
2. Click on your program name in the left column to expand the choices.

3. Click on the name of the program/course you are registering for to open the course registration page.

4. Click on the “Add to Cart” button to select the course and move it to your shopping cart.

5. Click the green CHECKOUT button.

6. **If you have a GoSignMeUp or Canvas login at https://ese.instructure.com:**
   - Login to your account then skip to **STEP 8**

   **If you DO NOT have a login:**
   - Click “Create Login” then continue to **STEP 7**
7. Complete all fields in the following steps:
   A. Create Login Information
   B. Complete Applicant Info
   C. Complete Demographic Info as requested by CTC per SB179 and AB677. State “Decline to state” if you do not wish to provide this information.
   D. Required for Teacher and Admin Induction Candidates ONLY.
   E. Required for Mentors and Coaches ONLY.
   F. Review Registration Policy and Click “Agree and Create Login” at bottom of webpage

8. To complete the checkout process:
   • IF YOUR DISTRICT/SCHOOL HAS AGREED TO PAY THE PROGRAM REGISTRATION FEE: enter the COUPON CODE provided to you by your district/school, click APPLY COUPON, then click PROCEED TO NEXT STEP.
   • If your district has not provided you a coupon code, assume that you are responsible for the payment. Contact your district HR department for any questions.
   • If you are responsible for payment of the program registration fee, click PROCEED TO PAYMENT, enter your credit card information, then click CONTINUE.

9. You’re done! Thank you for your submission. You will receive an automatic email confirming receipt of your registration and payment.

   QUESTIONS? Contact us at (805) 437-1320 or academicadvise@vcoe.org