

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.

The screenshot displays the MyLearningPlan Web Registration interface. At the top left is the MyLearningPlan logo with the tagline "PLAN » MANAGE » LEARN » EVALUATE". On the top right, there are navigation buttons for "About Us", "Contact Us", "Product", and "Home", along with a "Help" link. Below the navigation is a yellow "Web Registration" header. On the left side, there is a sidebar with the "MLPPDMS" logo and links for "Help Topics", "Forgot your password", and "Need an Account". The main content area is titled "Catalog: Capital Region BOCES/NERIC" and features a search section with a search bar, a "Search" button, and a date range filter set to "Between: 04/25/2014 and 09/30/2015". Below the search section, the results are displayed under the heading "Search Results (1 - 43 of 43)". The first result is titled "1. Check In/Check Out Intervention for Moderate Student Behavioral Problems Workshop". The details for this workshop include: Course Code: ffs_5/5&6/4_14, Program: Support Services: General Professional Development, Audience: Open to school and district staff. It is recommended a team of 3-4 people attend including: building principal or assistant principal, pupil personnel services representative & classroom teachers. Dates: 5/5/2014 to 6/4/2014. The description states: "Participants will learn about the research-based, PBIS aligned intervention known as Check In/Check Out and receive step-by-step support replicating it at your school. Check In/Check Out helps address moderate student behavioral concerns such as off-task behavior, disruption, unprepared for class & failure to complete work. The workshop days are as follows: Day 1: ~Defining the critical aspects of the Check In/Check Out intervention and the implementation cycle ~Identification of necessary resources to implement the intervention ~Planning for your Check In/Check Out rollout Day 2:"

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 Waterliet-Shaker Road, Albany, NY 12205

Instructors

- Jaime Pfeiffer

Sponsored By School Support Services - Library Media Services

Registered 9/60

Location [Capital Region BOCES-Instructional Resource Services](#)

Address 900 Waterliet-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.

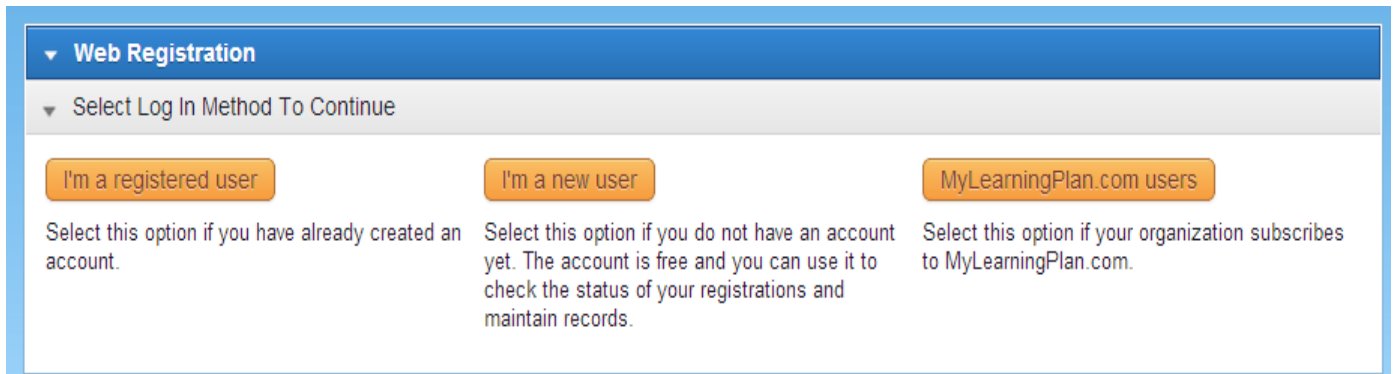
District
Select this option if your district/organization is going to pay for the registration (district approval required).

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:



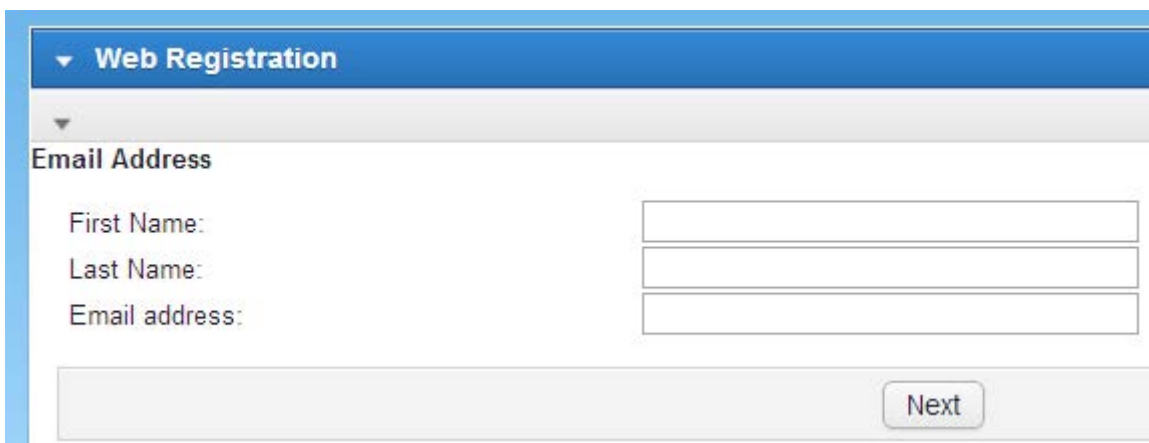
The dialog box has a blue header with a dropdown arrow and the text "Web Registration". Below the header is a grey bar with a dropdown arrow and the text "Select Log In Method To Continue". The main content area contains three orange buttons with the following text below them:

I'm a registered user	I'm a new user	MyLearningPlan.com users
Select this option if you have already created an account.	Select this option if you do not have an account yet. The account is free and you can use it to check the status of your registrations and maintain records.	Select this option if your organization subscribes to MyLearningPlan.com.

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:



The dialog box has a blue header with a dropdown arrow and the text "Web Registration". Below the header is a grey bar with a dropdown arrow. The main content area is titled "Email Address" and contains three input fields:

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email address:	<input type="text"/>

At the bottom right of the dialog box is a "Next" button.

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	<input type="text" value="S"/>
Registrant's Last Name	<input type="text" value="Fuller"/>
Email Address	<input type="text" value="fluffysheep231@gmail.net"/>
Password	<input type="text"/>
Re-type Password	<input type="text"/>

Basic Information

District/Organization	<input type="text" value="Click to Select"/>
Building/Division	<input type="text"/>
Select Position	<input type="text" value="Click To Select"/>
Job Title	<input type="text"/>

Teaching Certificate Information

Certificate Holder? Yes No

Contact Information at Work

Work Phone Number	<input type="text"/>
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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 Option 1/1/1900	Select Units	Enrollment Type	Fee
<input checked="" type="radio"/>	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
<input checked="" type="radio"/>	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.