

Creating a free WebReg (My Learning Plan) account for the new NEIU 19 registration system.

To go to the NEIU 19 catalog area please click below.

<https://www.mylearningplan.com/Webreg/catalog.asp?H=1&D=22655>

IF YOU DON'T ALREADY HAVE AN ACCOUNT PLEASE USE A PERSONAL EMAIL ADDRESS TO CREATE ONE. (such as gmail.com) If you use the Frontline product known as Aesop you will need to create a new account for registration.

ALL PROGRAMS NEED TO BE SIGNED UP FOR AHEAD OF TIME AND PARTICIPANTS CANNOT BE ADDED TO A PROGRAM BY NEIU PERSONNEL.

1. Click on program you would like to sign up for.

The screenshot displays the 'Professional Learning' web registration interface. At the top, it says 'Professional Learning formerly MLPPDMS' and 'Web Registration'. A search bar is present with fields for 'Search Term', 'Program', 'Start Date', and 'End Date'. Below the search bar, there are 'Advanced Search Options' for 'Goal' and 'Instructor'. A list of programs is shown below, with the first one, '1. SSD - Safety Committee Meeting (6/28/2022)', circled in red. The program details include: Program: Inservice for SCRANTON School District, Audience: Scranton School District Safety Committee, Dates: 6/28/2022, and a 'New' tag. The second program is '2. Summer Camp for Adults - June 28th 2022 AM' with details: Program: Technology, Audience: Teachers, Counselors, Admin, Staff and anyone that would like to know how to use email as a tool to work for them, Dates: 6/28/2022, Instructor: Stephanie Williams, and a 'New' tag. The third program is '3. Mindfulness-based Stress Reduction for Educators 6-Part Series' with details: Program: Community Services, Audience: All school personnel, Dates: 7/7/2022 to 8/4/2022, and a 'New' tag. The interface also shows enrollment and waitlist counts for each program.

2. Read program details and click enroll.

Professional Learning
formerly MLPPDMS Login

Web Registration

Professional Development
Help Topics

Activity Details

SSD - Safety Committee Meeting (6/28/2022)
For Scranton School District personnel only.

Meeting Dates
▼ 1 Meeting(s)

#	Date	Time	Location
1.	Tue Jun 28, 2022	3:30 pm to 4:30 pm	Virtual

Instructors
Sponsored By
Registered
Enrollment Options
Categories
Payment Options

• Bert Gentilezza
Inservice for SCRANTON School District
2/35

Description	Units	Price	Subscriber Price
Hours	1.00	\$0.00	\$0.00

-None-

No Cost
No Cost

District Purchase Order
District Purchase Order

Credit Card
Credit Card

Personal Check
Personal Check

District Check
District Check

Need more information? Send an Email to jmaros@iu19.org

Enroll

3. Once you click on enroll, you will be taken to the next screen.

Professional Learning
formerly MLPPDMS Login

Web Registration

Professional Development
Help Topics

Web Registration
▼ Select Log In Method To Continue

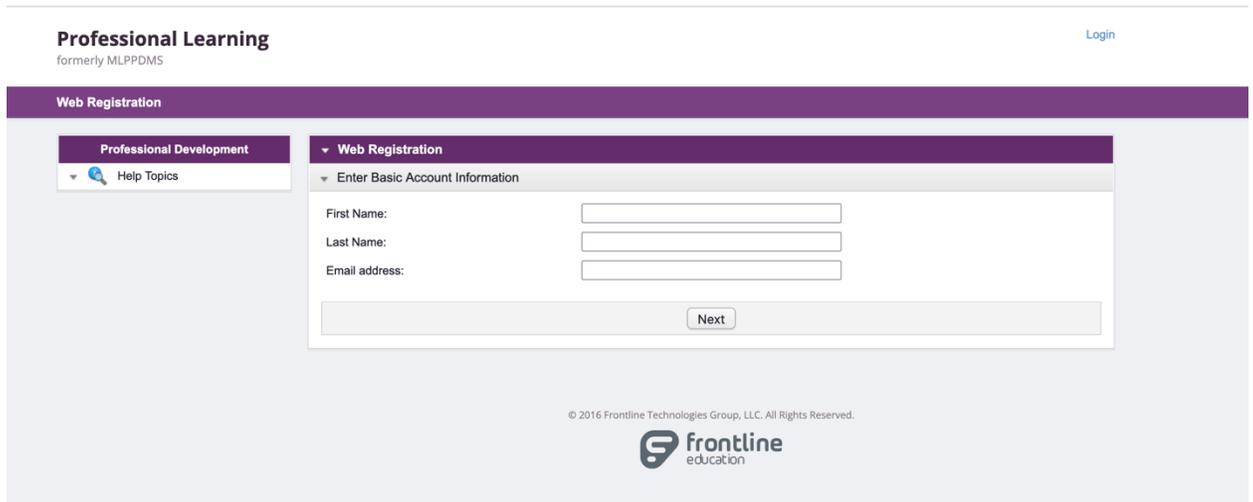
I'm a registered user
Select this option if you have already created an account.

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.

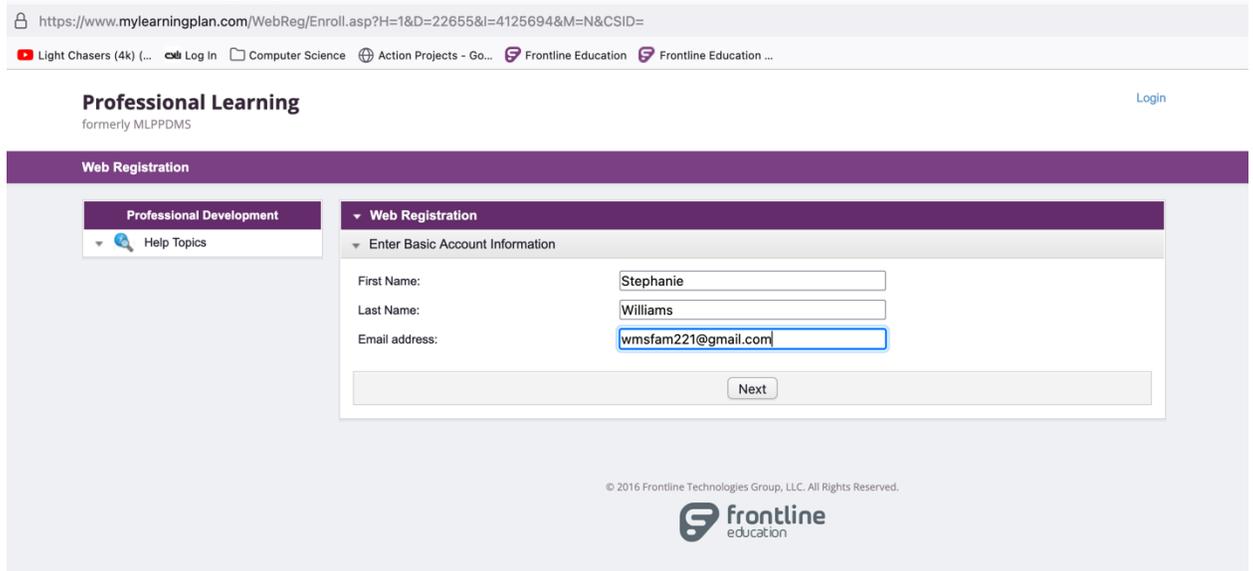
Frontline Professional Growth users
Select this option if your organization subscribes to Frontline Professional Learning Management.

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frontline education

- Click on "I'm a new user" (red circle) if you need to create an account OR if you already have an account that you have used for signing up for programs at other IUs that use WebReg (My Learning Plan), see the yellow highlighted button and click that. – WHEN CREATING AN ACCOUNT, PLEASE USE A PERSONAL EMAIL ADDRESS. *Note you can get your password reset by following the prompts.



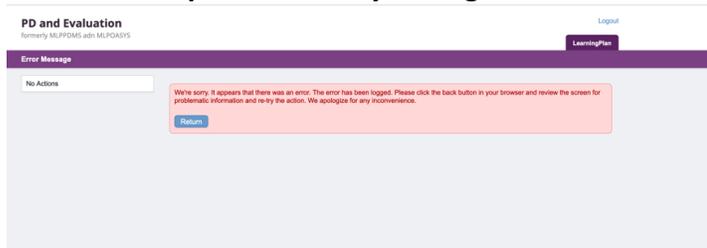
5. After “I’m a new user.” is clicked, you come to the screen above. Fill out the information using a personal email address and then click next.



6. You will then come to the Create Your Account screen. Create a password and fill out all of your information. All of the required areas that need to be filled in are **outlined in red**. If you don't have a professional teaching/licensure certificate, please fill out the Certificate ID as 0000000. *Note - **The Certificate ID can be your PPID number. So if you have a PPID number it goes in the Certificate ID form area.** Once you click on Create Your Account, your account is created.

The screenshot shows the 'Web Registration' form. At the top, there is a navigation bar with 'Professional Development' and 'Web Registration' tabs. Below the 'Web Registration' tab, there is a 'Create your account:' section. The form contains several input fields: 'Registrant's First Name' (Stephanie), 'Registrant's Last Name' (Williams), 'Email Address' (wmsfam221@gmail.com), 'Password', and 'Re-type Password'. Below these are dropdown menus for 'District/Organization', 'Building/Division', and 'Select Position', along with a 'Job Title' field. There are radio buttons for 'Certificate Holder?' (Yes/No) and a 'Certificate ID' field. At the bottom, there are fields for 'Home Street Address', 'Home City', 'State/Province', 'Zip/Postal Code', and 'Home Phone Number'.

7. **Note: Not everyone will see this screen. If you do, proceed with the following directions. If not proceed to Step 8.** If the next screen you see is the screen shown below, click return. The system should take you to your account landing page. If this occurs, you will need to put the link to the registration system in the browser address by copying and pasting the link below.
- <https://www.mylearningplan.com/Webreg/catalog.asp?H=1&D=22655>
- You will then proceed with your registration.



8. The course page you are trying to sign up for will be shown. It will show dates times and location, along with enrollment and payment type. You will also need to click on the *I agree to the terms and conditions* box and hit submit.

Frontline Professional Learning Management

- Professional Development
 - Account Settings
 - My Registrations
 - My User Profile
 - My Statement
 - Change Password
 - Change Email
- Course Catalogs
 - Catalog

NEIU 19
 Phone: Email: jmaros@iu19.org

Registration Form

Activity Information

Activity Title: SSD - Safety Committee Meeting (6/28/2022)

Meeting Dates/Times/Locations

of Meetings: 1

#	Date	Time	Location
1.	Tue Jun 28, 2022	3:30 pm to 4:30 pm	Location: Virtual

Building/Campus

Enrollment Options

Select an Enrollment Option	Select Units	Enrollment Type	Fee
<input checked="" type="radio"/>	1	Hours <small>Select this option to receive hourly credit.</small>	\$0.00

Payment Types

Payment Method	Select Payment Type
<input checked="" type="radio"/>	No Cost <small>Select this option if there is no cost for this workshop.</small>

Terms and Conditions

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Confirmation

I agree to the terms and conditions noted above.

9. You will then get a confirmation page along with a confirmation email. You are now signed up for the course.

Frontline Professional Learning Management

- Professional Development
 - Account Settings
 - My Registrations
 - My User Profile
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 - Change Email
- Course Catalogs
 - Catalog

Confirmation

Registration Submitted

Registration Instructions

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Download Calendar File

10. You can always use the link

<https://www.mylearningplan.com/Webreg/catalog.asp?H=1&D=22655>

to get to the NEIU 19 catalog. If there is a specific program you are looking for, you can search for it using the options on the top of the page. Once you find the program you want, click on it and click on enroll. Then, use the username and password you have created and sign up.

11. For help please go to <https://pd-help.frontlineeducation.com/hc/en-us> and start a chat or access documentation for answers to your questions.