) You can continue adding courses to your cart, or click on the cart for "Checkout" to see what is in there.

We are sorry for any inconvenience that may have caused and look forward to seeing you in class. RAPSTC STAFF

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11565 Maxwell Road  
Alpharetta, GA, 30099

For Step-by-Step registration instructions (Supervisor's only): [CLICK HERE](#)  
For instructions on your Student Dashboard (Student's only): [CLICK HERE](#)

Students interested in attending classes at RAPSTC must create a "student profile." To do so click on the "Create account" link at the top of the page, fill out your demographics and hit "Agree & Create Account" button.

**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.

Welcome Lori tester   **Browse Courses**

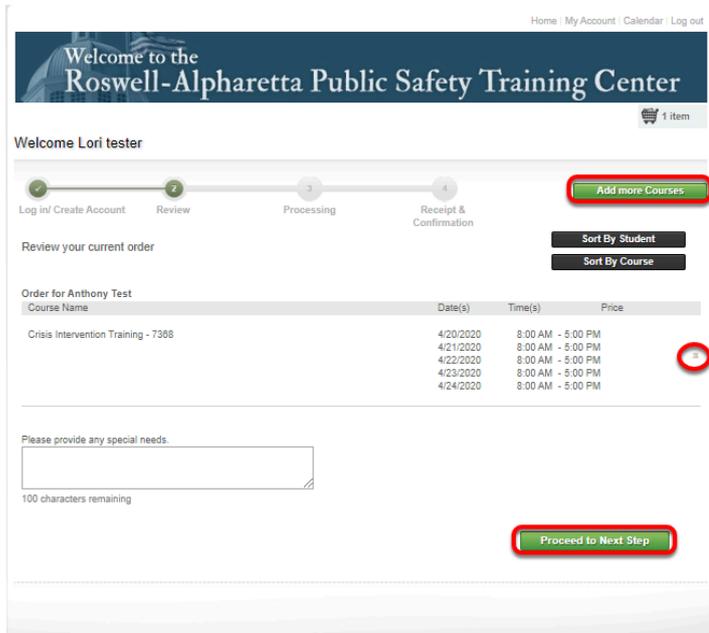
From	To	Until	Course name	Course start	Location	Course time	Course date
Fire Training							
Police Training							
			<b>ADPS Clinician Awareness Program</b>				
			<b>Aerial Apparatus Operator</b>				
			<b>APD Active Assault Integrated Response</b>				

**ADPS Clinician Awareness Program**  
This 3-day full immersion course is designed for clinicians and providers who desire to learn more about the unit. [More](#)  
Starts: 11/2/2020 8:00 AM  
Sessions: 3  
Duration: 2 days 9 hours  
Location: Roswell/Alpharetta Public Safety Training Center  
Status: 15 wait spaces available  
Class size: 0 seats  
**Checkout (0)** Wait space available

**Aerial Apparatus Operator**  
A course designed to provide the structural Fire Fighter with the needed knowledge and skills to successfully operate. [More](#)  
Starts: 01/12/2020 8:00 AM  
Sessions: 4  
Duration: 3 days 9 hours  
Location: Roswell/Alpharetta Public Safety Training Center  
Status: 3 wait spaces available  
Class size: 15 seats  
Wait space available

**APD Active Assault Integrated Response**  
The AAR course is designed to improve integration between law enforcement, the dispatcher and EMS in active... [More](#)  
Starts: 02/12/2020 9:00 AM  
Sessions: 2  
Duration: 1 day 8 hours  
Location: RAPSTC Burn Building and Pad  
Status: 10 wait spaces available  
Class size: 5 seats  
Wait space available

8) After clicking on your cart you can see what is inside of it. You can also delete the items by clicking the "x". To continue click on "Add more Courses" or "Proceed to Next Step" to put course on wait list (for final approval).



Home | My Account | Calendar | Log out

Welcome to the Roswell-Alpharetta Public Safety Training Center

Welcome Lori tester  1 item

1 2 3 4

Log in/ Create Account Review Processing Receipt & Confirmation

**Add more Courses**

Sort By Student  
Sort By Course

Review your current order

Order for Anthony Test

Course Name	Date(s)	Time(s)	Price
Crisis Intervention Training - 7388	4/20/2020	8:00 AM - 5:00 PM	
	4/21/2020	8:00 AM - 5:00 PM	
	4/22/2020	8:00 AM - 5:00 PM	
	4/23/2020	8:00 AM - 5:00 PM	
	4/24/2020	8:00 AM - 5:00 PM	

Please provide any special needs.

100 characters remaining

**Proceed to Next Step**

9) This is the Order Receipt page. You can "Print Receipt", "Continue Shopping for Courses" or go "Back To User Home" page. You will also receive a confirmation e-mail that you are on the wait list.

