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:

   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

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Location</th>
<th>Upcoming Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>9/17/2019</td>
<td>333 7th Avenue Room 802</td>
<td>SESIS Basics for New Staff</td>
</tr>
</tbody>
</table>

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: 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.

4. You will be prompted to create an account with Learning Stream in order to register, click 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.

6. After submitting your registration, you will receive a confirmation email.
Cancelling Registration

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

![NYC Department of Education - Special Education Office](image1)

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

![NYC Department of Education - Special Education Office](image2)

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

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

![NYC Department of Education - Special Education Office](image3)