

HOW-TO FAQs

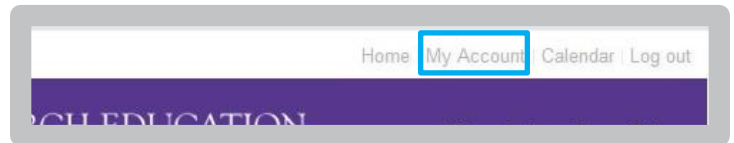
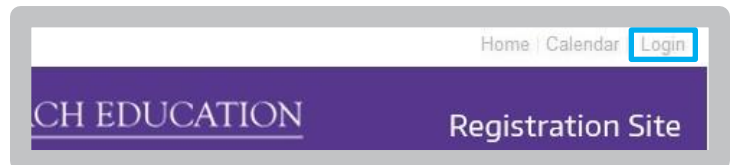
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POLICY AND PROCESS FAQs

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ACCESS YOUR ACCOUNT

1. Go to: <https://uwresearch.gosignmeup.com>
2. Click on **Login** and enter your UW NetID and password
3. After you have successfully logged in, the **My Account** link will appear to the left of Login. When you click on **My Account**, you will be taken to your course dashboard which displays your personal information and the **Courses** section
4. Below is your **dashboard**. The table on the right is the **Courses** section, which contains a tab for each of the following: Enrolled (current registration), Waiting (on a waitlist), Transcribed (completed course), and Cancelled (cancelled registration).



Student Information

Username * : **Your Information**

First Name * :

Last Name * :

Department:

Courses

Print Show Grid

← Enrolled Waiting Past Transcribed Cancelled Multiple E →

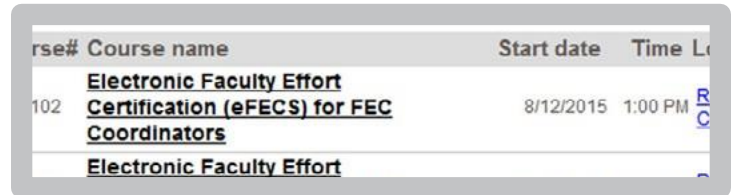
#	Course Name	Enrolled by	Start Date	Action
Order Number: CM35YIC09981500		Paid Amount: \$0.00		
2621	Managing Faculty Ef...		11-03-2015	Select...

REGISTER FOR A COURSE

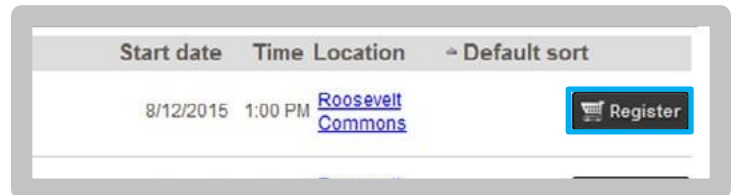
1. Browse the [course listing](#) for topics you are interested in. The course listing can be sorted by Course #, Name, Start Date, Time or Location.
2. To register, click the shopping cart **Register** button and log in with your UW NetID and password when prompted to complete registration.

NOTE: You will be walked through a payment page, but you will not be asked to enter any payment information and all costs should be zero. CORE courses are free for UW faculty and staff.

3. You will receive a confirmation email within an hour of registering. If for some reason you do not, please contact corehelp@uw.edu.



Course#	Course name	Start date	Time Location
102	Electronic Faculty Effort Certification (eFECs) for FEC Coordinators	8/12/2015	1:00 PM
	Electronic Faculty Effort		



Start date	Time Location	Default sort
8/12/2015	1:00 PM Roosevelt Commons	

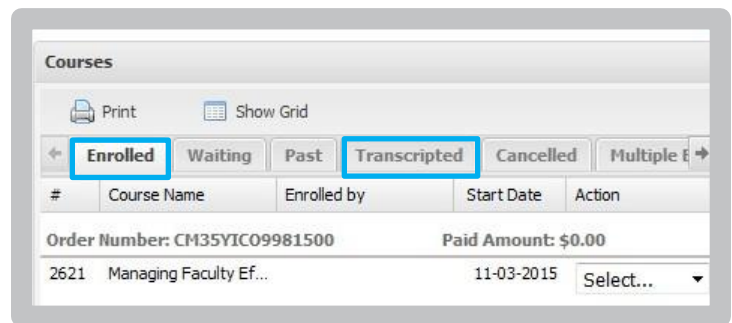
[Register](#)

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VIEW YOUR UPCOMING OR COMPLETED COURSES

1. Log in to the CORE registration site and go to [My Account](#)
2. The table on the right side of this page is the **Courses** section
 - the **Enrolled** tab shows your upcoming courses.
 - the **Transcripted** tab will show courses you have attended that have been marked as completed.

NOTE: the Past tab will include only those courses that have not yet been transcribed in the system; once transcribed, the completed course will display in the Transcripted tab.



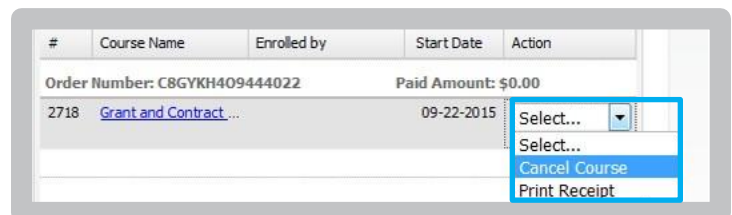
#	Course Name	Enrolled by	Start Date	Action
Order Number: CM35YIC09981500		Paid Amount: \$0.00		
2621	Managing Faculty Ef...		11-03-2015	Select...

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CANCEL YOUR REGISTRATION

1. Log in to the CORE registration site and go to [My Account](#)
2. In the **Enrolled** tab, locate the course you wish to cancel and choose **Cancel Course** from the drop-down menu to the right of the course name. In some browsers, you must click the word "select" under Actions before the drop-down appears.

NOTE: the system is closed for all registration changes the day of instruction.

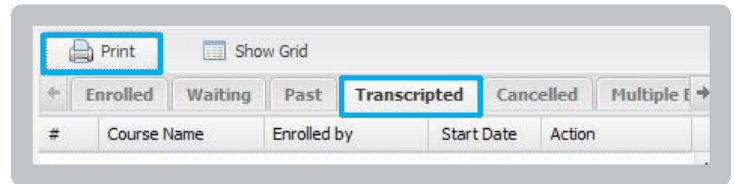


#	Course Name	Enrolled by	Start Date	Action
Order Number: C8GYKH409444022		Paid Amount: \$0.00		
2718	Grant and Contract ...		09-22-2015	Select... Select... Cancel Course Print Receipt

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PRINT YOUR TRANSCRIPT

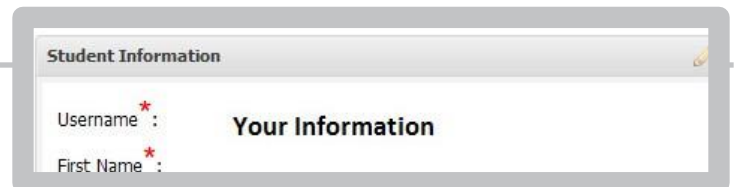
1. Log in to the CORE registration site and go to
2. [My Account](#)
3. In the **Courses** section, click on the **Transcripted** tab.
4. Click **Print**



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CHANGE YOUR PERSONAL INFORMATION

The information displayed on your dashboard is pulled directly from the UW Directory. If you wish to change this information, you will need to do so via [Employee Self Services](#).



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CANCELLATION/NO SHOW POLICY

If a conflict arises and you are unable to attend, please [cancel your registration](#) at least 3 business days prior. Space is limited, and an early cancellation makes it possible for another student to register, and allows the instructor to have a realistic count for materials. A registration "cancelled" the same day a course is taught will be recorded as a no-show; a large number of no-shows may limit your ability to register for courses in the future or incur a fee.

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INCLEMENT WEATHER

In the event of inclement weather causing a course cancellation, we will make every effort notify all attendees of the cancellation in a reasonable timeframe before the listed start time. If you are not able to make it due to inclement weather, please email corehelp@uw.edu.

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WHAT IS AN EXPRESS-INTEREST/TBD COURSE?

An express interest course is a course that is available to be taught but not yet scheduled for a specific

time. Instructors gauge the scheduling of these courses based on the number of signups on the waitlist.

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COURSES TAKEN PRIOR TO THE CORE LAUNCH (APRIL 2015)

Unfortunately, any courses taken before the April 2015 CORE launch will not appear on your transcript. However, if you attended courses prior to April 1, 2015 that were part of the series on Faculty Effort Certification (FEC), you may request a copy of your attendance records from maahelp@uw.edu.

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IS THERE A MINIMUM NUMBER OF SIGN UPS REQUIRED FOR A COURSE TO BE HELD?

No, though it is left to the instructor's discretion whether they want to teach a course with low enrollment. If an instructor chooses to cancel a course, you will be notified a minimum of 2 business days beforehand.

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CAN I REGISTER FOR POD COURSES THROUGH CORE?

POD courses are separate from CORE offerings, and can only be registered for via the [POD website](#).

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