



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&s\]=60](https://reg.learningstream.com/ram/ram_login.aspx?aid=SEPLSP&s]=60)

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

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Charterter Richard A. Carranza

SESIS Professional Learning Opportunities

Month	Date	Location	Upcoming Event
September	9/17/2019 8:30 AM - 11:00 AM	333 7th Avenue Room 802	SESIS Basics for New Staff Spaces Remaining: 20 This professional learning session provides the participants with a basic understanding of navigation in the application as well as how the student information is structured. Upon completion of this learning session, the participants will be able to: <ul style="list-style-type: none"> Log in and log out of the SESIS application Navigate and customize their SESIS Home Page Search for students in SESIS View a student's record in SESIS including the profile, documents and events Create and edit a document in SESIS Send and view a SESIS Message Run a SESIS Report Access training materials for reference Intended Audience: All new SESIS users Please note, you will receive an email confirming your registration.

[Register Now](#)

3. On the Event Page you will see all the session details including training description, CTLE credits, Google map and facilitators. Find the **Click Here to Register** button to continue to registration.

The screenshot shows the event page for 'SEGIS Basics for New Staff' on Tuesday, September 17, 2019, from 8:30 AM to 11:30 AM. The page is divided into several sections: 'Register', 'Location', 'Details', 'Continuing Education', 'Presenting', and 'About Us'. The 'Register' section includes a red-bordered button labeled 'Click Here to Register'. The 'Location' section provides the address: 333 7th Avenue Room 802, New York, NY 10001, and includes a Google Map showing the location. The 'Details' section describes the session as a professional development overview of the SEGIS application. The 'Continuing Education' section lists 3 CTLE hours. The 'About Us' section features the NYC Department of Education logo and the name of the Special Education Office.

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

The screenshot shows the registration form on the Learning Stream system. It includes a welcome message and a 'Please Note' section regarding password requirements. The form contains input fields for 'DOE Email Address' and 'Password', followed by buttons for 'Login and Register', 'Cancel Login', and 'Forgot your DOE Email Address or Password?'. A red-bordered button at the bottom is labeled 'Create an Account and Register'.

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

5. 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:**

Submit Registration Cancel

6. 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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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: SE SIS Basics for New Staff
***First Name:** JANE
***Last Name:** DOE
***Phone Number:** (555) 555-5555 {xxx-xxx-xxxx}
***DOE Email Address:**
***Retype DOE Email Address:**
***Select your role:** Other
***Please enter your DBN (ie: 20K047) and School Name:**

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