



## **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 MyLearningPlan](#)**

### **For MyLearningPlan Member Districts AND NON-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 '**Model Schools 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 **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 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 **MyLearningPlan district**, print out the **ENROLLMENT FORM** and **AFTER RECEIVING ADMINISTRATIVE SIGNATURE** on this form, fax back to **631-244-4014**;
- 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\*\***

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. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the implementation of the above laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at [ComplianceOfficers@esboces.org](mailto:ComplianceOfficers@esboces.org); the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26<sup>th</sup> Floor, New York, NY 10005, 646-428-3800, [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).