

# *My Learning Plan User Group Meeting*



Western Suffolk BOCES will be hosting our *My Learning Plan* user group meeting. This is a free meeting for districts currently subscribing to *My Learning Plan* as well as those who are exploring a future subscription.

**Date:** Wednesday, April 28, 2010  
**Time:** 9:00am - 12:00pm  
**Location:** Western Suffolk BOCES  
Div. of Instructional Support Svcs  
31 Lee Avenue, Wheatley Heights, NY 11798  
**Cost:** FREE

### **For My Learning Plan/WebReg**

Please copy this link into your browser:

<http://www.wsbores.org/webreg>

*For registration information using My Learning Plan/WebReg, please see the reverse side (pg 2) of this flyer.*

### *Need information?*

[dmaxwell@wsbores.org](mailto:dmaxwell@wsbores.org) or 631-595-6829

## Western Suffolk BOCES Professional Development Web Registration Directions

*Check with your district to see if you are a member of My Learning Plan Workshop flyer maps for directions can be found on MLP*

### For My Learning Plan Member Districts

If you are a member of My Learning Plan, you will be given a user name and password by your district. To see courses and to register, please do the following:

- ⇒ Log onto [www.mylearningplan.com](http://www.mylearningplan.com)
- ⇒ Click on the Western Suffolk BOCES Catalog link

*If your district does NOT have a link to the WS BOCES catalog, please copy this link into your web browser*

<http://www.wsboces.org/WebReg>

- ⇒ Select the course you'd like to enroll in
- ⇒ When ready, click the "Click to Enroll" button
- ⇒ Click MLP Users (Enter User Name & Password - Log in)
- ⇒ Enter personal registration information
- ⇒ Select payment method; click the "Next" button
- ⇒ Click Terms and Conditions button
- ⇒ Print the confirming enrollment form
- ⇒ Scroll down and read the rest of the information on the final screen
- ⇒ You will receive an email when you are registered

### For Non-My Learning Plan Districts

Please click on this link to see the WS BOCES catalog.

<http://www.wsboces.org/WebReg>

At the top of the page will be a purple box. The workshops are divided up into programs.

- ⇒ Highlight the program you'd like to search workshops in and "search catalog"
- ⇒ Workshops will be listed in date order
- ⇒ Select the course you would like to enroll in
- ⇒ Click the "click to enroll" button
- ⇒ **Registered Users:** click "I'm a Registered User", then enter your email address and password to log in. Click "update and continue".
- ⇒ **New Users:** Click on "I'm a New User" and complete the form. When finished, click the "Create Account" button.
- ⇒ Enter personal registration information
- ⇒ Select payment method; click the "next" button
- ⇒ Click Terms and Conditions button
- ⇒ **PRINT THE CONFIRMING ENROLLMENT FORM. AFTER RECEIVING ADMINISTRATIVE SIGNATURE, Please fax to WS BOCES at 631-623-4915**
- ⇒ Click return to main
- ⇒ Click "logout" button to finish the process
- ⇒ You will receive an email when you are registered.