

Click on this link <https://www.mylearningplan.com/WebReg/Catalog.asp?D=10453&H=1> to go to the MyLearningPlan TST BOCES WebReg Catalog.

Scroll down to view the current activity catalog.

Click on the activity title.

Click on the "Click to Enroll" button at the very top or bottom of the screen.

Click on "I am a new user," if you are a new user OR click on "I'm a registered user," if you already have an account with MyLearningPlan WebReg.

If you are creating a new account, then follow the directions and provided information requested. All the boxes outlined in red are required. When your account is created, Log out and go back to the activity enroll screen, using the directions above. When you click to enroll, click the "I am a registered user" option.

Update personal information.

Choose payment type (there is no cost for the BLS and Health & Safety classes).

Click "Confirmation" box; then click on the orange "I Agree" button.

Click on the green colored "Print Enrollment Form."

Click on "Click here to view/print..." and print form.

Follow your district's procedure for registering for a conference and submit the printed Enrollment Form to your administrator. You are automatically enrolled in the BLS and Health & Safety classes without district confirmation or approval.

Send signed Enrollment Form to School Improvement Services at T-S-T BOCES by fax (607) 257-2825 or through BOCES mail.

You are not officially enrolled until T-S-T BOCES receives the signed enrollment form.

For assistance with registration process, contact either Patti Oates or Carolyn Tschanz at (607) 257-1555 ext. 1030 or 1048.