

# How to Create an Account and Register Using ABC Sign Up

Training & Development has implemented a new registration system, ABC Sign Up. The new system offers many benefits including calendar and list formats, event reminders enclosed in your confirmation notice and personal account management.

**Your first registration will require that you create an account.** Once you have an account, you can simply login to register without having to re-type your information into every new registration. You may also select multiple events at a time by continuing to select options after your first option has been chosen. See the instructions below.

1. Click the Course [List View](#) or [Calendar View](#) to see what is available.
2. Begin by clicking the **Register Now** button for your program ( Figure 1 or 2).

## Course Listing Views

March 2016	April 2016	May 2016	June 2016	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	January 2017	February 2017
April 2016											
Monday	Tuesday	Wednesday	Thursday	Friday	Sat / Sun						
				1	2						
					3						
4	5 • 10:00AM - Online Performance Evaluations - Managers (Webinar) <b>Register Now</b>	6 • 1:00PM - Online Performance Evaluations - Managers (Webinar) <b>Register Now</b>	7 • 2:00PM - ALICE Training <b>Register Now</b>	8 • 10:00AM - Create Accessible PDF Documents and Forms <b>Register Now</b>	9						
					10						
11	12	13	14	15 • 9:00AM - Internet Native Banner Navigation <b>Register Now</b>	16						
					17						
18 • 10:00AM - ALICE Training <b>Register Now</b>	19 • 10:00AM - Self-Service Finance Tab <b>Register Now</b>	20 • 9:00AM - Accessibility Overview <b>Register Now</b>	21	22	23						
					24						
25	26	27	28	29	30						

Figure 1. Calendar View

Month	Date	Time	Location	Upcoming Event
			Online - On Demand Content	Starfish - Five Minutes to Learn about Early Alert Spaces Remaining 1000 Starfish facilitates communication between the faculty, advisors and student success services <b>Register Now</b>
			Online - On Demand Content	Starfish - How to Take Attendance Spaces Remaining 1000 Starfish provides easy attendance and file management. <b>Register Now</b>
April	4/5/2016	10:00 AM - 11:00 AM (Eastern Time)	Webinar - Login at your desk	Online Performance Evaluations - Managers (Webinar) Spaces Remaining 20 Online performance evaluations using People Admin creates a paperless workflow. <b>Register Now</b>
	4/6/2016	1:00 PM - 2:00 PM (Eastern Time)	Webinar - Login at your desk	Online Performance Evaluations - Managers (Webinar) Spaces Remaining 26 HR now uses People Admin to create a paperless workflow for evaluations <b>Register Now</b>
	4/7/2016	2:00 PM - 4:00 PM (Eastern Time)	Kilcawley Center - Presidents Suite	ALICE Training Spaces Remaining 60 Do you know how to respond to an Active Shooter? In this day and age, it is imperative to learn the proper response to this situation. <b>Register Now</b>
	4/8/2016	10:00 AM - 11:30 AM (Eastern Time)	Webinar - Login at your desk	Create Accessible PDF Documents and Forms Spaces Remaining 24 YSU is committed to providing accessible electronic content to all students. <b>Register Now</b>
	4/15/2016	9:00 AM - 11:00 AM (Eastern Time)	Tod Hall, Room 309	Internet Native Banner Navigation Spaces Remaining 3 NAVIGATION Explores the structure of and features within Banner <b>Register Now</b>


Figure 2. List View

## Create an Account or Login In



Upon your first registration using the new system you must create an account. Login using your account information if this is not your first registration in the new system.

**NOTE:** This registration system is not connected to your YSU portal login. You must create an account first. The password will not change when your YSU Portal account changes.

- 3a. Click the **Create a New Account** button (Figure 3).
- 3b. Returning registrants should click **Login**. Use your YSU email address and password set when you created your account for Training and Development.

**YOUNGSTOWN STATE UNIVERSITY**  
 **Training & Development**

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 [Listing of Courses](#) |  [Login](#)

Login ID:

Password:

Figure 3. Login / New Account Page

4. Enter your information then click **Submit Registration** to proceed (Figure 4).

All questions marked by an asterisk are required

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**Password Requirements**

Password must be at least eight characters/numbers  
Password may not contain the word 'Password'.  
Password may not be the same as the Login ID.  
Quotations cannot be used in your password.  
Password must contain at least 1 letter and 1 number.

Event Name: Internet Native Banner Navigation

\*First Name:

\*Last Name:

\*Login ID:

\*New Password:

\*Retype Password:

\*Phone Number:  [xxx-xxx-xxxx]

\*Email Address:

\*Retype Email Address:

\*College/Division:

Figure 4. Registration Details

## Registration Cart

The Registration Cart contains all of the programs you have selected to attend, options to view the course calendar, or incomplete registrations. These options appear in the menu above the cart (Figure 5).

5. Click the **Register Now** button to register for one program.
6. Click **Select More Courses** to select additional programs for registration. **Select More Courses** returns you to the calendar or list view.
7. **Register Now** confirms all registrations in the list.

Welcome: Rosalyn Donaldson | Listing of Courses | View Cart | Checkout | Pending Registrations: 1 | Logout

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Options	Name	Courses	Status	Balance
<a href="#">Edit</a> <a href="#">Cancel</a>	Rosalyn Donaldson	Starfish - Five Minutes to Learn about Early Alert	Pending - Confirmed	\$0.00

Balance Due: \$0.00

[Register Now](#)

[Select More Courses](#)

Figure 5. Register Now / Select More Courses

## Logout

Exit the registration portal after all selections are made (Figure 6).

8. Click **Logout** to exit the registration portal.

Welcome: Rosalyn Donaldson | Listing of Courses | Pending Registrations: 0 | Logout

Thank you!

You registered for the following programs.

Date	Description	Event	Status	Total
3/31/2016	Registration - Rosalyn Donaldson	Becoming an Effective Team Member	Confirmed	\$0.00

Statement Balance: \$0.00

Figure 6. List of registrations