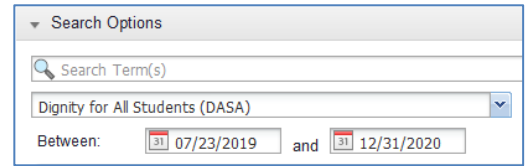


Register for an Erie 1 BOCES WR Activity Frontline Professional Learning Management

1. To browse for an activity, go to <https://www.mylearningplan.com/WebReg/Catalog.asp?D=19584>

2. Each program represents a department or team and the program contains the activities. For example, if you want to browse the activities in DASA, you can search only that department from the drop down. You can also select more than one program, search for a term, or search a date range.



3. If searching, click the activity title and click the Enroll button at the bottom.

Enroll

4. If you have a link to a specific activity, click the link to view activity details and click Enroll.

Select a Log in Method

5. If you have never registered with Erie 1 BOCES WR, select that you are a new user.

This is different than your district's Frontline and you have to create a new account. Your district credentials will not work.

Enter your first and last name, email address and you've created an account. There will be a form to set your password and more required information. Fields outlined in red are mandatory. Click Create Account at the bottom.

I'm a new user

Select this option if you do not have an account yet. The account is free and you can use it to check the status of your registrations and maintain records.

I'm a registered user

Select this option if you have already created an account.

6. If you have registered in the past with Erie 1 BOCES WR, you are a registered user, log in with those credentials. Update your account information if needed, click update and continue at the bottom.

7. Fill in the required information on the registration form, click the checkmark agreeing to the terms and conditions, click Submit.

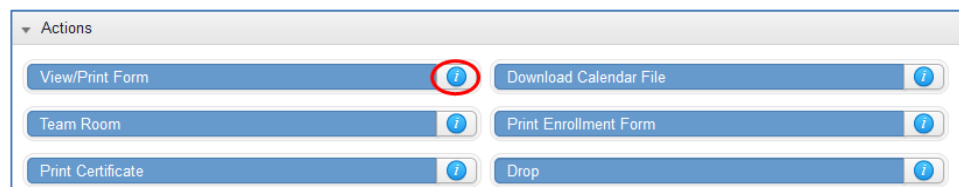
8. You will receive an email confirming that you have registered, and it will include details of the activity.

View your Registrations

1. Go to <https://www.mylearningplan.com> and log in.

2. Your registrations will show under My Registrations. Click the title to view activity details.

3. Scroll to the bottom for Actions. Float your cursor on the i for more information, especially if you need to drop the activity. For many, you will not be able to drop yourself and there will be contact information listed.



Please contact Lynne Widmer at lwidmer@e1b.org if you are having problems.