

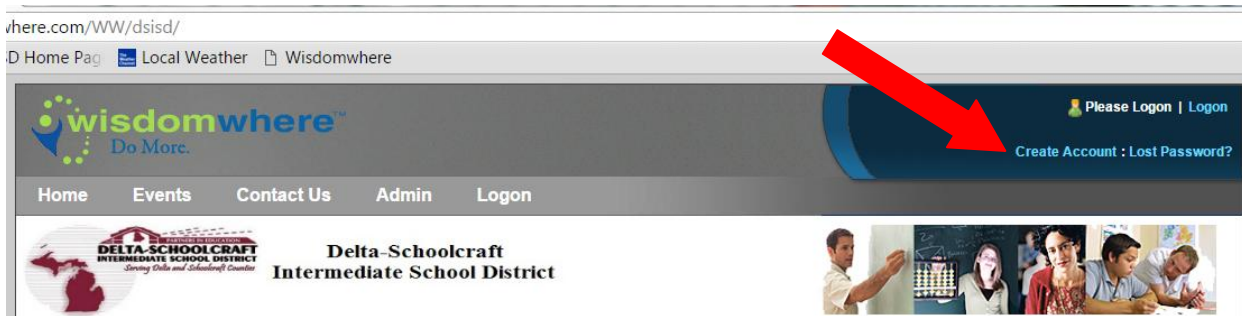
# Instructions for creating an account on DSISD's Wisdomwhere site and registering for a workshop

## Creating an Account

1. Go to [www.solutionwhere.com/ww/dsisd](http://www.solutionwhere.com/ww/dsisd) or look at the Calendar menu on the DSISD Home page for a shortcut to this site.



2. Click on Create Account in the upper right corner of screen.



3. Fill in your Registrant ID (first initial + middle initial + last name).
4. Fill in the rest of the fields on the form.

A screenshot of the 'User Account Creation' form. The form is titled 'User Account Creation' and contains the following fields and options:

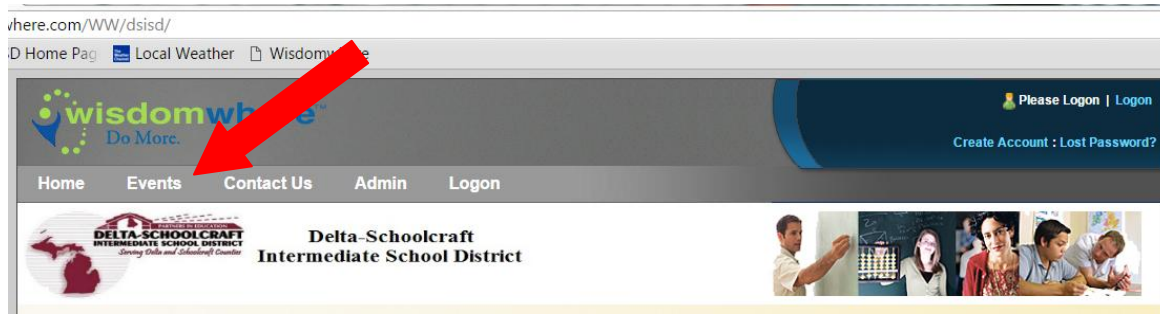
- Registrant ID: Text input field with a note: 'PLEASE USE first initial + middle initial + last name' and 'Required'.
- Password: Text input field with 'Required'.
- Confirm Password: Text input field with 'Required'.
- First Name: Text input field with 'Required'.
- Middle Name: Text input field with 'Required'.
- Last Name: Text input field with 'Required'.
- Home Address: Text input field with 'Required (Street, City, State, Zip)'.
- Work Address: Text input field with 'Required (Street, City, State, Zip)'.
- Primary Email: Text input field with 'Required'.
- Confirm Primary Email: Text input field with 'Required'.
- Work Phone: Text input field with 'Ext.' and 'Required'.
- ISD or RESA: Dropdown menu with 'Please Select' and 'Required'.
- County of Employment: Dropdown menu with 'Please Select' and 'Required'.
- District: Dropdown menu with 'Please Select' and 'Required'.
- Building: Dropdown menu with 'Please Select' and 'Required'.
- Position: Dropdown menu with 'Please Select' and 'Required'.
- SubPosition: Dropdown menu with 'Please Select' and 'Required'.

A 'SUBMIT' button is located at the bottom of the form.

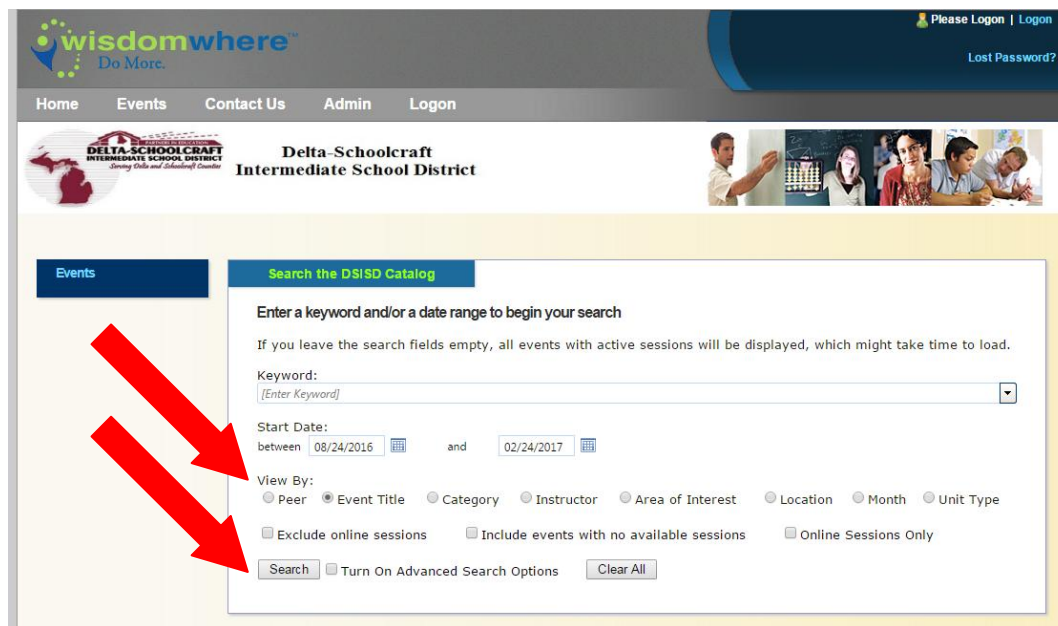
5. Record your Registrant ID and password somewhere for future reference.
6. Click the Submit button.
7. When you finish creating an account, you will already be logged into the system. If you exit the system and come back later, simply sign in with your ID and password.

# Registering for a Workshop

1. To find events on the system, click on Events in the upper menu bar.



2. You can leave all criteria blank or fill in some criteria to narrow the search. Then click Search. If you want to view other Upper Peninsula ISD offerings, select View By: Peer before clicking search.



3. Click on the name of the workshop you want to view.
4. Then click on the start date to get more information or to register.

The screenshot shows a table of 'Instructor Led Sessions'. The table has columns for Start Date, Time, Days, Location, and Session Title. A red arrow points to the start date '08/04/2014' in the first row. Below the table is a pagination bar showing 'Page size: 10' and '1 items in'.

Start Date	Time	Days	Location	Session Title
<a href="#">08/04/2014</a>	8:30 AM-4:30 PM	2	Bay College, 2001 N. Lincoln Road, Escanaba MI	Administrators Academy

5. Click next, fill in any blanks and hit next again.
5. You will see a confirmation message on the screen that you have successfully registered for the event. You will also receive an event confirmation email.