

REGISTRATION PROCESS AND TIMELINE

All workshops requiring online registration will be scheduled from the GGUSD Web site. You will need to have access to a GGUSD computer with Internet capabilities. All district sites provide this. The instructional service center located in the Annex will also be providing assistance in registering on-line if needed. The lab will be open Monday and Wednesday from 8:00 a.m. - 6:00 p.m. and Tuesday, Thursday and Friday from 8:00 a.m. - 5:00 p.m. The system will NOT allow you to register from home.

Classes are open for online registration now unless otherwise noted. Please register at least two weeks prior to the inservice to ensure adequate materials are available. *Instructional Technology Classes will open for online registration at 3:00p.m. on the 3rd Tuesday of the month prior to the inservice.*

If you have any questions, or determine later that you need to cancel your spot, please call the Department of K-6 Instruction at ext. 6587. Please cancel as early as possible so that we can give your spot to someone on the waiting list.

Workshops requiring online registration qualify for professional growth credit and either stipend or salary advancement.

REGISTRATION DIRECTIONS

1. Start your browser (Netscape, Internet Explorer or Safari)
2. Go to this address: <http://www.ggusd.k12.ca.us>
3. You will be taken to the GGUSD **home page**
4. Look down the left side of this page and select **Departments**
5. In the Departments page, select **K-6 Instruction**.
6. Click **“GO”**
7. At the K-6 Instruction page, click **“Staff Development”**
8. At the Staff Development page, click **“Go Sign Me Up”**
9. You will be taken to the **Go Sign Me Up GGUSD Page**.
10. Click **“My Account”**
11. Enter **Username** and **password** or create **New Account**

Creating New Account

- a. Click **“click here”** in the sentence, “If you are a new user, click here to create a new account.”
 - b. **Fill out** the required fields
 - * You will be required to create a user name and password. Write this information down for future reference.
User name _____ **Password** _____
 - * Make sure that your email address is current and can be accessed.
 - c. Click **“Submit”** when account is completed.
 - d. Click **“If you would like to sign up for a class click here.”**
12. Click **“District Course Offerings”**
 13. Click **“K-6 Instruction”**
 - If attending a technology training click on **“Instructional Technology Workshops”**
 14. Click **“Sign-Up”** under the Enroll Now Column for the courses you would like to take.
 15. Click **“Check Out”**
 16. Click **“Submit”** to complete your registration.
 17. Print a hard copy of the course you have enrolled in for your records.

K-6 Instruction
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(714) 663-6587
<http://www.ggusd.k12.ca.us>