

How Do I Register for an MSDE Course

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

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

<https://msde.gosignmeup.com>

[Home](#) | [Create account](#) | [Calendar](#) | [Login](#) | [Canvas Login](#)



2) The first thing you will want to do is create an account, or login using your Username and Password if you already have one.



You can also use your Canvas credentials to log in. You will be required to add your LEA and Role.

3) To create an account, please fill in all required information. Click on "Create account" to proceed.

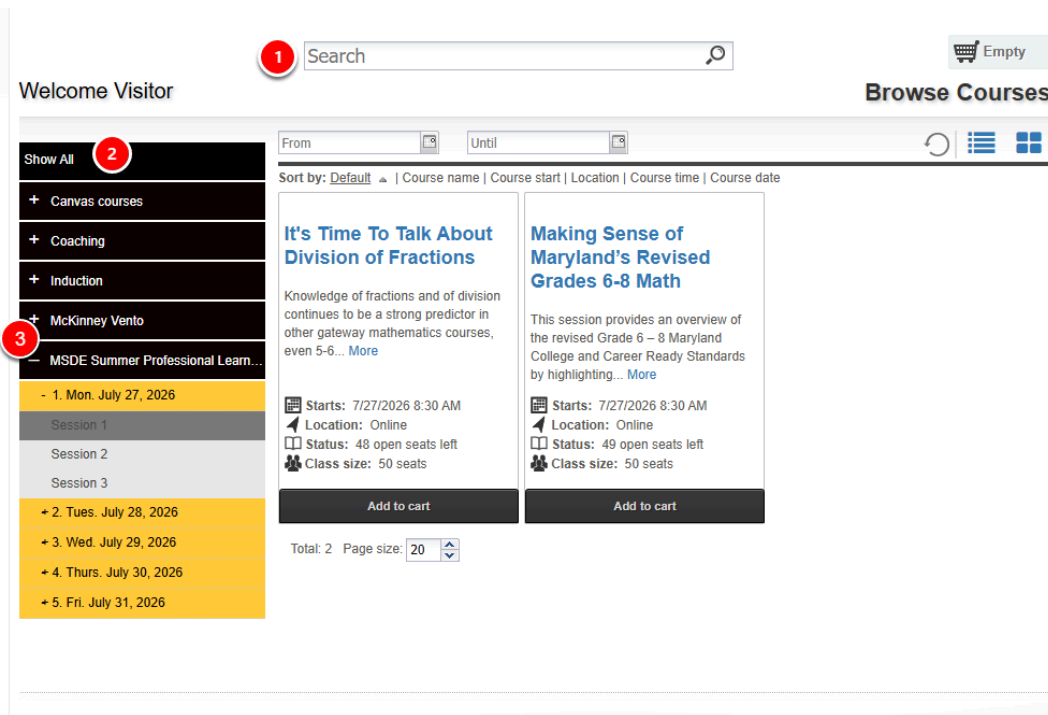
Welcome Visitor User Registration

Please enter information required.

| Personal Information | | Professional Information | |
|------------------------------|--|-------------------------------------|--|
| First Name * | <input type="text"/> | LEA * | <input type="text" value="Select only from the list"/> |
| Middle Name | <input type="text"/> | Job Title: | <input type="text"/> |
| Last Name * | <input type="text"/> | Role * | <input type="text" value="General Educator"/> |
| Work Email Address * | <input type="text"/> | <small>Check all that apply</small> | <input type="checkbox"/> Special Educator |
| Confirm Work Email Address * | <input type="text"/> | | <input type="checkbox"/> School Administrator |
| Username: | (Your email address will be your username) | | <input type="checkbox"/> Other School Leader |
| Password * | <input type="password" value="*****"/> | | |
| Confirm Password * | <input type="password" value="*****"/> | | |

[Create account](#)

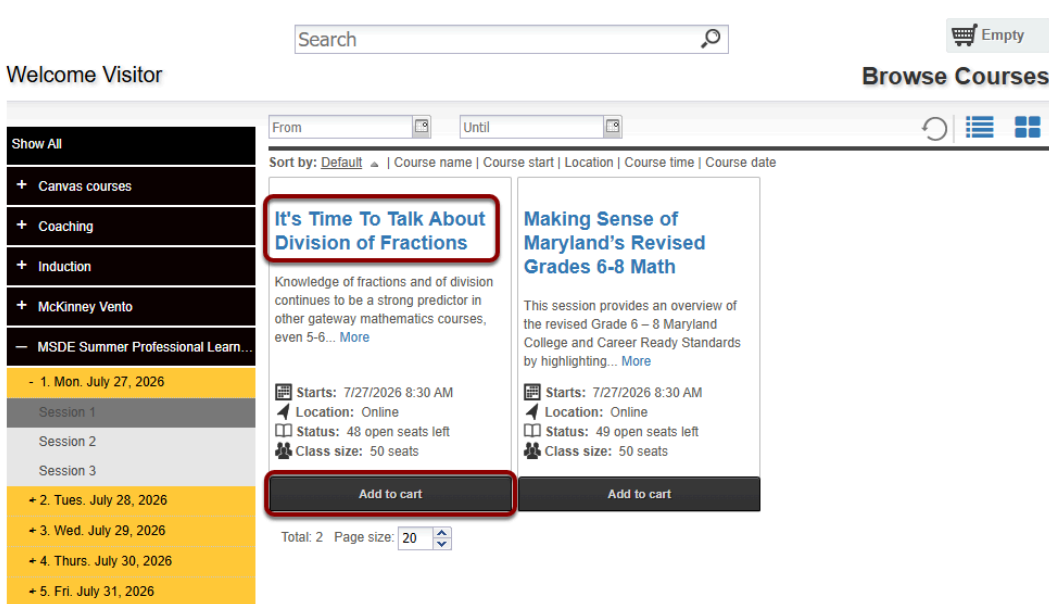
4) On the home page, you can search for courses in different ways.



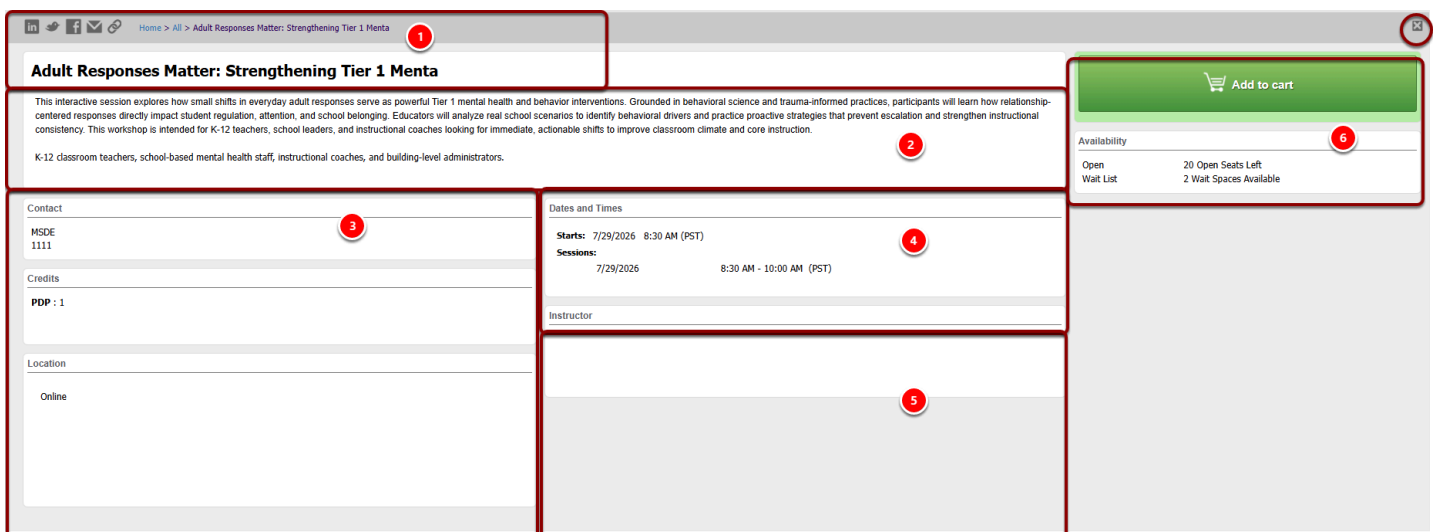
The screenshot shows the GoSignMeUp home page. At the top, there is a search bar (1) and a shopping cart icon labeled 'Empty'. Below the search bar, the page is divided into two main sections: 'Welcome Visitor' on the left and 'Browse Courses' on the right. In the 'Welcome Visitor' section, there is a sidebar with a 'Show All' button (2) and a list of course categories: '+ Canvas courses', '+ Coaching', '+ Induction', '+ McKinney Vento', and '- MSDE Summer Professional Learn...'. The 'MSDE Summer Professional Learning' category is expanded, showing a list of dates from Monday, July 27, 2026, to Friday, July 31, 2026. A plus sign (+) (3) is next to the 'MSDE Summer Professional Learning' category. In the 'Browse Courses' section, there is a 'From' and 'Until' date range selector, a refresh button, and a 'Sort by: Default' dropdown menu. Below this, there are two course cards. The first card is titled 'It's Time To Talk About Division of Fractions' and the second is 'Making Sense of Maryland's Revised Grades 6-8 Math'. Each card includes a description, start date (7/27/2026 8:30 AM), location (Online), status (48 or 49 open seats left), and class size (50 seats). Both cards have an 'Add to cart' button. At the bottom of the course list, there is a 'Total: 2' and a 'Page size: 20' dropdown menu.

- 1) You can search for specific courses using the search bar.
- 2) You can search for courses by searching through the categories on the left hand side.
- 3) Click the plus sign (+) to browse the categories, select the sub-category, and then the course.

5) ALL Courses are FREE as shown. Once you find the course you are looking for, you can add it straight to your cart by clicking on "Add to cart". ALL courses are FREE. Or See more information by clicking on the Course Name.



6) Here is the courses 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 Course Number and the name of the course.
- 2) This area shows a description of the course
- 3) This area shows the contact, credits, location and any visual icon 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.
- 5) Instructors shows the instructors 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 "Add to Cart".

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

Welcome Visitor Browse Courses

Search

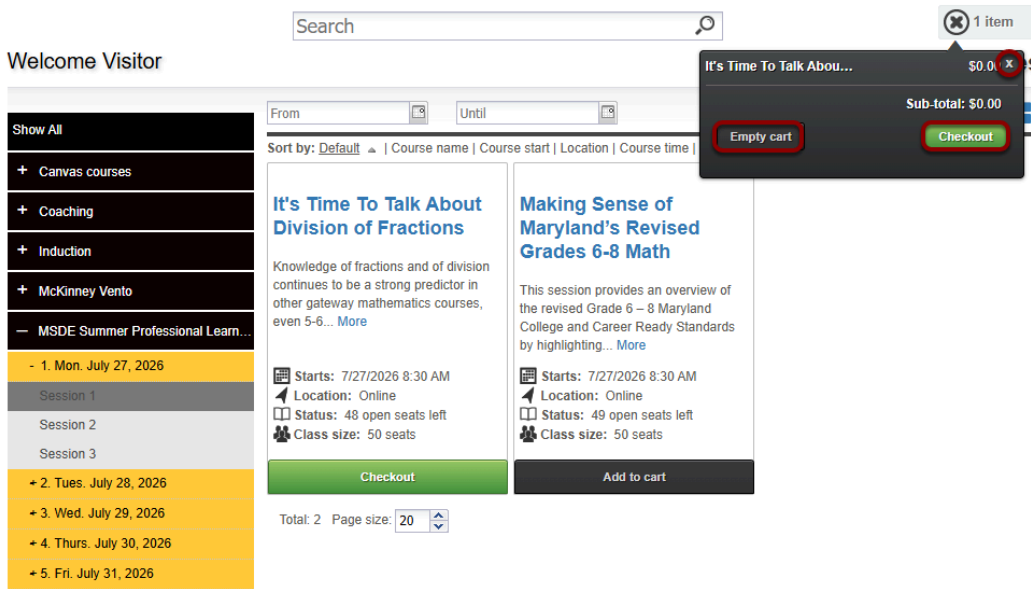
From Until

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

| Course Title | Description | Starts | Location | Status | Class size | Action |
|---|--|-------------------|----------|--------------------|------------|-------------|
| It's Time To Talk About Division of Fractions | Knowledge of fractions and of division continues to be a strong predictor in other gateway mathematics courses, even 5-6... More | 7/27/2026 8:30 AM | Online | 48 open seats left | 50 seats | Checkout |
| Making Sense of Maryland's Revised Grades 6-8 Math | This session provides an overview of the revised Grade 6 – 8 Maryland College and Career Ready Standards by highlighting... More | 7/27/2026 8:30 AM | Online | 49 open seats left | 50 seats | Add to cart |

Total: 2 Page size:

8) After clicking on your cart you can see what is inside of it and the total price. You can also delete the items by clicking the "X" or "Empty Cart". To continue click on "Checkout".



The screenshot shows the GoSignMeUp interface. On the left is a navigation menu with categories like 'Canvas courses', 'Coaching', 'Induction', 'McKinney Vento', and 'MSDE Summer Professional Learning'. The main content area displays two course cards: 'It's Time To Talk About Division of Fractions' and 'Making Sense of Maryland's Revised Grades 6-8 Math'. A cart overlay is positioned in the top right, showing '1 item' and a sub-total of '\$0.00'. The overlay contains buttons for 'Empty cart' and 'Checkout'. The 'Empty cart' button is highlighted with a red circle. The 'Checkout' button is also highlighted with a red circle. The course cards include details such as start dates, locations, and class sizes.

9) When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Next Step".

Welcome Anthony Test

Empty

1 Log in/ Create Account 2 Review 3 Payments 4 Receipt & Confirmation

Add more Courses

Review your current order

| | |
|---------------|---------------|
| Sub-total: | \$0.00 |
| Discount: | \$0.00 |
| Sales Tax: | \$0.00 |
| Total: | \$0.00 |

Proceed to Next Step

Please answer any of the required questions/pre-requisite requests before you proceed. *Note All courses are FREE, no payment required, this will enroll you in the course.

10) You are now registered! You will be taken to the order confirmation page where you can print this for your records.

Welcome Anthony Test Empty

Log in/ Create Account Review Payments Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:
Date: 5/21/2026
Registration number: CYSN9CUE3349606
Username: anthony@gosignmeup.com

Participant Information:
Anthony Test
123 home
Lake Forest, CA, 92680
anthony@gosignmeup.com
(123) 456-7687

Order Details

| Course name | Dates | Status | Price |
|--|------------------------------|--------------------|--------|
| Adult Responses Matter: Strengthening Tier 1 Menta | 7/29/2026 8:30 AM - 10:00 AM | Enrolled | \$0.00 |
| | | Total: | \$0.00 |
| | | Discount: | \$0.00 |
| | | Total Amount Paid: | \$0.00 |

[Print Receipt](#)

[Continue Shopping for Courses](#) [Back To User Home](#)

You will also get a confirmation email sent to you.