Registering for an activity in My Learning Plan Catalog

To register for an activity from a regional provider:

Click on the provided registration link or My Learning Plan catalog link on the Quick Links at www.oncboces.org or https://www.mylearningplan.com/webreg/catalog.asp?

Search the list of courses and find the course you want. A good way to find the course is to look for the course date. Click on the blue hyperlink of the course

Click on the orange button

If your district has My Learning Plan or OASYS, use the same Username and Password. “MyLearningPlan.com

Three dialog boxes open:

“I’m a new user” (for the first time user only who is NOT registered with MLP)

1. Click on “I’m a new User” to create a Username and Password for the first time
2. Enter the required information and click “Next”
3. Type in a password of your choosing. Retype the password a second time.
4. Under Basic information:
   a. Select your District/Organization. If your school name is listed there, then select it. If not, select “other, ONC area”.
   b. Enter a building Name
   c. Select a position
   d. Enter a Job Title
   e. Enter a Work Phone Number
5. Click the orange button “Create Account”
6. The registration form will appear. Check the box to agree to the terms and conditions”. Click the orange button—”Submit Registration”.
7. You are now registered for the course. Print the form
8. Follow your district’s procedure for registering for a conference and submit the printed enrollment form to your administrator for final approval and signatures
9. Send signed enrollment form to Instructional Support Services at ONC BOCES by fax at (607) 286-3339.