



Eastern Suffolk BOCES Professional Development Web Registration Directions

****TO REGISTER FOR DASA WORKSHOPS THROUGH EASTERN SUFFOLK BOCES****

To see courses and to register, please do the following:

- Go to the website: <http://webreg.esboces.org>
- Under “Search Options” at the top center, select and check off from the drop down list the program titled “***DASA 6-Hour Certification Courses***” and click search;
- Workshops will be listed in month and date order;
- Select the date of 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** ;
******Please note – if you are not associated with a Long Island District, when you go to register for these certification workshops, depending in where you live/work , you will need to select one of the following: (1) Private Nassau; (2) Private NYC; (3) Private Suffolk******
- After you choose your login method then **Enter User Name & Password – select Log in**;
- Enter and Update your personal account registration information if needed;
- Click Update & Continue;
- Select payment method – for DASA certification courses, only district pays or money order will be accepted - ****Please check with your district if they are paying prior to registering****
- 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 **MyLearningPlan district** - If you are a 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 pertinent information that they require; Make sure **ALL** information is filled out, **OTHERWISE A FORM ERROR WILL BE SEEN AND YOU WILL NOT BE FULLY ENROLLED**;
- Click **Submit** once ALL fields are filled out
- If you are **NOT** A **MyLearningPlan district**, print out the **ENROLLMENT FORM** and **AFTER RECEIVING ADMINISTRATIVE SIGNATURE** on this form, fax back to **631- 244- 4216**;
- You will receive an e-mail once when you are fully registered;
- Click **“return to main”** and then click **“logout”** to finish the process;

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

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. Eastern Suffolk BOCES also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the implementation of applicable laws should be directed to either of the Eastern Suffolk BOCES Civil Rights Compliance Officers: the Assistant Superintendent for Human Resources, 201 Sunrise Highway, Patchogue, NY 11772, 631-687-3029, ComplianceOfficers@esboces.org; or the Associate Superintendent for Educational Services, 201 Sunrise Highway, Patchogue, NY 11772, 631-687-3056, ComplianceOfficers@esboces.org. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.