

## Social Studies Coordinator Network Meetings

*Feel the need to connect with Social Studies  
leaders in other districts?*

The opportunity is at hand. Come meet with your counterparts in other school districts at Western Suffolk BOCES.

The following meetings are designed for lead teachers, coordinators and directors who have the responsibility of Social Studies supervision in their building or district.

**Virginia Harnischfeger** will facilitate a conversation around items of common concern.



**Location:** Western Suffolk BOCES  
Division of Instructional Support Svcs  
31 Lee Avenue  
Wheatley Heights, NY 11798

**Cost:** FREE

***Please register for each session individually!***

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

To register, please copy this link into your browser:

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

***For registration instructions,***

please see the reverse side (pg 2) of this flyer.

***Need information?*** [dmaxwell@wsboces.org](mailto:dmaxwell@wsboces.org) 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.