

## Teacher Training Workshop Registration Form Submission Instructions

To successfully complete the teacher training workshop registration process, please download the latest version of the free Adobe Reader X software: <http://get.adobe.com/reader/>

Please note once USCIS receives your completed registration form, we will send you a confirmation email within 3-5 business days of receipt. If you have problems, you can always complete a registration form and fax it to: 202-272-1316. Please print out the completed form and bring it to your session.

### Complete your registration form

An interactive form contains fields that you can select or fill in. In an interactive form, the pointer changes to a different icon, depending on the field. For example, the Hand tool changes to an I-beam when you can type text into the form field. Some text fields are dynamic, meaning that they automatically resize to accommodate the amount of data you enter and can span across lines.

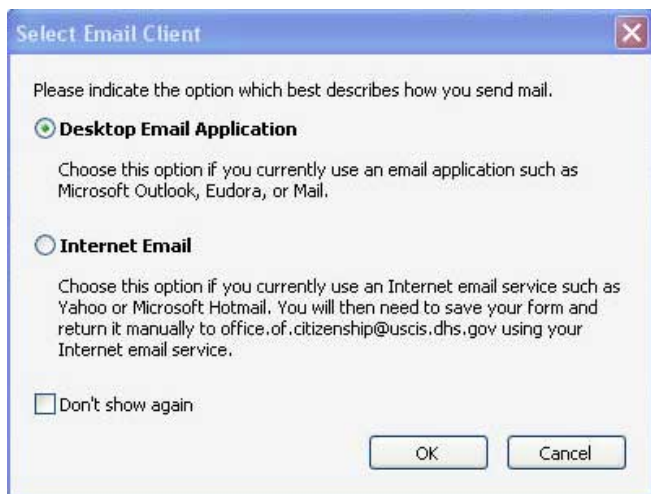
The screenshot shows a web browser window displaying the USCIS Teacher Training Registration Form G-1190. The browser's address bar shows the URL [http://www.uscis.gov/USCIS/Teacher\\_Training/G-1190.pdf](http://www.uscis.gov/USCIS/Teacher_Training/G-1190.pdf). The browser's toolbar includes buttons for File, Edit, Go To, Favorites, Help, and a search bar. The form itself is titled "Form G-1190, FREE Training for Civics and Citizenship Teachers of Adults" and is issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services. It includes a registration form with fields for Today's Date, Training Location, Your Fax Number, and Training Date. Below this is a section for Participant Information, which includes fields for First Name, Last Name, and a section for selecting roles (ESL Teacher, EL/Civics Teacher, Citizenship Teacher, Other) and a checkbox for Volunteer Administrator. A purple message bar at the top of the form indicates that the form is fillable.

### Interactive fillable form

- A. Purple message bar indicates presence of fillable fields.
  1. (Optional) To make form fields easier to identify, click Highlight Fields button on the document message bar. Form fields appear with a colored background (light blue by default), and all required form fields are outlined in another color (red by default).
  2. Click to select options, such as radio buttons. Click inside a text field to type.
  3. Press Tab to move forward to Shift+Tab to move backward.
  4. When finished, follow the instructions below.

## Submit form

When you select "Submit Registration Form by E-mail", you will need to choose either "Desktop Email Application" or "Internet Email".



1. Choose "Desktop Email Application" if you currently use an email application such as Microsoft Outlook, Eudora, or Mail. By choosing this option, this will automatically open a new email message with your form attached. The email address will automatically be added to your message.
  - a. Click send.
2. Choose "Internet Email" if you currently use an Internet email service such as Yahoo, Microsoft Hotmail, AOL, etc. The following steps apply if you choose "Internet Email."
  - a. You will be prompted with a new window that says "Send PDF Data As." Rename the file and select the Save button. Remember where you saved the file because you will need to find it again.
  - b. After saving your completed registration form, open your Internet email (Yahoo, Microsoft Hotmail, AOL, etc.). Begin the attachment process by clicking on "Compose" to write a new email.
  - c. Click on the icon to attach a file. This icon appears as a paperclip symbol in most email programs. After you click on the icon to attach a file a box will pop up onto your screen.
  - d. Browse the information on your computer by clicking on the folder that contains your saved registration form. When you find the needed file, click on it and then click on "open." This will start the process of attaching the file to your outgoing email message.
  - e. Read the directions on your computer screen. It will most likely say that the file was attached successfully.
  - f. Write the text of your email, insert your recipient's email address (office.of.citizenship@uscis.dhs.gov) and then click on "send."

