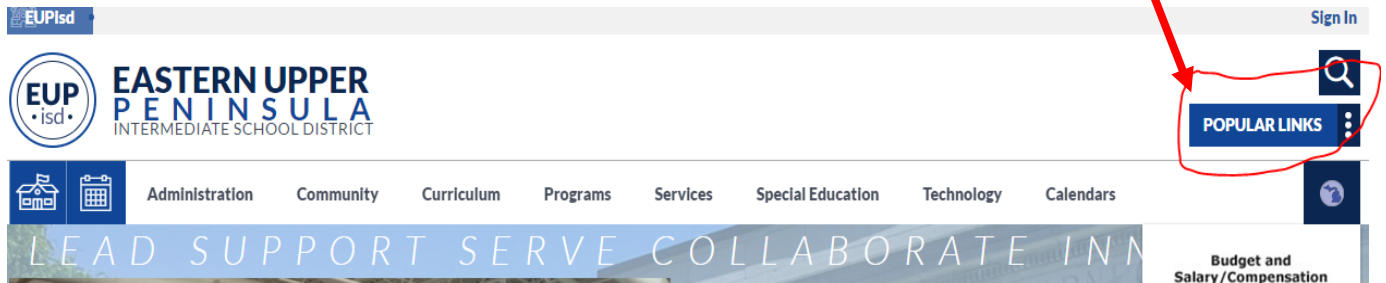


# Instructions for Logging into EUPISD's Wisdomwhere Site and Registering for Trainings

1. Go to our home page [www.eupschools.org](http://www.eupschools.org) and click on *Popular Links*. When the drop down appears, click *Wisdomwhere Register*.



2. Logon in the upper right corner of screen:



**Registration ID: This is your active directory id (EUP Schools ID)**

**Password: 123 (if you have not changed it)**

If you do not remember above, click in **LOST PASSWORD?** – key in your email, Click **Email My password.**

If you receive this message: Sorry, your Email address \*\*\*\*@.\*\*\* was not found on our system, you will need to create an account.

Click - Create Account in upper right corner

Fill in all required fields

Registrant ID - Use your active directory/EUP Schools Account (ie, mmackie)

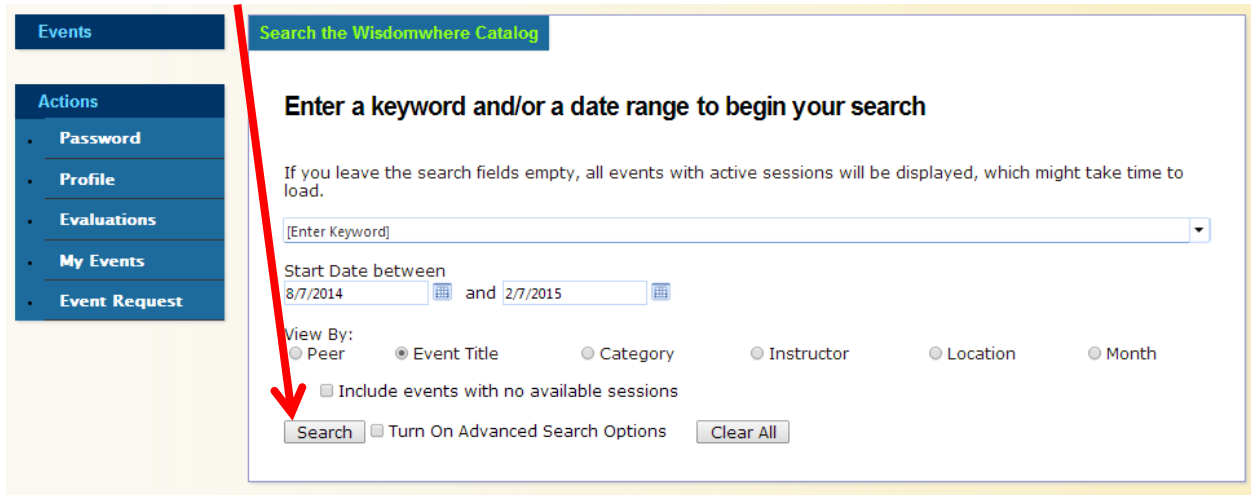
3. To find events on the system, click on Events in the upper menu bar:



#### 4. To Search for events, you can:

- Enter Keyword (word in session you are looking for, i.e., math)
- Search by clicking any radio dial after *View By*
- Enter date range after *Start Date between*

#### Then Click **Search**



Events **Search the Wisdomwhere Catalog**

Actions

- Password
- Profile
- Evaluations
- My Events
- Event Request

Enter a keyword and/or a date range to begin your search

If you leave the search fields empty, all events with active sessions will be displayed, which might take time to load.

[Enter Keyword]

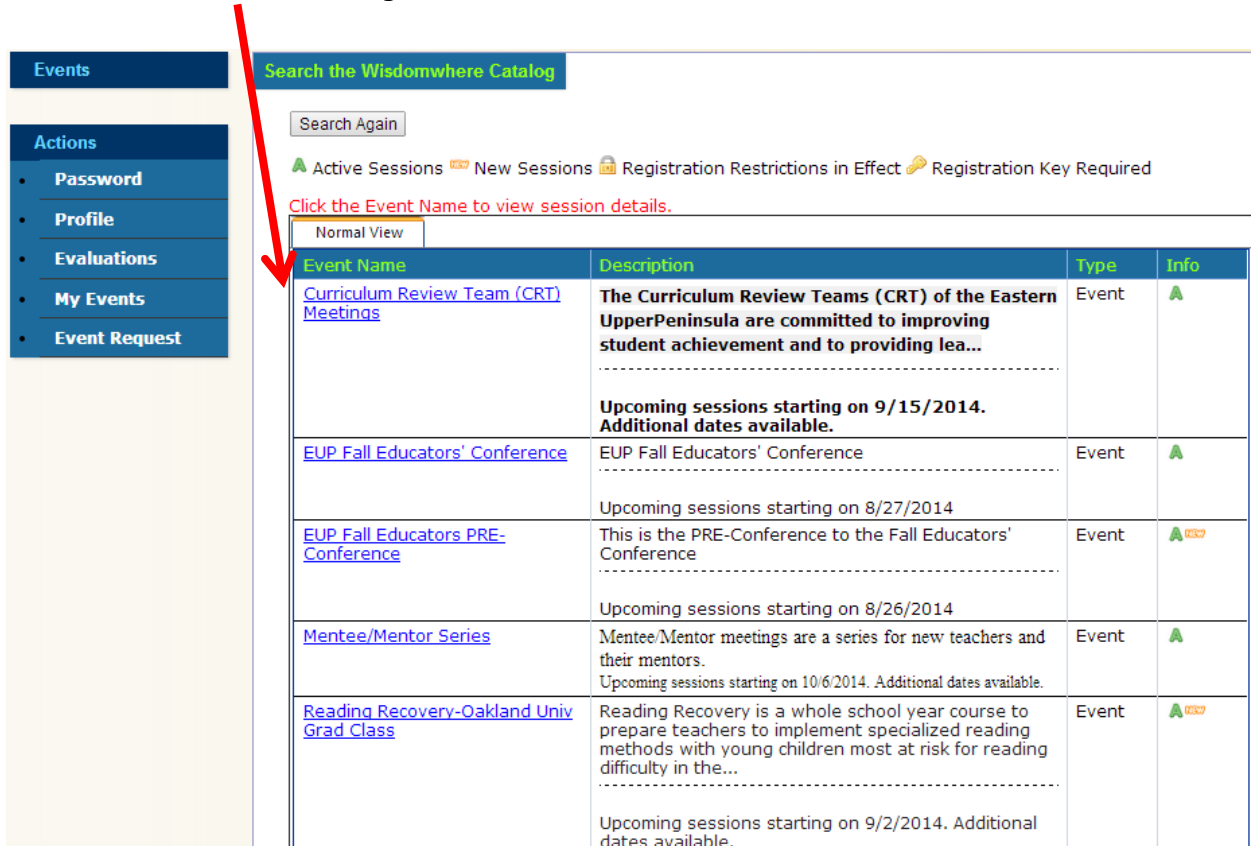
Start Date between  
8/7/2014  and 2/7/2015

View By:  
 Peer  Event Title  Category  Instructor  Location  Month

Include events with no available sessions

Turn On Advanced Search Options

#### Click: **Event Name** that you would like to view



Events **Search the Wisdomwhere Catalog**

Active Sessions New Sessions Registration Restrictions in Effect Registration Key Required

Click the **Event Name** to view session details.

Normal View

Event Name	Description	Type	Info
<a href="#">Curriculum Review Team (CRT) Meetings</a>	<b>The Curriculum Review Teams (CRT) of the Eastern Upper Peninsula are committed to improving student achievement and to providing lea...</b> ..... <b>Upcoming sessions starting on 9/15/2014. Additional dates available.</b>	Event	
<a href="#">EUP Fall Educators' Conference</a>	EUP Fall Educators' Conference ..... Upcoming sessions starting on 8/27/2014	Event	
<a href="#">EUP Fall Educators PRE-Conference</a>	This is the PRE-Conference to the Fall Educators' Conference ..... Upcoming sessions starting on 8/26/2014	Event	
<a href="#">Mentee/Mentor Series</a>	Mentee/Mentor meetings are a series for new teachers and their mentors. Upcoming sessions starting on 10/6/2014. Additional dates available.	Event	
<a href="#">Reading Recovery-Oakland Univ Grad Class</a>	Reading Recovery is a whole school year course to prepare teachers to implement specialized reading methods with young children most at risk for reading difficulty in the... ..... Upcoming sessions starting on 9/2/2014. Additional dates available.	Event	

and then click on the start date:

**Event Details**

EUP Fall Educators' Conference  
EUP Fall Educators' Conference  
**Target Audience**  
All School Staff

Instructor Led Sessions  
(To Register, or for more information, click on a start date.)

Start Date	Time	Days	Location	Session Title	Status
<a href="#">08/27/2014</a>	7:30 AM-3:00 PM	1	Lake Superior State University	EUP Fall Educators' Conference 2014	OPEN

Page size: 50 | 1 items in 1 pages

[Return to Search Results](#)

5: **IF this is an option**, Click on radio dial **No SCECHs** **OR** **SCECHs** and then click on Next

**Session Details**

You have already registered for this session.

Event Information (Show ...)

**Event Session Information**



<b>Days</b>	1
<b>Scheduled Date/Time</b>	08/27/2014 7:30 AM-3:00 PM Registration 7:30 am -8:15 am Welcome/Keynote 8:15 am
<b>Title</b>	EUP Fall Educators' Conference 2014
<b>Session Contact</b>	Michele Mackie @ 906-632-3373, x111 Email : <a href="mailto:mmackie@eup.k12.mi.us">mmackie@eup.k12.mi.us</a>
<b>Instructor(s)</b>	Various
<b>Units/Costs</b>	<b>Credits or Clock Hour Options - Choose one</b> <input type="radio"/> No SCECHs or Credits * Description: NO SCECHs <input type="radio"/> 5 SCECH * Description: SCECHs for 5 hours Cost: \$10.00
<b>Location</b>	<b>Lake Superior State University</b> 650 W. Easterday Avenue Sault Sainte Marie MI 49783 <b>Location Contact</b> Ray Schebel @ 906-635-2619 Email : <a href="mailto:rschebel@lssu.edu">rschebel@lssu.edu</a>
<b>Special Instructions</b>	Program - click for program SCECH Registration Form - Print, fill-in, submit at registration (7:30-8:15)

Please click the Next button to continue registration. [Next](#)

## 6. Enter all required fields before clicking Next:

Do More.

Home Events Contact Us Admin Logoff

 Eastern Upper Peninsula ISD 

Events

Event Registration Form

If the Registrant ID and Information below is not yours, then please Logoff and Re-Login.

**Course Name:** Visual, Performing, and Applied Arts CRT (VPAA CRT)  
**Instructor:** Lindsay Brindley  
**Session Number:** VPAA CRT  
**Start Date:** 11/10/2015

Session Title	No. of Units	Unit Type	Cost
VPAA CRT	10	SCECH	0.00

**Scheduled Date(s):**

Date (MM/DD/YYYY)	Start time (H:MM)	End time (H:MM)
11/10/2015	9:00 AM	3:00 PM
03/10/2016	9:00 AM	3:00 PM

Registrant ID  registrant ID is EUP User Name

Password  Required

Confirm Password  Required

First Name  Required

Last Name  Required

District  Required

Building  Required

Grade(s) Taught  Required

Position  Required

SCECH Email Used  Required

Confirm SCECH Email Used  Required

Are you required to obtain SCECHs to renew your Michigan Department of Education issued certificate or license (professional education teaching certificate, occupational education certificate, school guidance counselor license, school psychologist certificate, school administrator certificate/continued employment)?

Yes  No

PIC  Required for SCR (SCECH) upload. This is located in MOECS, click on demographics.

**Click Yes for SCECHs**  
**PIC # is required for SCECHs**

**Click next to complete registration**

[Return to Search Results](#)

## 7. You will see a confirmation message on the screen that you have successfully registered for the event. You will also receive an event confirmation email

### Event Registration Form

You have successfully registered for this session.  
s s has been successfully registered for

## 8. IMPORTANT- click the Logoff button in upper right corner of window or close your browser window.