

REGISTER  
NOW



ESBOCES  
PD CALENDAR



DEPARTMENT OF EDUCATIONAL SUPPORT SERVICES  
PROFESSIONAL DEVELOPMENT PROGRAM

## **Frontline Education User Group Meetings** ***(Formerly My Learning Plan)***

### **9:00 – 10:20 • Professional Learning Management (PLM) User Group Meeting**

- What do you want to learn?
- Manage User Access
- Report Writer
- CTLE Information
- Awarded Hours (Roster)
- Learning Center Review
- Q&A Recap

### **10:20 – 10:40 Frontline Product Representative**

### **10:50 – 12:15 • Employee Evaluation Management (EEM) User Group Meeting**

- What do you want to learn?
- User Management
- End User Experience
- Form Flows
- Managing Evaluation Rights
- Q&A Recap

**DATE:** Tuesday, May 7, 2024

**COST:** **FREE**

**Audience:** Frontline District User Administrators

**LOCATION:** Instructional Support Center, 750 Waverly Ave., Holtsville

**REGISTER:** <http://webreg.esboces.org>



## EASTERN SUFFOLK BOCES PROFESSIONAL DEVELOPMENT ONLINE REGISTRATION DIRECTIONS

**\*\*TO REGISTER FOR EASTERN SUFFOLK BOCES WORKSHOPS, REGISTER THROUGH THE ACTIVITY CATALOG\*\***

*Check with your district to see if you are a member of Frontline/MyLearningPlan*

**For Frontline/MyLearningPlan Member Districts AND NON-Frontline/MyLearningPlan Member Districts:**

To see available courses and to register:

- Go to the website: <http://webreg.esboces.org>
- Under 'Search Options' at the top center, select and check '**Eastern Suffolk BOCES Professional Development Program' from the drop down list and click search;**
- Workshops are listed in chronological order
- Select the title of the course you would like to enroll in
- Click the **ENROLL** button at the bottom of the page
- Select the **correct** login method that applies to you (1) **registered user**; (2) **new user**; (3) **MyLearningPlan.com user**
- After you choose your login method then **Enter User Name & Password – select Log in**
- Enter and update (if needed) your personal account registration information
- Click **Update & Continue**
- Select payment method
- Click on the checkbox to agree to the Terms and Conditions regarding registration and/or cancellations –  
**"REGISTRATION AND/OR CANCELLATIONS ARE DUE 10 SCHOOL DAYS PRIOR TO THE EVENT. THE DISTRICT WILL BE BILLED UNLESS CANCELLATION IS RECEIVED."**
- Click **SUBMIT**
- Select '**Request Approval**' on the following screen if you are a **Frontline/MyLearningPlan district** - If you are a Frontline/MyLearningPlan District, and depending on your district, you will need to fill out the next screen titled "Regional Provider Form" making sure to fill out all required information; **IF ALL NECESSARY INFORMATION IS NOT ENTERED, A FORM ERROR WILL BE OCCUR AND YOU WILL NOT BE FULLY ENROLLED**
- Click **SUBMIT** once **ALL** fields are filled out
- If you are **NOT** a **Frontline/MyLearningPlan district**, print out the **ENROLLMENT FORM** and **AFTER RECEIVING ADMINISTRATIVE SIGNATURE** on this form, fax back to **631-240-8955**
- You will receive an e-mail once you are fully registered
- Click **RETURN TO MAIN** and then **LOGOUT** to finish the process

**\*\*PLEASE NOTE THAT SUBMITTING ONLY AN INTERNAL CONFERENCE REQUEST FORM DOES NOT REGISTER YOU FOR OUR WORKSHOPS/CONFERENCES – IT MUST BE DONE THROUGH THE ESB REGIONAL CATALOG\*\***

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