1. Go to the OCM BOCES site and select the workshop you wish to enroll in

2. Click on “Click to Enroll”

3. Click on “I’m a Registered User”

4. Log into your My Learning Plan account by entering your email address & password

5. If you forgot your email address, click on “I forgot my username/email”

6. If you forgot your password, click on “I forgot my password”

7. Click on “Log In”

8. Review your account information & edit any information

9. Click on “Update and Continue”

10. Under Payment Types

If there is a fee for attending the workshop, click on the “Purchase Order” button

If there is no cost for attending the workshop, click on the “No Cost” button

11. Check the agreement box
12. Click on "Submit Registration"

13. Under Account Settings, click on "My Registrations"

13. Under Activity Title, click on the title of the workshop

14. Scroll down to "Actions" and click on "Print Enrollment Form"

15. On the Print Enrollment Form page, click on "Click here to view/print the Enrollment Form(s)"

16. Print the form

17. If there is a fee for attending the workshop, obtain your Principal's signature on the Building Approval Line

18. Attach form to the District Conference and Travel Authorization form