



## ACCESS

1. Go to SignUpGenius at <https://www.signupgenius.com/register>
2. Click **New Account**
3. Complete with your name, FVCC email address, and a password

## OR

1. Go to Human Resources at <https://hr.fvcc.edu/>
2. Click Professional Development Registration
3. Select a class you would like to take, Click **Sign Up**, and **Submit and Sign Up**.
4. Account Registration will pop up for you to register or login.

## SET UP A NEW ACCOUNT

5. To set up a new account, fill in your First Name, Last Name, Email, and Password.
6. Next, click on the RECAPTA box (the I am not a robot button) and click the green **Register Now**
7. Check your email once you have registered your new account. You will receive a confirmation email from [info@signupgenius.com](mailto:info@signupgenius.com) to confirm your new account.

## ALREADY HAVE AN ACCOUNT

8. Click the orange **Login** underneath the **Register Now** button.
9. Once you have set up a new account or selected **Login**, you will be asked to login using your email and password.

## LOGIN

10. Add your name in the **My Comment** field and click the **Sign Up Now** button. You are now signed up for your class!
11. Add this class to your computer calendar by clicking **Add to Calendar**.
12. You will receive an email reminder from [info@signupgenius.com](mailto:info@signupgenius.com). Please add [info@signupgenius.com](mailto:info@signupgenius.com) as a contact to your email to prevent reminders from going to your junk folder.

## VIEW, EDIT, OR DELETE REGISTRATION

13. You may view, edit, or delete your sign ups anytime by logging into your account at [signupgenius.com](https://www.signupgenius.com).

If you have any questions, please feel free to contact Human Resources at [hr@fvcc.edu](mailto:hr@fvcc.edu).

**Thank you!**