Monroe 2-Orleans BOCES

Instructions for registering for a workshop in

Monroe 2-Orleans BOCES WebReg catalog

Follow the link through our webpage:

http://www.monroe2boces.org/professionalDev.cfm?subpage=2143

OR go directly at

https://www.mylearningplan.com/webreg/catalog.asp?H=1&D=18636

1. Click on the title of a workshop to open Activity Details
2. After reviewing the Activity Details you can then click the “Enroll” button at the bottom of the page.
3. You will then be prompted to select one of the following Log In methods:

I’m a registered user- have previously created a WebReg account and can log in using their account credentials.

I’m a new user- do not have a MLP account and will be prompted to create an account with basic information (see below).

MyLearningPlan.com users- have an account that was provided to them by their school district (Monroe 2-Orleans BOCES staff should choose this option).

4. New Users (anyone who does not have an existing MLP account) will need to follow the following steps to create an account.
5. You will need to enter information in all of the red/required boxes

6. Districts associated with Monroe 2-Orleans BOCES will be listed in the drop down menu. If your district is not listed please choose “Other, Not on List” (which is in alpha order in the drop down menu).

7. Fill in other red fields and click “Create Account”
8. Review information on the registration form, select payment type, check the terms and condition box and click “submit”
You will then receive a confirmation e-mail to the address you have entered regarding your submission. Once the registrar enrolls the user another e-mail will populate that you have been successfully enrolled.

*For any questions please contact Monroe 2-Orleans BOCES Office of Curriculum, Instruction and Professional Development at profdev@monroe2boces.org