



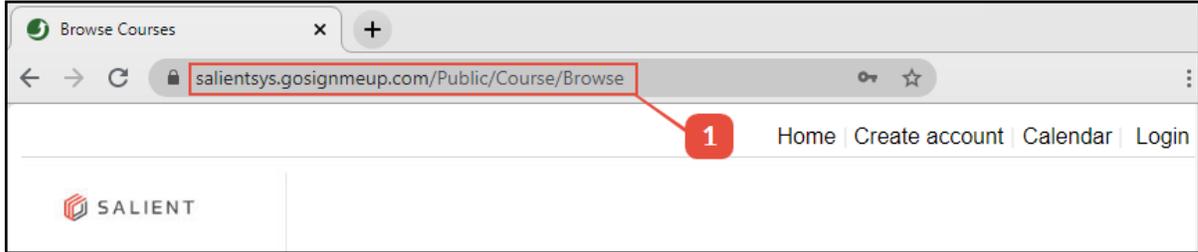
STUDENT COURSE REGISTRATION GUIDE

Salient Training

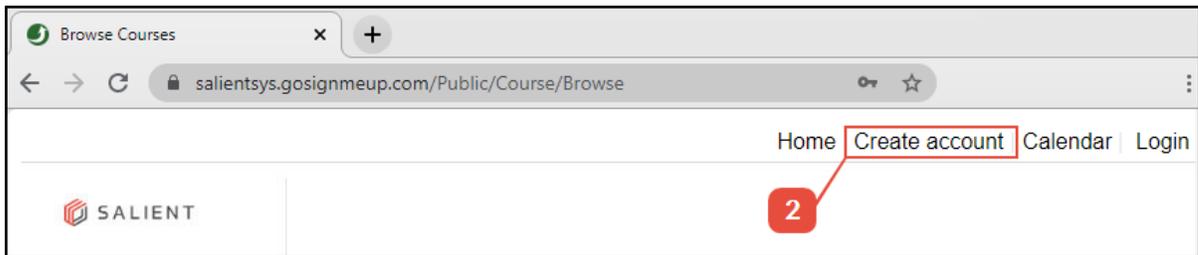


How to use the Salient Training Student Registration System

1. Make sure you are on our registration site
at: <https://salient.gosignmeup.com/Public/Course/Browse>



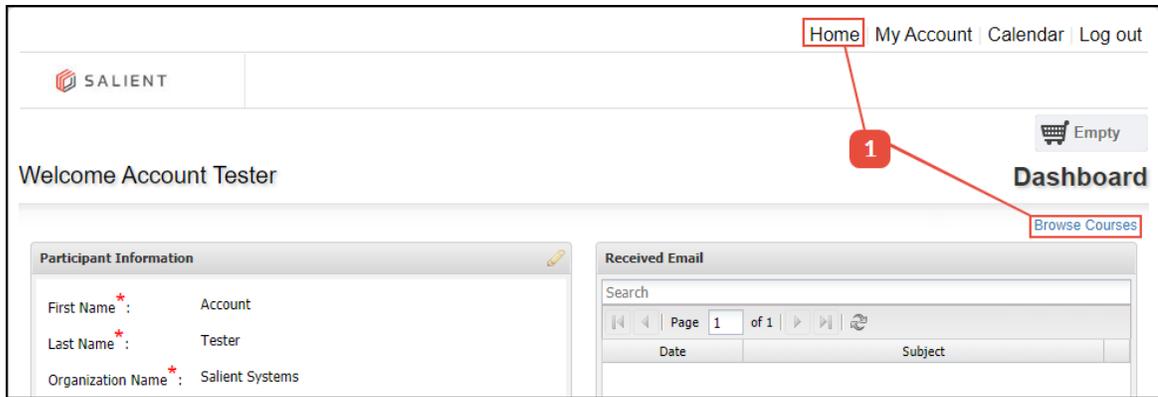
2. Create your account by selecting the "Create account" option from the top menu



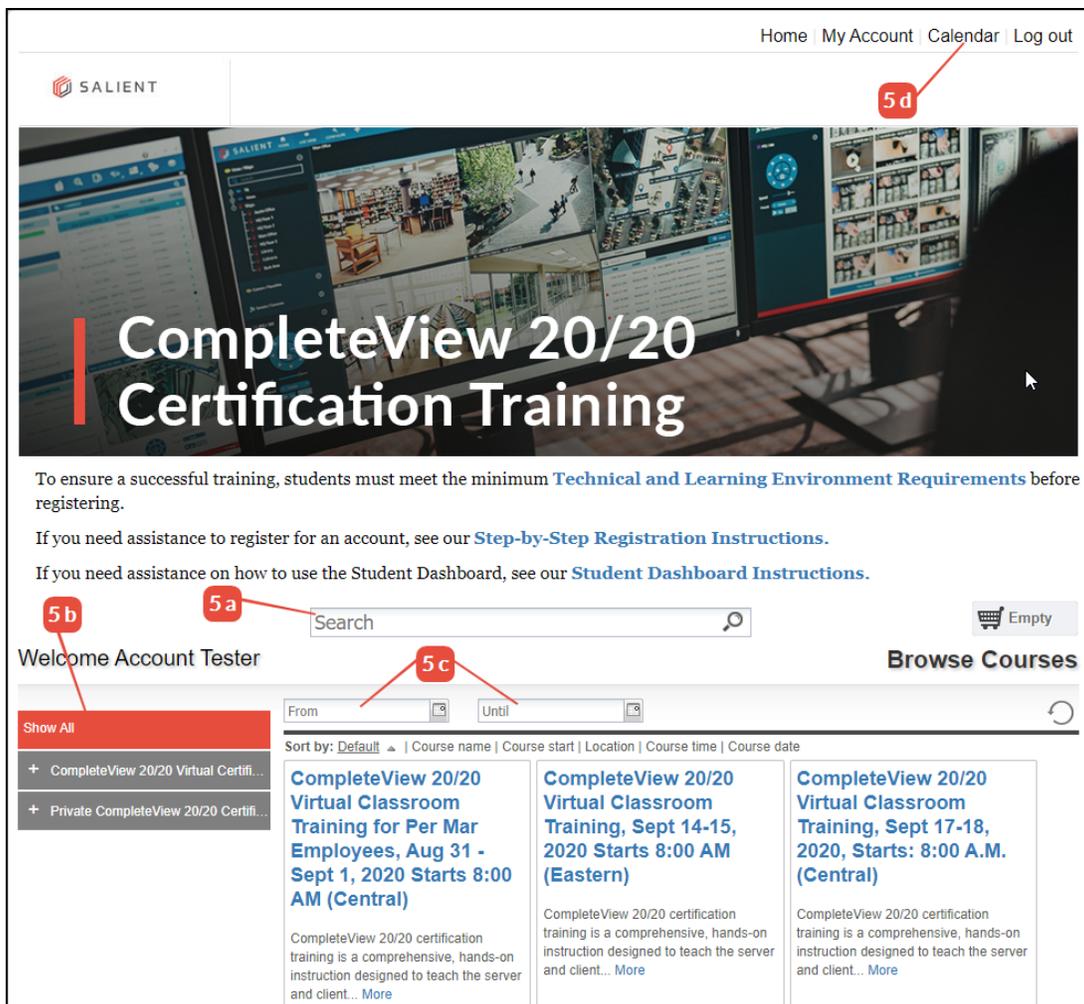
3. Enter in your information as specified
 - a. Review our Registration Policy, then select "Agree and Create account"

A screenshot of the registration form titled "Participant Information". The form contains several input fields with red asterisks indicating required fields: First Name, Last Name, Organization Name, Address, City, State, Zip, Cell phone, Email, Confirm Email, CC Email, Job Responsibility, Username, Password, and Confirm Password. The Country field is a dropdown menu with the text "Select only from the list". Below the form, there is a checkbox for "Do you agree to the terms and conditions of our [Registration Policy?](#)". A red circle with the number '3' points to the right side of the form, and a red circle with '3 a' points to the checkbox. A green button labeled "Agree and Create account" is located at the bottom right, with a hand cursor icon over it.

4. Once your account is created, you will see your student dashboard; Selecting either **Browse Courses** or **Home** will allow you to select the course you wish to register for



5. From the Course Home page, you have the ability to search for and filter/view courses in several ways
- Enter a term in the search bar
 - Select show all from the navigation menu to view all course offerings
 - Search for courses based on a range of dates
 - The calendar icon will show a calendar view of course



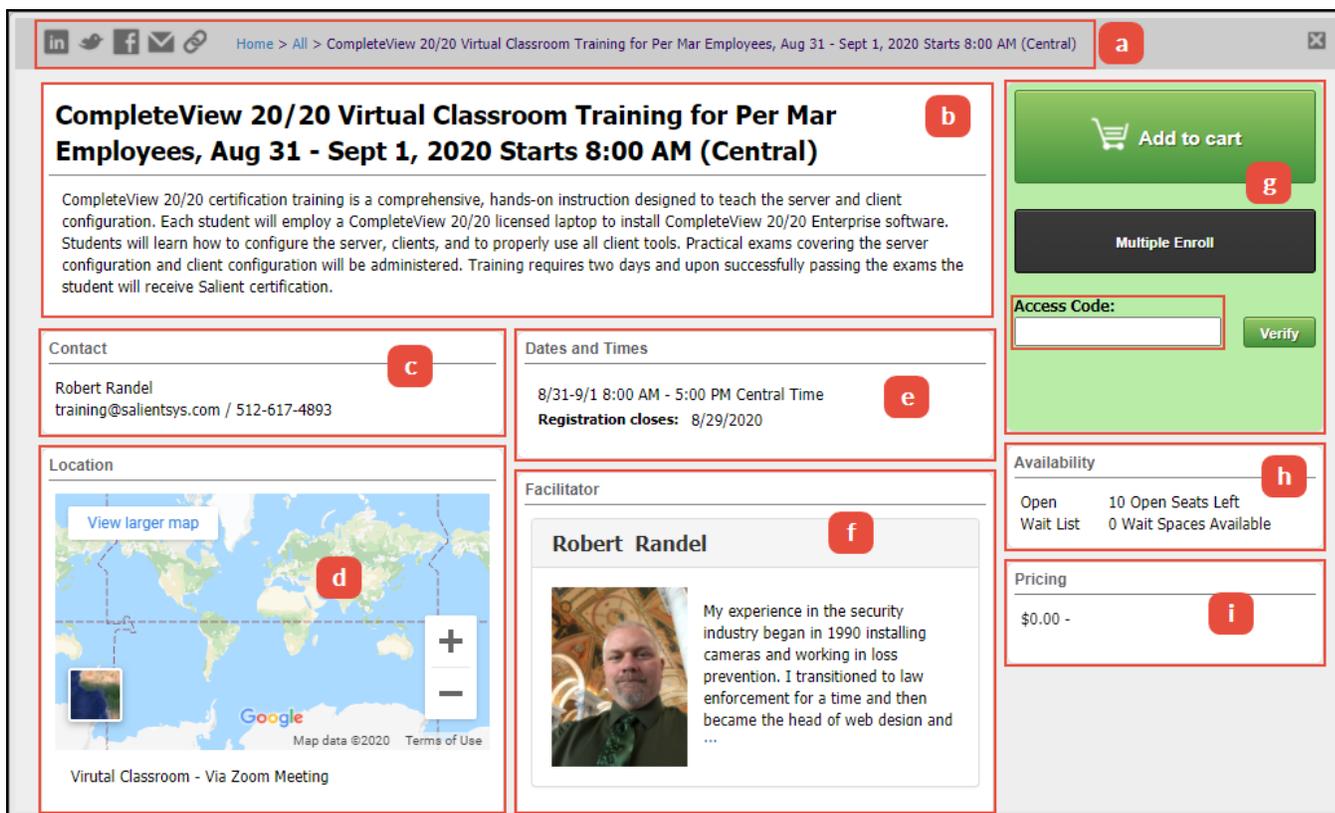
6. Once you find the course you are looking for you can add it to your cart by selecting "Add to cart"
 - a. Selecting the course name will show the course information page

The screenshot shows a web interface for course selection. At the top, there is a search bar with the text "From" and a red callout "6 a" pointing to it. Below the search bar is a sorting menu with "Sort by: Default" and several filter options: "Course name", "Course start", "Location", "Course time", and "Course da".

Two course cards are displayed side-by-side:

- Left Card:**
 - Course Name:** CompleteView 20/20 Virtual Classroom Training for Per Mar Employees, Aug 31 - Sept 1, 2020 Starts 8:00 AM (Central) (highlighted with a red box)
 - Description:** CompleteView 20/20 certification training is a comprehensive, hands-on instruction designed to teach the server and client... More
 - Dates:** 8/31-9/1 8:00 AM - 5:00 PM Central Time
 - Pricing:** \$0.00
 - Location:** Virtual Classroom - Via Zoom Meeting
 - Status:** 10 open seats left
 - Class size:** 10 seats
 - Action:** Add to cart (button highlighted with a red box and callout "6")
- Right Card:**
 - Course Name:** CompleteView 20/20 Virtual Classroom Training, Sept 14-15, 2020 Starts 8:00 AM (Eastern)
 - Description:** CompleteView 20/20 certification training is a comprehensive, hands-on instruction designed to teach the server and client... More
 - Dates:** 9/14-9/15 8:00 AM - 5:00 PM Eastern Time
 - Pricing:** \$425.00
 - Location:** Virtual Classroom - Via Zoom Meeting
 - Status:** 8 open seats left
 - Class size:** 12 seats
 - Action:** Add to cart

7. The course information page has the following sections



- a. Social media links along with the Course Number and the name of the course
 - b. A brief description of the course
 - c. The contact information for the instructor
 - d. The location of the class (this is only used for our non-remote options)
 - e. The dates and times that the course starts for each session
 - f. Additional information about your instructor
 - g. Easily add your course to the cart for checkout
- Notice:** this course has an access code required as it is a Corporate Class. For more information regarding private corporate classes, contact us at training@salientsys.com
- h. Shows the course availability in terms of open seats and any waiting list
 - i. Any pricing information for the course will be displayed

8. You now have the following options:
 - a. You can add additional courses to your cart
 - b. Select the cart to see the courses you have added
 - c. Select 'Checkout' to go straight to the checkout screen

Welcome Account Tester

Search

8 a 1 item

Browse Courses

From Until

Show All

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

| Course Name | Dates | Time | Price | Location | Status | Class size | Action |
|---|-----------|--------------------------------|----------|--------------------------------------|--------------------|------------|------------------|
| CompleteView 20/20 Virtual Classroom Training for Per Mar Employees, Aug 31 - Sept 1, 2020 Starts 8:00 AM (Central) | 8/31-9/1 | 8:00 AM - 5:00 PM Central Time | \$0.00 | Virtual Classroom - Via Zoom Meeting | 10 open seats left | 10 seats | Checkout (8c) |
| CompleteView 20/20 Virtual Classroom Training, Sept 14-15, 2020 Starts 8:00 AM (Eastern) | 9/14-9/15 | 8:00 AM - 5:00 PM Eastern Time | \$425.00 | Virtual Classroom - Via Zoom Meeting | 8 open seats left | 12 seats | Add to cart (8a) |
| CompleteView 20/20 Virtual Classroom Training, Sept 17-18, 2020, Starts: 8:00 A.M. (Central) | 9/17-9/18 | 8:00 AM - 5:00 PM Central Time | \$425.00 | Virtual Classroom - Via Zoom Meeting | 12 open seats left | 12 seats | Add to cart (8a) |

9. Once in the checkout, please answer any of the required questions/pre-requisites, and make sure your course selections are correct before you proceed
 - a. If you have a coupon for the course, enter it in the provided blank, and select 'Apply coupon'
 - b. Select Proceed to Next Step

Welcome Account Tester

1 2 3 4

Log in/ Create Account Review Payments Receipt & Confirmation

Review your current order

Order for Account Tester

| Course Name | Date(s) | Time(s) | Price | Status |
|--|----------|--------------------------------|-------|--|
| CompleteView 20/20 Virtual Classroom Training for Per Mar Employees, Aug 31 - Sept 1, 2020 Starts 8:00 AM (Central) - 2525 | 8/31-9/1 | 8:00 AM - 5:00 PM Central Time | | Open: 10 Open Seats Left Wait List: 0 Wait Spaces Available |

Coupon Code [D]: (9a)

Discount: \$0.00
Sales Tax: \$0.00
Total: \$0.00

(9b)

10. On the payment screen, enter in your billing information, and select Continue to enter in your credit card payment information

Welcome Account Tester

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

Payment Amount: \$425.00

Credit Card Billing Information

First Name Last Name

Email Address

Card Holder Address Line 1

Card Holder Address Line 2 (Optional)

Card Holder City

State Card Holder Zip No. United States

10

VISA **MasterCard**
AMERICAN EXPRESS **DISCOVER NETWORK**

You must press the button below to complete registration.

Continue

11. On the payment screen, select your payment type, and enter in the appropriate information

Log in/ Create Account Review Payments 4 Receipt & Confirmation

> Pay with PayPal - The faster, safer way to pay

Pay now CHECK OUT WITH PayPal

-OR-

Pay later U.S. customers only PayPal CREDIT

> Pay with credit or debit card

Card number

Expiration date mm / yy

CSC [What is this ?](#)

Pay Now

Go Back

12. You have now registered for the course, and will be taken to the confirmation page. You can print this page for your records; In addition, you will also receive a confirmation email to the address you signed up with