



Registering for a Professional Learning Opportunity (PLO) in Learning Stream for Non-DOE Providers

Contents

Introduction 1

Registering for a Learning Stream Account 1

Registering for Professional Learning Opportunity 4

Cancelling Your Registration 6

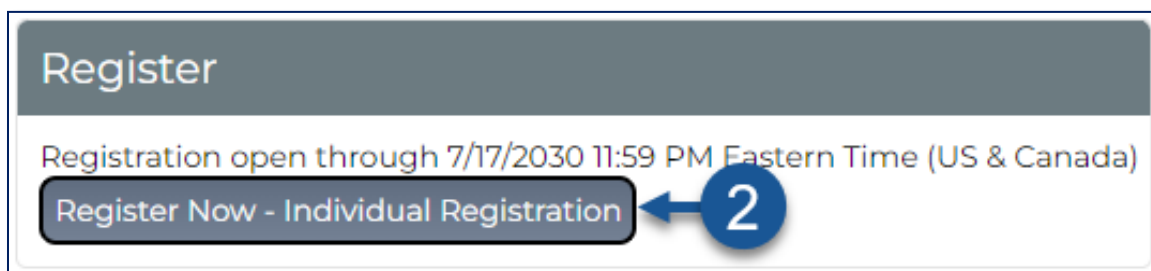
Introduction

This training guide provides the steps for non-DOE providers to register for a professional learning opportunity in Learning Stream.

Registering for a Learning Stream Account

1. Navigate to the [Learning Stream Registration Page](https://reg.learningstream.com/reg/event_page.aspx?ek=0060-0013-37E1E1BB422244D1A637CC7B5AF81C29) to create an account:
https://reg.learningstream.com/reg/event_page.aspx?ek=0060-0013-37E1E1BB422244D1A637CC7B5AF81C29.

2. Click **Register Now – Individual Registration**.



3. Enter your **DOE email address**.

4. Enter your **password**.

Note: Use your SESIS username + @schools.nyc.gov (e.g., jdoe@schools.nyc.gov) and password to register. Your SESIS username is what you enter to log on to the SESIS application and record your student's services in the encounter attendance service record.

5. Click **Create an Account and Register**.

Note: The corresponding image is on the following page.



**Department of
Education**

Chancellor David C. Banks

Welcome! If you've never used the Learning Stream system before you will have to create an account to register for an event. If you have registered for an event previously please use your DOE email address and the password you chose when you created your account.

Please Note: Your password may not be the same as your current DOE password. This system is not linked to the DOE database so passwords will not expire and/or change with that system.

jdoe@schools.nyc.gov **3**

..... **4**

Login and Register

Cancel Login

Forgot your Login ID and/or Password

5 →

Create an Account and Register

6. Enter your **First Name**.
7. Enter your **Last Name**.
8. Enter your **New Password**.
9. Retype your **New Password**.
10. Enter your **DOE Email Address**.
11. Retype your **DOE Email Address**.
12. Enter "**N/A**" for the *Please enter your DBN (i.e., 20K047)* field.
13. **Select your role** from the drop down menu. Select "Other" if your role is not listed.
14. Check **I'm not a robot** box before submitting your registration.
15. Click **Submit Registration**.

Note: The corresponding image is on the following page.

All questions marked by an asterisk are required

Password Requirements

Password must be at least eight characters/numbers.

Password may not contain the word 'Password'.

Password may not be the same as the Login ID.

Quotations cannot be used in your password.

Password must contain at least 1 letter and 1 number.

Please acknowledge the reCaptcha to validate this form is being submitted by a person.

Event Name:

Create An Account

*First Name:

6

*Last Name:

7

*New Password:

8

*Retype Password:

9

*DOE Email Address:

10

*Retype DOE Email Address:

11

*Please enter your DBN (ie: 20K047):

12

*Select your role:

13

14

I'm not a robot



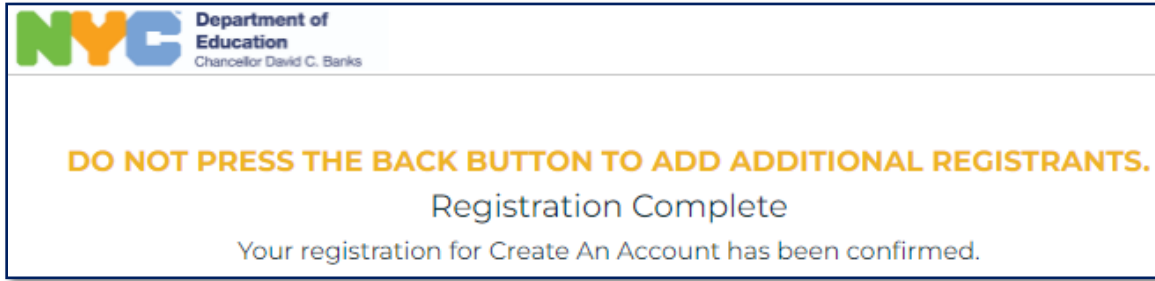
reCAPTCHA
Privacy - Terms

15

Submit Registration

Cancel

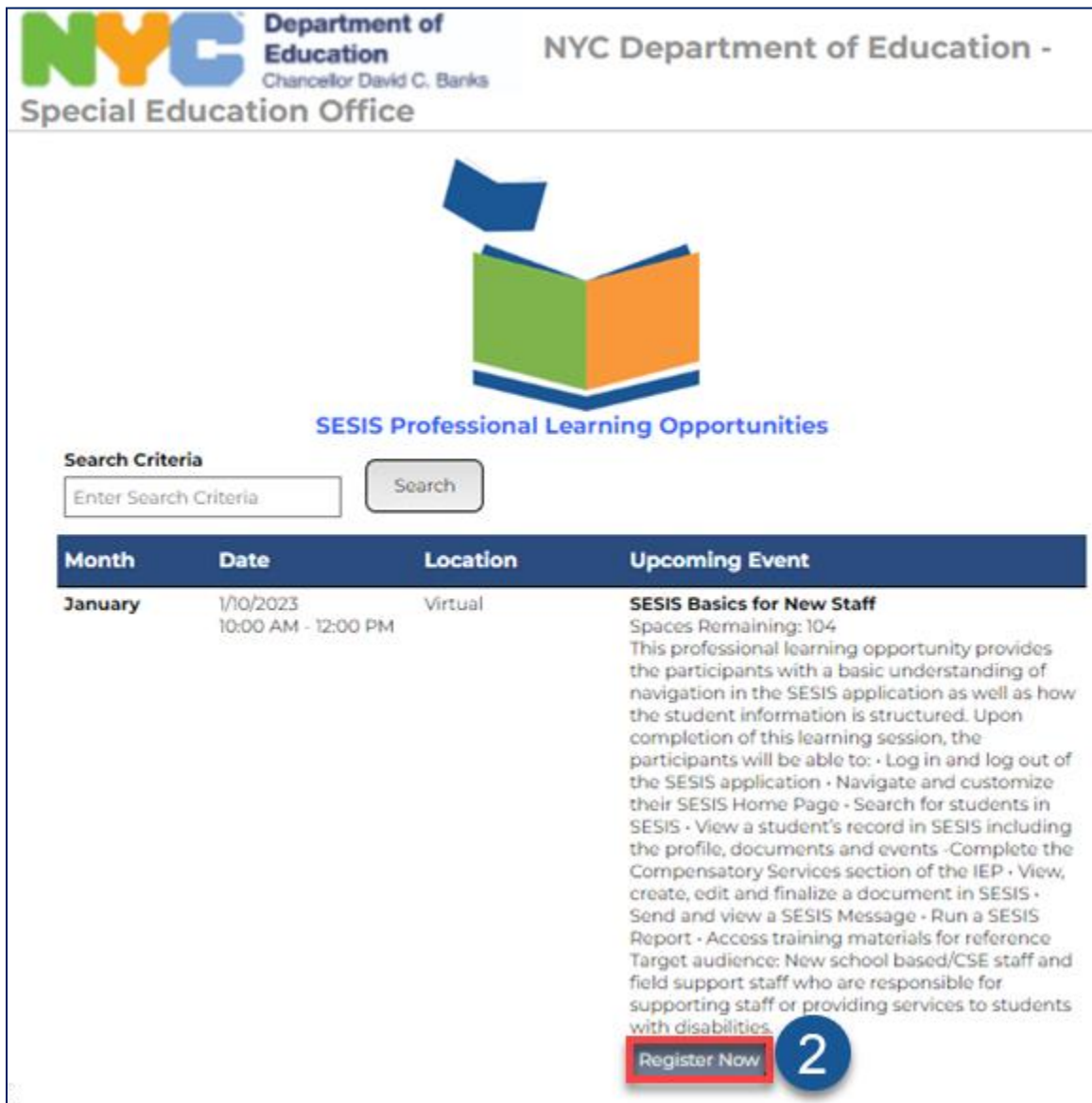
Note: The *Registration Complete* page displays on the screen. Once your registration is submitted successfully.



The screenshot shows the top of the NYC Department of Education website with the logo and Chancellor David C. Banks' name. Below this, a large orange banner reads "DO NOT PRESS THE BACK BUTTON TO ADD ADDITIONAL REGISTRANTS." Underneath, the text says "Registration Complete" and "Your registration for Create An Account has been confirmed."

Registering for Professional Learning Opportunity

1. Navigate to the [SE SIS Learning Calendar](https://reg.learningstream.com/view/cal1a.aspx?ek=&ref=&aa=&sid1=&sid2=&as=60&wp=198&tz=&ms=&nav=&cc=&cat1=&cat2=&cat3=&aid=SEPLSP&rf=&pn=) to register for a Professional Learning Opportunity (PLO):
<https://reg.learningstream.com/view/cal1a.aspx?ek=&ref=&aa=&sid1=&sid2=&as=60&wp=198&tz=&ms=&nav=&cc=&cat1=&cat2=&cat3=&aid=SEPLSP&rf=&pn=>.
2. Select the professional learning opportunity you want to attend by clicking **Register Now**.



The screenshot shows the NYC Department of Education Special Education Office website. It features a search bar with the text "Enter Search Criteria" and a "Search" button. Below the search bar is a table titled "SE SIS Professional Learning Opportunities". The table has four columns: "Month", "Date", "Location", and "Upcoming Event". The first row shows an event in January on 1/10/2023 from 10:00 AM to 12:00 PM, which is a virtual event titled "SE SIS Basics for New Staff". The event description includes details about the training and a list of topics to be covered. At the bottom of the event description, there is a "Register Now" button and a large blue circle with the number "2".

Month	Date	Location	Upcoming Event
January	1/10/2023 10:00 AM - 12:00 PM	Virtual	SE SIS Basics for New Staff Spaces Remaining: 104 This professional learning opportunity provides the participants with a basic understanding of navigation in the SE SIS application as well as how the student information is structured. Upon completion of this learning session, the participants will be able to: - Log in and log out of the SE SIS application - Navigate and customize their SE SIS Home Page - Search for students in SE SIS - View a student's record in SE SIS including the profile, documents and events - Complete the Compensatory Services section of the IEP - View, create, edit and finalize a document in SE SIS - Send and view a SE SIS Message - Run a SE SIS Report - Access training materials for reference Target audience: New school based/CSE staff and field support staff who are responsible for supporting staff or providing services to students with disabilities. Register Now 2

3. On the *Event Page*, you will see all the session details, including training description, continuing teacher and leader education (CTLE) hours, Google Maps (if applicable), and facilitators. **Click Here to Register** button to continue to the registration page.

SE SIS Basics for New Staff

Tuesday, January 10, 2023

10:00 AM to 12:00 PM

Register

Registration open through 1/10/2023 9:00 AM Eastern Time (US & Canada)

Click Here to Register

3

Location

Virtual

4. If you have registered with *Learning Stream* and have an account, click **Login and Register**. Otherwise, follow this training guide's steps in the [Registering for a Learning Stream Account](#) section.

NYC Department of Education
Chancellor David C. Banks

NYC Department of Education - Special Education Office

Welcome! If you've never used the Learning Stream system before you will have to create an account to register for an event. If you have registered for an event previously please use your DOE email address and the password you chose when you created your account.

Please Note: Your password may not be the same as your current DOE password. This system is not linked to the DOE database so passwords will not expire and/or change with that system.

jdoe@schools.nyc.gov

.....

Login and Register

4

Cancel Login

Forgot your Login ID and/or Password

Create an Account and Register

5. Verify that the fields are accurately pre-filled.
6. Click **Save Changes**.

Save Changes

7. After submitting your registration, a *Registration Complete* page will display, and you will receive a confirmation email.

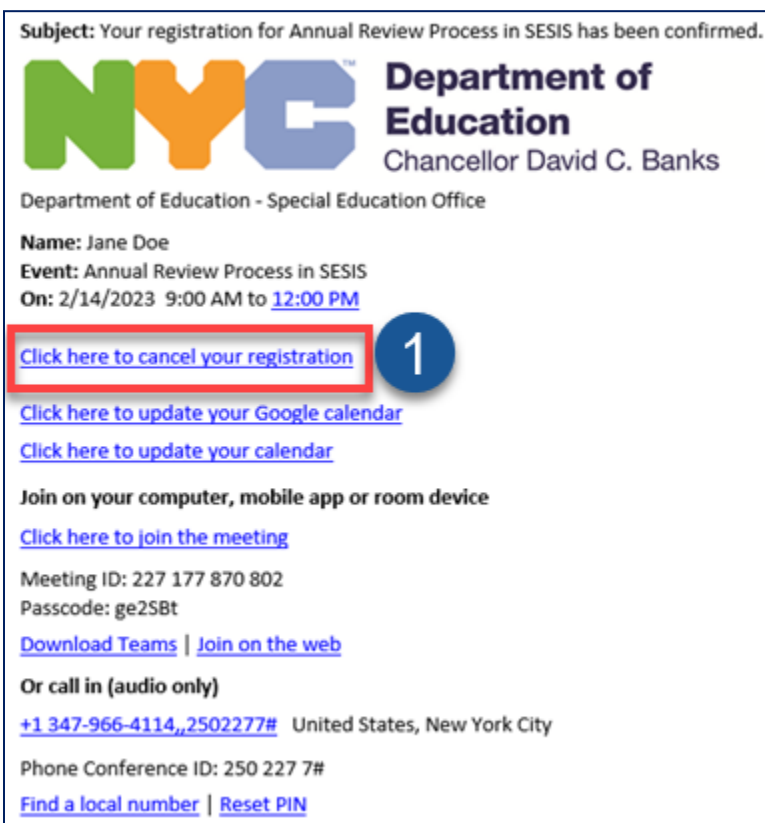


Note: If you have not received the registration confirmation email from the "SEIS Training Team" after 24 hours, contact siscommunications@schools.nyc.gov.

You can access your transcripts and applicable continuing teacher and leader education (CTLE) hours through the [Registrant Module](#):
https://reg.learningstream.com/ram/ram_login.aspx?aid=SEPLSP&s1=60

Cancelling Your Registration

1. If you need to cancel your registration, click the **Click here to cancel your registration** link in the confirmation email you received.



- You will be taken to the cancellation page. Verify the information and click the **Cancel Registration** button.

NYC Department of Education
Chancellor David C. Banks
NYC Department of Education - Special Education Office

USE **[CANCEL REGISTRATION]** BUTTON AT THE BOTTOM OF THIS FORM TO COMPLETE CANCELLATION REQUEST

All questions marked by an asterisk are required

Event Name: Annual Review Process in SESIS

***First Name:** Jane

***Last Name:** Doe

***Phone Number:** 212-555-1234 {xxx-xxx-xxxx}

***DOE Email Address:** jdoe@schools.nyc.gov

***Retype DOE Email Address:** jdoe@schools.nyc.gov

***Select your role:** Guidance Counselor

***Please enter your DBN (ie: 20K047):** NA

Cancel Registration 2

- After submitting your cancellation, a *Registration Cancelled* page will display, and you will receive a confirmation email.

NYC Department of Education
Chancellor David C. Banks
NYC Department of Education - Special Education Office

Registration Cancelled

Your registration for Annual Review Process in SESIS has been cancelled.
[Click here to remove this event from your calendar](#)