Registering for an activity in WebReg (Regional provider) catalog
(link is provided or catalog on district MLP site)

Some districts purchase MLP and will have your catalog on their site so that staff can search for a regional provider activity. The Regional provider has a form that will populate once they "click to enroll" and then it will integrate with the MLP district site form and then route for approvals to the appropriate District Admin.

After looking through the catalog, I would like to register for the "Test" activity and after clicking on it from the catalog, this new dialog box opens with the activity details:

Activity Details

Automation Users Group

Meeting for districts' school librarians and library aides participating in Library Automation CoSer 503.00. Participants receive professional development on updates in Follett Destiny, and information related to automation services and project plans. Lunch is served at 11:30 am

Meeting Dates	▼ 1 Meeting(s)		

#	Date	Time	Location
1.	Tue May 13, 2014	8:30 am to 11:30 am	900 Watervliet-Shaker Road, Albany, NY 12205

Instructors
- J'aime Pfeiffer
-

Sponsored By — School Support Services - Library Media Services

Registered — 9/60

Location — Capital Region BOCES-Instructional Resource Services

Address — 900 Watervliet-Shaker Road
Albany, NY 12205
[Google Maps]

Enrollment Options

Description	Units	Price
Professional Development Hours	3.00	$0.00

Payment Options

Personal Check
Select this option if you will be paying the registration fee via Personal Check.
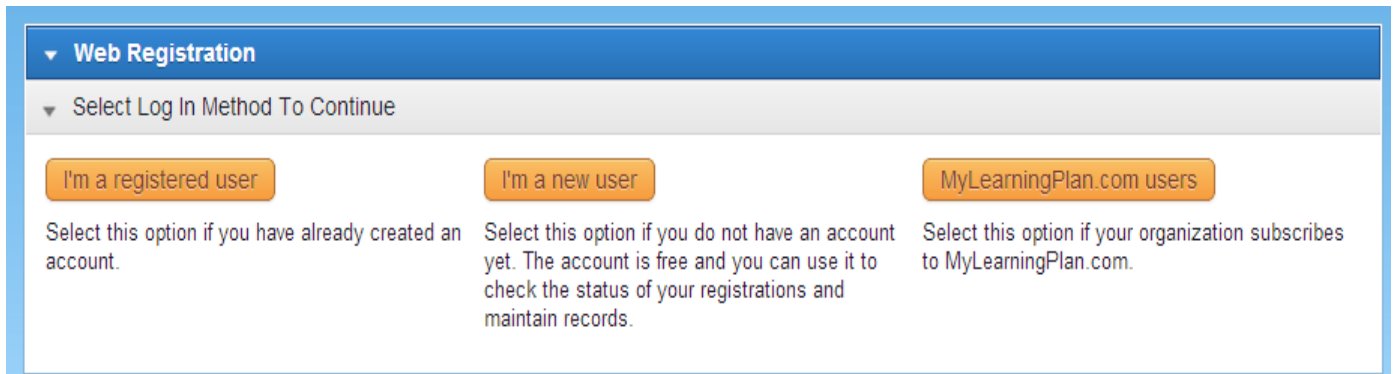
District
Select this option if your district/organization is going to pay for the registration (district approval required).

Need more information? Send an Email to jpfeiffer@gw.neric.org

[Enroll]

After reading through the Activity details and if interested, click on the "enroll" button.

The next dialog box opens to offer choices:
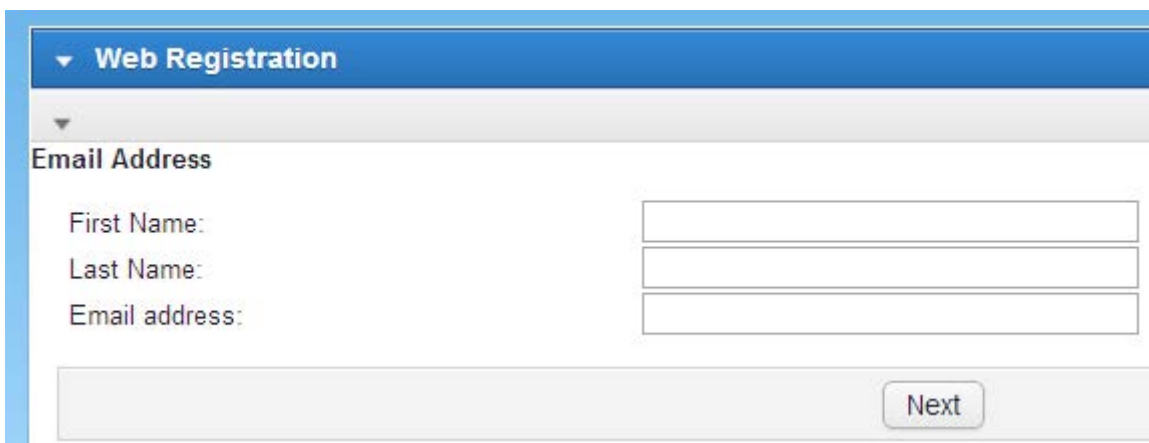
This is the dialog box opens every time someone enrolls for a Web Reg activity. *MyLearningPlan.com users* have an account with districts that were assigned to them (the district purchases MLP).

Registered users have previously created a Web Reg account and can log in using that account.

New Users (do not have an MLP account) will be prompted to create an account and the regional provider will ask certain questions:

After entering all the information requested, a new dialog box opens and **anything red is required**.

Create your account:

Account Information

Registrant's First Name	S
Registrant's Last Name	Fuller
Email Address	fluffysheep231@gmail.net
Password	
Re-type Password	

Basic Information

District/Organization	Click to Select ▼
Building/Division	
Select Position	Click To Select ▼
Job Title	

Teaching Certificate Information

Certificate Holder?   ◉ Yes   ○ No

Contact Information at Work

Work Phone Number

Create Account

The districts associated with your BOCES are listed. If not, please choose "Other, Not on List" (WHICH IS AT THE **VERY TOP**!), fill in a building/division name and your job title then click "create account".

Capital Region BOCES

900 Watervliet-Shaker Road, Suite 102 * Albany * NY * 12205
Phone: 518-464-5104   Fax: 518-464-5101   Email: jpfeiffer@gw.neric.org

Registration Form

Activity Information

Activity Title	Automation Users Group

Meeting Dates/Times/Locations

# of Meetings	1

#	Date	Time	Location		
1.	Tue May 13, 2014	8:30 am to 11:30 am	Location: 900 Watervliet-Shaker Road, Albany, NY 12205		

Building/Campus	Capital Region BOCES-Instructional Resource Services

Enrollment Options

Select an Enrollment Option1/1/1900	Select	Units	Enrollment Type	Fee
	◉	3	**Professional Development Hours** Participants may receive pd-hours for participating in this workshop. Please verify applicability with your local district administrators.	$0.00

Payment Types

Payment Method	Select	Payment Type
	◉	No Cost Select this option if there is no cost for this workshop.

Terms and Conditions

If for any reason you cannot make it, we will require 48 hours cancellation notice. Please contact the Capital Region BOCES office at 518-464-5104 or email jfoust@gw.neric.org. Thank you.

Confirmation

☐ I agree to the terms and conditions noted above.

All the information added from your new account merges with the enrollment form. The activity details are all listed again, and you choose one enrollment option and check off the box at the bottom, confirming you understand the conditions, click the "submit".
If you don't choose one option in each of those categories, it will NOT allow you to choose the submit registration.
It will then send a confirmation e-mail to the address you have just entered regarding your submission. Once the Regional provider program admin enrolls on their side, another e-mail from the regional provider generates to the participant that they have been enrolled.

For any specific information about this activity, please contact Jacqui O'Hora, Professional Development Registrar at 315-332-7329 or jacqui.ohora@wflboces.org directly, as MLP does not manage nor maintain their catalog offerings.