

VISTAS
 Instructions for On-line Registration
 Training Courses, Meetings, and Other Events
 December 17, 2003

Please follow the steps below to register for courses and meetings sponsored by VISTAS. Please note that the second column explains the action you must take and the last column explains what you will see on the screen after you take that action. Please edit your account information as changes occur. If you have any questions, contact John Hornback or Ken Powell at 404-361-4000, hornback@metro4-sesarm.org or powell@metro4-sesarm.org.

Step	Action ...	You will see ...
1	Go to http://www.vistas-sesarm.org	VISTAS home page
2	Click on "Register" or Click on "Meetings & Training" and then on "Login/Register"	Blanks for User ID and Password + Login button
3.a.	If already registered, enter your ID and password and click "Login"	Proceed with registration. See Step 4.
3.b.1.	If not already registered, click on "Click here to sign up"	User ID and password creation page
3.b.2.	Enter a User ID and password that you will remember and write them down somewhere. Click "Create New Account"	Account information page
3.b.3.	Fill out contact information. If your agency is listed in the drop down box, use it, being careful to make sure you use the correct local or state agency name. If not listed, click on "Other" and go to the blank box and type in your agency name. When finished, click "OK."	Your current schedule, if you have previously registered for any courses.
4	Click on "Sign up for courses" or "Sign up for meetings"	Choose your course or Choose meeting.
5	Click on course or meeting for which you wish to register. Click "Continue."	Confirmation page
6	Verify accuracy of registration and click on "Sign me up."	Thanks page.
7.a.	"Logout" if all registrations and complete and accurate.	
7.b.	Click "Remove" if an error was made and go back to earlier page to choose your course or meeting.	
7.c.	Click "sign up for more classes" or "sign up for meetings" to register for additional courses/meetings.	