

How Do I Register for a MDPH Course

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

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



**2) The first thing you will want to do is create an account.
Or log in using your Username and Password if you already
have one.**



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.

Participant Information

First Name *

Last Name *

Business Email *

Confirm Business Email *

Username *

Password *

Confirm Password *

Bureau/Office *

Select only from the list

Supervisor:

AGUDILE, EMEKA PASCAL

AHNGER-PIER, KATHRYN

AIRD, RENEE

AKINTOBI, LOLA-ADE BERE

ALEXANDER, JAMES

Registration Policy

Please read carefully:
To participate in DPH funded learning opportunities, you must be a DPH state employee and in compliance with all mandatory trainings. Please check your PACE transcript to confirm compliance. For assistance, refer to the Mandatory Training Requirements found on the HealthNet: <https://healthnet.dph.state.ma.us/dphinfo/training/mandatory-training-requirements.docx>

If you register for a class, but can't make it please cancel your registration. No shows to DPH funded classes without notification will be noted for future learning opportunities. Your registration may be canceled by the administrator if you register for a class and you have not completed the mandatory training or the class has a waitlist and you have a record of no shows. If you have any questions about the policy, please contact Lisa Swanson: lisa.swanson@state.ma.us.

Please note: this policy does not apply to meeting events that you are required to attend such as manager meetings which all managers are expected to attend.

Do you agree to the terms and conditions of our Registration Policy?

Agree and Create account

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

1

Search

Empty

Welcome Visitor

Browse Courses

2

Show All

+ Manager Meeting

+ Training

From

Until

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

Diversity, Equity and Inclusion in Workplace

This training is sponsored by the Diversity and Inclusion office to support managers and supervisors in creating a... [More](#)

Starts: 9/20/2019 9:00 AM

Session: 1

Location: Public Health Council Room

Status: 50 open seats left

Class size: 50 seats

Add to cart

Diversity, Equity and Inclusion in Workplace

This training is sponsored by the Diversity and Inclusion office to support managers and supervisors in creating a... [More](#)

Starts: 9/19/2019 8:00 AM

Session: 1

Location: Shattuck Hospital

Status: 50 open seats left

Class size: 50 seats

Add to cart

Diversity, Equity and Inclusion in Workplace

This training is sponsored by the Diversity and Inclusion office to support managers and supervisors in creating a... [More](#)

Starts: 9/18/2019 8:00 AM

Session: 1

Location: Tewksbury Hospital

Status: 50 open seats left

Class size: 50 seats

Add to cart

How Do I Register for a MDPH Course

Page 2

- 1) You can search for specific courses using the search bar.
- 2) You can search for courses by searching through the categories/locations on the left hand side.

5) Once you find the course you are looking for, you can add it straight to your cart by clicking on "Add To Cart". Or See more information by clicking on the Course Name.

The screenshot displays the MDPH course registration interface. At the top, there is a search bar and a shopping cart icon labeled 'Empty'. Below the search bar, the page is divided into a left sidebar and a main content area. The sidebar, titled 'Welcome Visitor', contains a 'Show All' button and two category buttons: '+ Manager Meeting' and '+ Training'. The main content area, titled 'Browse Courses', features a date range selector (From/Until) and a sort-by dropdown set to 'Default'. Below the sort-by dropdown, there are three course cards. The first card, 'Diversity, Equity and Inclusion in Workplace', is highlighted with a red box around its title and another red box around its 'Add to cart' button. The second and third cards are identical but for different dates and locations. Each card includes a description, a 'More' link, and details about the start date, session, location, status, and class size.

Course Name	Start Date	Session	Location	Status	Class Size
Diversity, Equity and Inclusion in Workplace	9/20/2019 9:00 AM	1	Public Health Council Room	50 open seats left	50 seats
Diversity, Equity and Inclusion in Workplace	9/19/2019 8:00 AM	1	Shattuck Hospital	50 open seats left	50 seats
Diversity, Equity and Inclusion in Workplace	9/18/2019 8:00 AM	1	Tewksbury Hospital	50 open seats left	50 seats

6) Here is the courses information page. You can see more information about the course here.

The screenshot displays a web page for a course titled "Diversity, Equity and Inclusion in Workplace". The page is divided into several sections, each highlighted with a red box and a numbered callout:

- 1**: Top navigation bar with social media links and a breadcrumb trail: Home > All > Diversity, Equity and Inclusion in Workplace.
- 2**: Course description and session details. It states the training is sponsored by the Diversity and Inclusion office to support managers and supervisors. It lists three sessions: Session I (September 18th at Tewksbury Hospital), Session II (September 19th at Shattuck Hospital), and Session III (September 20th at 250 Washington Street). A note specifies that registration is for hospital supervisors and managers only.
- 3**: Contact information for Kathy Creed, including her email address (kathy.creed@state.ma.us).
- 4**: Dates and Times section, showing the start date (9/20/2019) and time (9:00 AM - 3:00 PM), and the registration close date (9/20/2019).
- 5**: Facilitator section, which is currently empty.
- 6**: Availability section, showing 50 Open Seats Left and 0 Wait Spaces Available, with an "Add to cart" button.

Additional details visible on the page include a map of the location (Public Health Council Room, 250 Washington Street, 2nd Floor, Boston, MA 02108) and a "READ MORE" link.

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". You will also have to mark required information here including pre-requisites or materials.

7) You can continue adding courses to your cart, or click on the cart to see what is in there. You can also click 'Checkout' to go directly to the Checkout page.

Search

 1 item

Welcome Visitor

Browse Courses

Show All

+ Manager Meeting

+ Training

From

Until



Sort by: [Default](#) | [Course name](#) | [Course start](#) | [Location](#) | [Course time](#) | [Course date](#)

Diversity, Equity and Inclusion in Workplace

This training is sponsored by the Diversity and Inclusion office to support managers and supervisors in creating a... [More](#)

 Starts: 9/20/2019 9:00 AM

 Session: 1

 Location: [Public Health Council Room](#)

 Status: 50 open seats left

 Class size: 50 seats

Checkout

Diversity, Equity and Inclusion in Workplace

This training is sponsored by the Diversity and Inclusion office to support managers and supervisors in creating a... [More](#)

 Starts: 9/19/2019 8:00 AM

 Session: 1

 Location: [Shattuck Hospital](#)

 Status: 50 open seats left

 Class size: 50 seats

Add to cart

Diversity, Equity and Inclusion in Workplace

This training is sponsored by the Diversity and Inclusion office to support managers and supervisors in creating a... [More](#)

 Starts: 9/18/2019 8:00 AM

 Session: 1

 Location: [Tewksbury Hospital](#)

 Status: 50 open seats left

 Class size: 50 seats

Add to cart

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 displays a web interface for course registration. At the top, there is a search bar and a notification for 1 item in the cart. A sidebar on the left lists categories like 'Manager Meeting' and 'Training'. The main area shows three course listings for 'Diversity, Equity and Inclusion in Workplace'. A dark overlay at the top right of the course listings contains buttons for 'Empty cart' and 'Checkout', with a red 'x' icon to close the overlay. The first course listing has a green 'Checkout' button, while the others have 'Add to cart' buttons.

Welcome Visitor

Search

1 item

Diversity, Equity and I...

Empty cart

Checkout

Show All

+ Manager Meeting

+ Training

From

Until

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

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Starts: 9/18/2019 8:00 AM

Session: 1

Location: Tewksbury Hospital

Status: 50 open seats left

Class size: 50 seats

Add to cart

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" to enroll in the course(s).

✓

2

3

4

Log in/ Create Account

Review

Processing

Receipt & Confirmation

Add more Courses

Review your current order

Course Name	Date(s)	Time(s)	Status
Diversity, Equity and Inclusion in Workplace - 2526	9/20/2019	9:00 AM - 3:00 PM	Open: 50 Open Seats Left Wait List: 0 Wait Spaces Available

Proceed to Next Step

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

✓

✓

✓

4

Log in/ Create AccountReviewProcessingReceipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:

Date:9/4/2019Registration number:CELSCGPK1378408Username:test@gosignmeup.com

Participant Information:

Trevor Testtest@gosignmeup.com

Order Details

Course name	Dates	Status
Diversity, Equity and Inclusion in Workplace	9/20/2019 9:00 AM - 3:00 PM	Enrolled

Print Receipt

Continue Shopping for CoursesBack To User Home

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You will also have a confirmation email sent to you.