



**Eastern Suffolk BOCES Professional Development  
Web Registration Directions**

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

**For MyLearningPlan Member Districts:**

If you are a member of MyLearningPlan, you will be given a user name and password by your district. To see courses and to register, please do the following:

- Log onto [www.mylearningplan.com](http://www.mylearningplan.com)
- Click on the Eastern Suffolk BOCES Catalog link

***If your district does NOT have a link to the ES BOCES catalog,  
please copy this link into your web browser***

<http://webreg.esboces.org>

- Select the course you'd like to enroll in
- When ready, click the "Click to Enroll" button
- Click MLP Users (Enter User Name & Password – Log in)
- Enter personal registration information
- Select payment method; click the "Next" button
- Click Terms and Conditions button
- Print the confirming enrollment form
- Scroll down and read the rest of the information on the final screen
- You will receive an e-mail when you are registered

**For Non-MyLearningPlan Member Districts:**

Please click on this link to see the ES BOCES catalog: <http://webreg.esboces.org>

At the top of the page will be a purple box. The workshops are divided up into programs.

- Highlight the program you'd like to enroll in
- Workshops will be listed in date order
- Select the course you would like to enroll in
- Click the "click to enroll" button
- **Registered Users:** click "I'm a Registered User", and then enter your e-mail address and password to log in. Click "update and continue".
- **New Users:** Click on "I'm a New User" and complete the form. When finished, click the "Create Account" button
- Enter personal registration information
- Select payment method; click the "next" button
- Click "Terms and Conditions" button
- **PRINT THE CONFIRMING ENROLLMENT FORM. AFTER RECEIVING ADMINISTRATIVE SIGNATURE, Please fax to ES BOCES at 631-288-6224**
- Click return to main
- Click "logout" button to finish the process
- You will receive an e-mail when you are registered

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment or candidate for enrollment on the basis of gender, race, color, religion or creed, age, national origin, marital status, disability or any other classification protected by law. For further information or concerns regarding this statement, please contact the Eastern Suffolk BOCES Department of Human Resources at (631) 687-3005.