

Registering Online for NERIC Blackboard, Model Schools Courses, and Special Events

- 1) Navigate to: <http://www.neric.org/webreg>.

You will be able to view the NERIC Course Catalogs, but you will not be able to register for courses until you create an account on www.mylearningplan.com.

To create an account on MyLearningPlan:

- 2) Choose one of the three programs:

NERIC: Blackboard Online Learning
NERIC: Model Schools
NERIC: Special Events

- 3) Click **View Now**.
- 4) Click on the link for any of the courses listed.
- 5) Select the **CLICK TO ENROLL** button.
- 6) Choose **I'm a new user**.
- 7) Type your:

First Name:
Last Name:
Email address:

- 8) Click **Next**.

The Web Registration screen should now appear.

- 9) Please fill-in all the information requested.
- 10) Give yourself a password.

NOTE: Your **Username** will be your Email address.

- 11) Make sure you choose a **District/Organization** from the drop-down.

NOTE: If your district or organization does not appear on the drop-down, please choose **Other**. You will **NOT** be able to automatically register for courses in the catalog. You will be contacted via Email and will need to pay for the course via school purchase order or personal check.

- 12) After you complete all the required fields, click **Create Account**.

A Web Registration screen should appear.

- 13) Click **Next**.
- 14) Click **I Agree** on the Terms & Conditions screen.
- 15) Click **RETURN TO MAIN**.

- 16) If you wish to register for more courses, select the **Course Catalog** link located on the left-side of the screen.
- a) Follow steps **2-5** listed on page 1.
 - b) Click **Update & Continue**.
 - c) Click **Next**.
 - d) Click **I Agree**.
 - e) Click **RETURN TO MAIN**
- 17) When you are finished currently registering for courses, click **Logout**.

NOTE: The next time you wish to register for a course or check your status, you may go directly to <http://www.mylearningplan.com> and click the **Login** button. Use the **Username** and **Password** that you created.

For additional help registering for courses in the NERIC Online Catalog, please contact the assigned coordinator:

Steve Janover (sjanover@gw.neric.org) - **Blackboard Online** and **Blackboard Training** courses.
Hilary Delavare (hdelavar@gw.neric.org) - **Model Schools** courses