



REGISTRATION INSTRUCTIONS FOR YOUR NEW TEACHERS & HOW TO PAY FOR YOUR NEW TEACHER

PLEASE FORWARD THESE EASY DIRECTIONS TO YOUR NEW TEACHERS &
ENCOURAGE THEM TO REGISTER AS SOON AS POSSIBLE

STEP 1: CREATE A PROFILE

EACH PERSON MUST CREATE A PROFILE AT: <https://members.isacs.org/welcome>

- Create a username (school email address preferred*), password, and associate themselves with the school:
- **PLEASE SELECT THE SIGN UP** tab and add your email address and create a password, which will include verifying your email with a verification code.
 - If your new teacher already has a school email address, please use their school email address when completing registration
 - *If your new teacher does NOT yet have a school email address, please use their personal email address. *Once the new teacher receives their school email address, they must log back into the system and update their profile with their school email address*
- Setting up your profile will include several questions as well as assign the teacher to a school
- If from a member school, you will start typing the name of the school in the organization field and you should be able to select the school name as it appears
- *If from a non-member school*, you likely will have to add in the school and address
- Once the individual profile sign up process is complete, you can now register for the New Teacher Institute

STEP 2: REGISTERING FOR THE NEW TEACHER INSTITUTE

- Now go to the Events tab > Browse Upcoming Events > and select New Teacher Institute
- Complete the easy registration process
- During the payment step, new teachers can select “Bill - Organization/Name of School” OR pay by credit card
 - If the new teacher from a member school selects “Bill - Organization/Name of School” and has created their profile correctly and linked themselves to the school, the school’s address will pre-populate and the registration fee will be \$300 (for new teachers from ISACS member schools)
 - *For non-members*, in order for the “Bill – Organization/Name of School” to be an option, they should have added in the school details during their profile set up. The registration fee for non-members will be \$375.
- Once registration is complete, the new teacher will receive an automatic order confirmation email and, if a payment was made, a registration confirmation email.
- Registrants will receive additional confirmation emails from ISACS as the Institute approaches with Zoom details and a link to a dedicated, private 2021 New Teacher Institute resource webpage

We encourage your new teachers to register as soon as possible.

We have had overwhelming demand and will near capacity soon.

We want to ensure your new teachers get registered and have all the information prior to the start of the Institute.

FOR THE SCHOOL: PAYMENT FOR YOUR NEW TEACHERS

Once all your new teachers who are planning to attend the Institute have registered, ISACS can provide you with a final invoice upon request. Please email karen@isacs.org to request a registration list from your school's new teachers.

If payment still needs to be made (the new teacher did NOT use a credit card during registration), follow these instructions:

- **TO PAY BY CREDIT CARD:** Please email [Robin Breslin](#) to schedule a time to provide the credit card over the phone. *Please do NOT put your credit card information in an email to ISACS staff.*
- **TO PAY BY CHECK:** Please remit payment to the ISACS, 55 West Wacker, Suite 701, Chicago, IL 60601.
 - **CHICAGO PUBLIC SCHOOL TITLE FUNDS:** If your new teachers are covered by Chicago Public School (CPS) Title funds, please instruct them to forward you their order confirmation so that they can be submitted to CPS.
 - **OTHER (NON-CPS) TITLE FUNDS:** Please contact [Robin Breslin](#) if your new teachers will be paid by Title Funds.

Questions? Please contact [Karen Zeitlin](#)