



Registering for a Professional Learning Opportunity Session in Learning Stream

Introduction

This training guide provides the steps for registering for a professional learning opportunity session in Learning Stream.


Registering

1. Navigate to the SESIS Training Calendar in Learning Stream:


https://reg.learningstream.com/view/view_month.aspx?as=60&wp=198&aid=SEPLSP

Note: After registering you can access your transcripts and applicable CTLE credits through the Registrant Module: https://reg.learningstream.com/ram/ram_login.aspx?aid=SEPLSP&s1=60

2. Select the professional learning opportunity you would like to attend by clicking **Register Now**




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SE SIS Professional Learning Opportunities

Month	Date	Upcoming Event
September	9/17/2019 8:30 AM - 11:30 AM	SE SIS Basics for New Staff This professional development session provides a basic overview of the SE SIS application for new staff. The participants will be provided with an understanding of basic navigation in the application as well as how the student information is structured. Practice time is included using the SE SIS Training Environment. 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 · Create and edit a document in SE SIS · Run a SE SIS Report Please note, you will receive an email confirming your registration. Intended Audience: New Special Education Teachers and Service Providers Register Now

2. You will be prompted to create an account with Learning Stream in order to register, click **Create an Account and Register**.



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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.

Login and Register


Cancel Login

Forgot your DOE Email Address or Password?

Create an Account and Register

Note: If you have already registered with Learning Stream and have an account click Login and Register

3. Please fill out all the required and then click **Submit Registration**.

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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.

Event Name: SESIS Basics for New Staff

***First Name:**

***Last Name:**

***New Password:**

***Retype Password:**

***Phone Number:** {xxx-xxx-xxxx}


***DOE Email Address:**

***Retype DOE Email Address:**

***Select your role:**

***Please enter your DBN (ie: 20K047) and School Name:**

4. After submitting your registration, you will receive a confirmation email.


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Name: JANE DOE
Event: SESIS Basics for New Staff
On: 9/17/2019 8:30 AM
View: [Click here to view a copy of your registration form](#)

[Click here to update your Outlook Calendar](#)
[Click here to update your Google calendar](#)

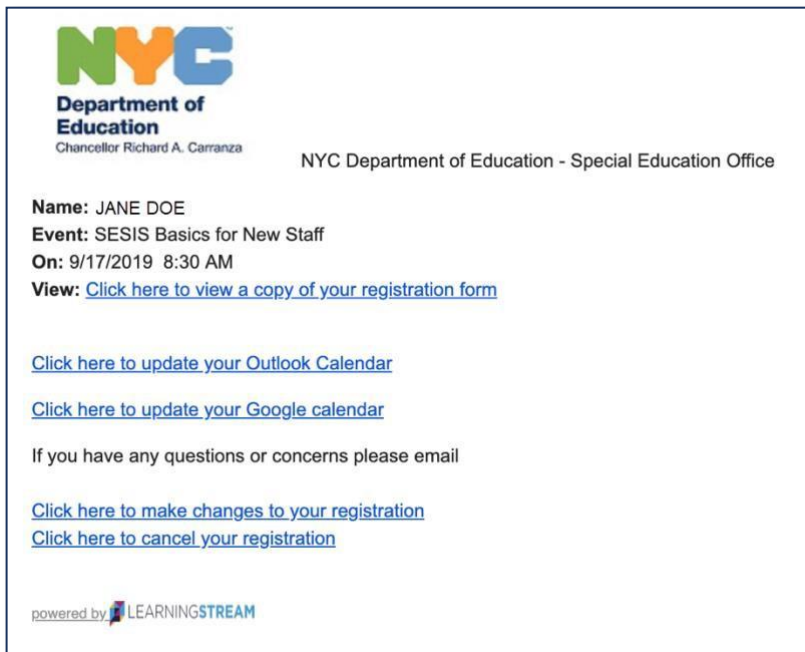
If you have any questions or concerns please email

[Click here to make changes to your registration](#)
[Click here to cancel your registration](#)

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Cancelling Registration

1. If you need to cancel your registration, simply click the **Click here to cancel your registration** link



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Event: SESIS Basics for New Staff
On: 9/17/2019 8:30 AM
View: [Click here to view a copy of your registration form](#)

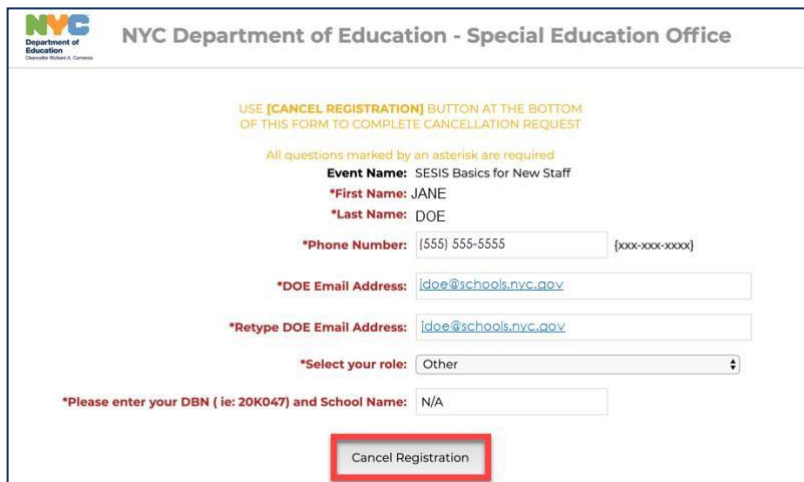
[Click here to update your Outlook Calendar](#)
[Click here to update your Google calendar](#)

If you have any questions or concerns please email

[Click here to make changes to your registration](#)
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2. You will be taken to the cancellation page in order to cancel your registration. All information should be pre-filled so simply click the **Cancel Registration** button



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

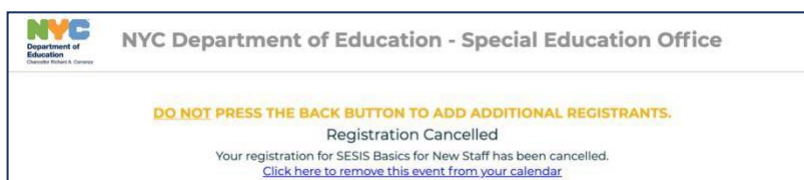
All questions marked by an asterisk are required

Event Name: SESIS Basics for New Staff
***First Name:** JANE
***Last Name:** DOE
***Phone Number:** (555) 555-5555 [xxx-xxx-xxxx]
***DOE Email Address:** ido@schools.nyc.gov
***Retype DOE Email Address:** ido@schools.nyc.gov
***Select your role:** Other
***Please enter your DBN (ie: 20K047) and School Name:** N/A

Cancel Registration

3. Confirmation that your registration has been cancelled will appear.

Note: You will receive an email as well confirming your cancellation



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DO NOT PRESS THE BACK BUTTON TO ADD ADDITIONAL REGISTRANTS.

Registration Cancelled

Your registration for SESIS Basics for New Staff has been cancelled.
[Click here to remove this event from your calendar](#)