

## Instructions for using Galileo Systems' Training Website – Customers

The first time you go to the site you will have to create an account. Here's how to do that:

- 1) Point your browser to: <https://www.notebookserver.com/galileo/signup/>
- 2) Click on the **Sign up!** link.
- 3) Fill out the information in the form.
- 4) Click on the **Register** button.
- 5) Assuming you agree with the Terms of Use, click on the **I accept** button.

Your Home page is displayed. If you have registered for a course, it will be listed here.

The screenshot shows the Galileo Systems website home page. At the top left is the Galileo Systems logo. To the right is the tagline "Because Life Is an Open Book Test" and contact information including "Contact Us | Privacy | Terms of Use" and "thomasberry@mac.com | Logout". A green navigation menu on the left contains links for Home, Catalog, Schedule, Locations, and My Account. The main content area features a large heading "Welcome to Galileo Systems", a greeting "Hi TQ!", and a section titled "Your Upcoming Classes" with a list of courses. A red arrow points to the "Manage My Classes" link. The footer contains a navigation bar with links for Home, Catalog, Schedule, Locations, My Account, and Logout.

To see available locations, click on the **Locations** link (see screenshot above).

To see the scheduled courses, click on the **Schedule** link (see screenshot above).

To see your completed courses or change your registration, click on the **Manage My Classes** link (see screenshot above).

For instructions on how to register for a class, please see the next page.

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To register for a class, just follow these steps:

- 1) Click on the **Schedule** link (see screenshot on previous page).
- 2) Locate the class in which you are interested.
- 3) Click on the **Start Registration** link to the right of the course for which you want to register (see the sample screenshot below).

Class Schedule			
#	Course Start Date	Location Cost	Availability
Meru 101	<a href="#">Meru Networks Basic Deployment</a> 08/29/07 - 2 days	Chicago, IL \$1500.00	Full
Meru 101	<a href="#">Meru Networks Basic Deployment</a> 09/05/07 - 2 days	Hapeville (Atlanta), GA \$1500.00	(7 seats available) <a href="#">Start Registration</a>
Meru 101	<a href="#">Meru Networks Basic Deployment</a> 09/12/07 - 2 days	Tarrytown, NY \$1500.00	(10 seats available) <a href="#">Start Registration</a>

- 4) If you have a (volume) discount code or a training coupon code, enter it in the text box.

### Step 1 of 3

**Step 1: Pick** Step 2: Pay Step 3: Done

#### Getting Started

Registration is a multi-step process. First use one of the buttons below to select your payment method and reserve your place in class, then on the next page you'll complete the payment process for your class. After you have made a payment we'll email you a registration confirmation.

#### Class Information

Course	Date	Location	Cost
Meru 101 Meru Networks Basic Deployment	2007-09-05	Courtyard Atlanta Airport North	\$1500.00

If you have a **Discount Code** or **Coupon**, enter it here:

- If you are paying for this course with a credit card, select **Pay by Credit Card**.
- If you are paying for this course with a check or a purchase order, select **Pay by Check or PO**. This form of payment must be received and validated three weeks prior to the start of class.
- If your coupon or discount code covers the entire cost of the course, select **Pay by Coupon**.

- 5) Click on the button that indicates how you would like to pay for the course (your discount will be applied on the next page, prior to payment).

You can pay by credit card at any time, by check or Purchase Order (PO) up to three weeks in advance of the class. In order to use a purchase order, we will have to already have the accounting relationship established prior to registration.

After clicking a payment type button, the next page indicates a successful class reservation (See screenshot on the next page.) The refund policy is also listed.

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Course registration successfully reserved.

### Step 2 of 3

Step 1: Pick Step 2: Pay Step 3: Done

#### Payment Information

Total cost: \$995.00

**Credit Card**

Visa MasterCard Discover Amex

Credit Card Number

Expiration Date August 2007

CVV2

#### Refund Policy

##### Training Class Registration

Three weeks or more prior to the start of the class, you may reserve a seat in that class using a credit card, if you have not canceled the credit card for the full amount of the class registration up to two weeks prior to the start of class, a 50% refund. Canceling a registration of a class will result in no refund.

Three weeks or less prior to the start of the class, you may register into that class using a credit card.

- 6) Read the Refund Policy. If it is acceptable to you, continue on with the next step of this procedure. If it is not acceptable to you, please close your browser and contact us at: [registrations@galisys.com](mailto:registrations@galisys.com) with your objections. Or give us a call. We'll work it out.
- 7) Enter the credit card information with which you wish to pay for the course. All the credit card information is required. (Choosing to pay by check will display a slightly different screen.)

Optionally, if you want to pay by check, please contact us as indicated on the page. We must be in possession of your check three weeks prior to the start of class to confirm your registration.

- 8) A confirmation page is displayed containing information about the course. Within a few minutes, you will also get an email confirmation.

### Step 3 of 3

Step 1: Pick Step 2: Pay Step 3: Done

#### Thanks for Registering!

Confirmation email sent to tjberry1@earthlink.net

Below you'll find some useful information on the next steps. You can learn about any peculiar events for this class. As always, if you have

#### Hotel Information

1-404-559-1043

Shuttle service is offered to and from Hartsfield/Jackson Airport.

#### Course Pre-requisites

There are two are prerequisites for this course:

Your registration is complete!

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