How do I Register for a Homeschool Connections Course?

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

Make sure you are on our registration site at: https://homeschoolconnections.gosignmeup.com
Log in to your Parent account, or create a new Parent account if you do not have one.
Enter your Parent account information and press "Submit".

After logging in, you will see the Parent Dashboard.
The Parent Portal will allow you to do many common tasks as well as manage your students. The portal is split into different areas.

1) Parent Identity

2) List of students

3) Received Email Audit List shows emails sent to the student's provided email address.

4) Reports and other options including creating a new student by clicking "Add New Student"

If you choose "Add New Student" you will be taken to this page to fill out the new student information.

![Welcome Anthony Test](image)

Please create your student account here. Please fill out all of the required information and press "Agree and Create account" to finish and create this account. When you create an account you can continue to register that user into any courses. The account will now show on your student list in the future.
Student List

The student list is where you can see all of your student's information.

1) You can search for a student by typing their name into the search bar.

2) You can also sort this report by any column that you want by clicking on the column.

3) The actions drop-down for every student allows you to ENROLL or EDIT this student.

4) You can pull this list of students and export it to excel if you would like to.

5) You can also click on any student name to be taken to their account. This is where you can see courses they are currently enrolled for, and cancel them out if you would like to.

Select the "Enroll" dropdown next to the student you would like to enroll

When you choose "Enroll" for a student, you will see all the course offerings
You can search for courses on the home page. Click on the course name to see more course details or enroll multiple students into the same course.

Select the Course you would like and select either "Add to Cart" or "Multiple Enroll"

1. Select "Add to cart" if you only want to select one course
2. Select "Multiple Enroll" if you want to enroll in more courses for this student or if you want to add courses for another student, too.
Multiple Enrollment

Selecting "Multiple Enroll" will open up the multiple enrollment pop up for this course. You can search through the students and choose who to add.

1) This area shows you the students that you have already added to this course.

2) Click on the Green + signs next to other students you would like to add to the course. Click on the red - signs for any students you want to take off of the course.

After doing these, click to finish enrolling. You can also either checkout, or continue enrolling students in different courses.
Click the Checkout button or the Shopping Cart when you are done selecting your Courses

Review Your Order

Please review your order and let us know of any special needs you may have.

If any of the courses in your cart have a cost associated with them, you will proceed to payment.
If all the courses in your cart are free, you will be taken straight to your receipt.

**Proceed to Payment**

**Welcome Sample Parent**

Log In/ Create Account  Review  Payments  Receipt & Confirmation

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**Payment Amount:** $600.00

For Credit Card Payment, Click "Place Order Now".

You must press the button below to complete registration.

[Place Order Now]

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Be sure to "Place Order Now" to enter in your credit card information
Enter your Credit Card Information if you chose to pay with a credit card
Registration Complete! You will be taken to the order confirmation page where you can print the order confirmation.

You will also have a confirmation email sent to you.