

Registering for Courses using My Learning Plan

When registering for any conference or activity, you MUST go directly to <http://www.mylearningplan.com> and log on in order to ensure approval from the district. You must use the username and password assigned to you by Monticello. Any accounts created through the different BOCES have been inactivated.

1. If the course is offered through Orange-Ulster, Sullivan, Dutchess, or Ulster BOCES, Mid-Hudson Regional Information Center, or Mid-Hudson Teacher Center:

- a. Select the correct “Activity Catalog” on the left and search for the desired course.

MyLearningPlan.com
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LEARNING PLAN

LOGOUT

Monticello Central School District

My Portfolio

Activity Catalogs:
[District Catalog](#)
[OU BOCES Catalog](#)
[MHRIC Catalog](#)
[MHTC Catalog](#)
[Ulster BOCES](#)
[SC BOCES](#)
[DC BOCES](#)

Calendar

Fill-In Forms:
[Conference Request](#)

My Info:
[My Personal Goals](#)
[My User Profile](#)
[My Certificates](#)

File Library

Change Password

My Requests - test user

Awaiting Pre-Approval
None

Approved and In Progress
None

Awaiting Final Approval
None

- b. Search for the desired course.

Search Catalog - DC BOCES

advanced search

Date Range: 3/7/2006 Thru 11/30/2006

Search Term:

Programs:

Instructor:

Sort By: Title Start Date

Show Descriptions: Yes No

Search Catalog

Note: Select only one search mode at a time to prod

A date range may be entered for a search.

A search term may be entered.

A particular program may be selected.

An instructor may be entered (correct spelling required).

You can change the sort and descriptions settings on each search.

When search criteria have been entered, you must click the “search catalog” option to complete the search.

- c. Select the course. Before clicking the “Click to Enroll” button, please look at the Enrollment Options section to determine if there is a fee for the course. If there is a fee, your enrollment cannot be confirmed until the purchase order has been generated. To enroll in the course, click on the “Click to Enroll”.

Monticello Ce

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CLICK TO ENROLL

Building/Campus Location:	John Jay HS
Start/End Date	May 20, 2006
Meeting Times	Saturday- 9:00 am - 3:00 pm
Instructor(s)	Catherine Parsons
Standard(s)	. Not Applicable
Program(s)	. Model Schools
Audience	Not Specified
# Enrolled	52/125

Enrollment Options	Units	Description	Price
	6	Hours	\$60.00

Payment Options	Payment Method	Type
District Pays (Purchase Order)		District submits purchase order directly.
Personal Check (Mailed)		Participant mails check in advance of activity.
Self Pay: Money Order		Participant pays mails money order or cashiers check in advance of the class.
Self Pay: Check (mailed)		Participant will mail a check prior to the first class.
Tuition Waiver Coupon		Tuition Waiver Coupon must be received in program office before registration can be processed



- d. Your account summary will come up. Please make sure your account information is correct and select “Update and Continue.”

Web Registration
Review Your Account Info

*** Position Type Selection is Required ***
*** Address is Required ***
*** Phone Number is Required ***
*** Work Phone Number is Required ***

Basic Information
[If this doesn't show your name, click here](#)
 First Name **Test**
 Last Name **User**
 Type your Email Address
 Building/Division Name
 Select Position
 Job Title

Teaching Certificate Information
 Teaching Certificate Holder? Yes No

Contact Information - Home
 Home Street Address
 Home City
 Home State/Province
 Home Zip/Postal Code
 Home Phone Number

Contact Information - Work
 Work Phone Number

- e. If there is a fee, you will see a payment summary page. Select the payment method and select “Next.” You will then need to agree to the terms and conditions for the course.

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Web Registration
Payment Summary

Title "SOUP TO NUTS" REGISTRATION ONLY (FULL DAY)**Regional Interactive Whiteboard Conference** REGISTER BEFORE APRIL 30TH TO BE ELIGIBLE TO WIN A 72" SMARTBOARD. PAYMENT MUST BE RECEIVED BY APRIL 30TH

Enrollment Type: 6 Hours

Registration Fee: \$ 60

Select a payment method then click Next

Select	Payment Method	Type
<input checked="" type="radio"/>	District Pays (Purchase Order)	District submits purchase order directly.
<input type="radio"/>	Personal Check (Mailed)	Participant mails check in advance of activity.
<input type="radio"/>	Self Pay: Money Order	Participant pays mails money order or cashiers check in advance of the class.
<input type="radio"/>	Self Pay: Check (mailed)	Participant will mail a check prior to the first class.
<input type="radio"/>	Tuition Waiver Coupon	Tuition Waiver Coupon must be received in program office before registration can be processed

- f. You will then get to the Registration Summary page. There is no need to print the enrollment form unless you want it for your records. The assistant superintendent will print this out for billing purposes.

Monticello Central School District

Web Registration	
Registration Summary	
Title	"SOUP TO NUTS" REGISTRATION ONLY (FULL DAY)**Regional Interactive Whiteboard Conference** REGISTER BEFORE APRIL 30TH TO BE ELIGIBLE TO WIN A 72" SMARTBOARD. PAYMENT MUST BE RECEIVED BY APRIL 30TH
Enrollment Type:	6 Hours
Registration Fee:	\$ 60
Payment Method:	District Pays (Purchase Order)
Enrollment Form	If you are mailing payment, print the enrollment form below and submit with payment PRINT ENROLLMENT FORM

Fill Out District Forms

[One More Step](#)

[REQUEST APPROVAL](#)

Your registration will NOT be confirmed until we receive notification that your district has approved your request form.

Once your request is PRIOR approved in MyLearningPlan.com, we will be notified automatically and we will review your registration. At that time, You will receive an email to confirm your registration.

It is your responsibility to monitor the status of the approval in MyLearningPlan.com. We must receive the approval notification in a timely manner.

If you need to cancel the registration, please log in and DROP the activity.

Click the button above to complete your organization's request form.

If you are paying by mail, print the [enrollment form](#) and send payment to the address noted on that form.

[\[Review your account information\]](#)

g. Before clicking on the “Request Approval” button, select the “One More Step” link.

Monticello Central School District

Web Registration

Registration Summary

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[\[Review your account information\]](#)

h. You must fill out this form for the Monticello School District. Here you will enter any additional expenses to be reimbursed (e.g. mileage) by the district. Any expenses not included will not be reimbursed. You must also fill in the goals, objectives, purpose and standards for the course. Click on “Submit.”

Monticello

Sessions include:
The District

Instructor:

Location:

Website:

Dates

StartDate (mm/dd/yy):

End Date (mm/dd/yy):

Meeting Dates/Times:

Sub Required: Yes No

Date(s) Sub Needed:

Provider

Provider:

If NOT On List Enter Here:

Estimated Expenses

Please note the maximum meals reimbursement is as follows:

- Breakfast - \$5
- Lunch - \$7
- Dinner - \$18

Registration Fee: 60.00

Meals:

Lodging:

Transportation:

Other:

If Other, Explain:

2. If you are signing up for a course offered through the Monticello Central School District:
 - a. Click on the “District Catalog”

The screenshot shows the MyLearningPlan.com interface. The top navigation bar includes 'LEARNING PLAN' and 'LOGOUT'. The left sidebar, labeled 'Monticello Central School District', contains several menu items: 'My Portfolio', 'Activity Catalogs:' (with sub-links for District Catalog, OU BOCES Catalog, MHRIC Catalog, MHTC Catalog, Ulster BOCES, SC BOCES, and DC BOCES), 'Calendar', 'Fill-In Forms:' (with sub-link for Conference Request), 'My Info:' (with sub-links for My Personal Goals, My User Profile, and My Certificates), 'File Library', and 'Change Password'. A red arrow points to the 'District Catalog' link under 'Activity Catalogs:'. The main content area shows 'My Requests - test user' with three sections: 'Awaiting Pre-Approval' (None), 'Approved and In Progress' (None), and 'Awaiting Final Approval' (None).

- b. Select course.
- c. Click on “Sign up Now”

The screenshot shows the course detail page for 'Duggan Staff Development meeting'. The top navigation bar includes 'LEARNING PLAN' and 'LOGOUT'. The left sidebar is the same as in the previous screenshot. The main content area displays the course title and description: 'Lynn Skolnick presented effective lesson plan elements'. Below this, there are several fields: 'Start/End Date' (November 8), 'Meeting Times' (7:40), 'Location' (Library), 'Instructor(s)' (Patti Sonnenschein, Lynn Skolnick), 'Goal(s)' (Curriculum Development and Assessment: Lesson Design), 'Purpose(s)' (Building Objective, District Objective), 'Building(s)' (Cornelius Duggan Elementary School), 'Department(s)' (-All-), and 'Grade(s)' (Kindergarten, Grade 1, Grade 2, Grade 3, Grade 4, Grade 5). To the right of these fields, there are three summary items: 'Hours' (1.00), 'Cost' (\$ 0.00), and '# Enrolled' (0/24). A red arrow points to a yellow 'SIGN UP NOW' button located below the '# Enrolled' field.

- If you are registering for a course that is not offered through the District or any of the BOCES, you need to click on the “Conference Request Form.” Please enter in all information. Estimated expenses need to be as close as possible. Any expenses not included will not be reimbursed. This process is for district approval ONLY. If it is required that you register for the conference directly, please do so based on the district’s registration policy (if you are not sure of the policy, please contact your building administrator).

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My Requests - test user

Awaiting Pre-Approval
None
Approved and In Progress
None
Awaiting Final Approval
None

This process is for district approval ONLY. If it is required that you register for the conference directly, please do so based on the district’s registration policy (if you are not sure of the policy, please contact your building administrator).

What to Expect:

Once you have registered for a course, you will receive an email confirmation that you have requested to enroll in the course. If the course is offered through any of the BOCES, MHRIC, or MHTC, you will receive an email confirmation of your registration once your enrollment has been approved.

To check on the status of a request, sign on to mylearningplan.com. Courses awaiting pre-approval, approved and in progress, awaiting final approval and most recently completed will be listed under “My Requests.”

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