Trinitas School of Nursing
Procedure for Electronic Sign-Up

It is strongly recommended that students use a laptop or PC and AVOID using a mobile device for electronic sign-up

1. Log on to Canvas

2. Enter the TSON-COMM shell

3. Select the **modules** link, which can be found to the left on the screen

4. Find the module for **electronic-sign up** and click on the link for the course you are entering *(keep in mind, while you may be able to preview the file, if you enter it now, it will not allow you to submit anything until it officially opens on the designated date and time)*

5. It is going to say that you are doing a practice quiz and the question will be that you are signing up to register for a specific course. Answer the question with **true** and then submit

Following the steps above will record your name and the time of submission and complete your electronic sign-up.

There is no specific print key, but if desired, you can capture and print a screen shot.