

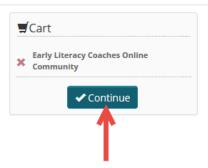
Early Literacy Coaches Online Community Enrollment Guide

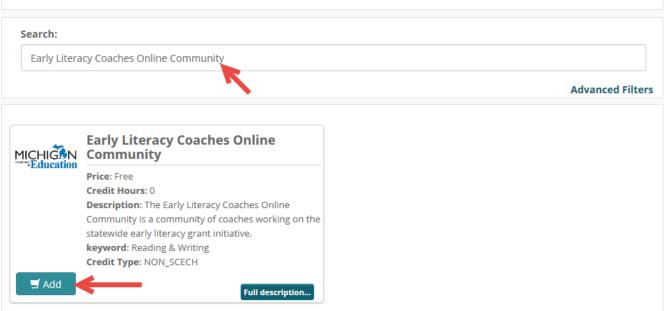
The Early Literacy Coaches Online Community is a community of coaches working on the statewide early literacy grant initiative. The community provides resources for coaches as well as discussion areas, videos from past training events, and an area to share files. Information and links to upcoming events and meetings are also included in the community. Enroll in this course free of charge following the instructions outlined below. (NON SCECH)

- 1. Begin by opening your browser to access the <u>Professional Learning Portal</u>.
- 2. Type "<u>Early Literacy Coaches Online Community</u>" into the Search box and then tap your **Enter** key on your keyboard.
- 3. Next click the **Add** button in the lower left corner of the course item.
- 4. The item will appear in the Cart summary at the top right corner of the page. Click the **Continue** button to proceed to purchase the course.

Welcome to Michigan Virtual's Professional Learning Portal

First, select a course for which you would like to register. To narrow the results, try searching for the title of the course you're looking for or use the additional search options available. Click 'Continue' when you're done to proceed to the next steps, where you'll create an account or log in to an existing account.

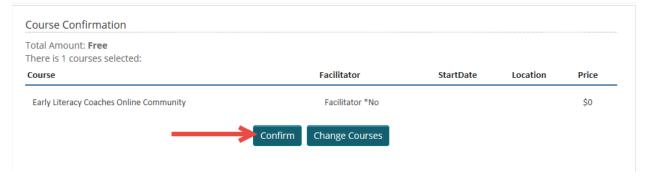




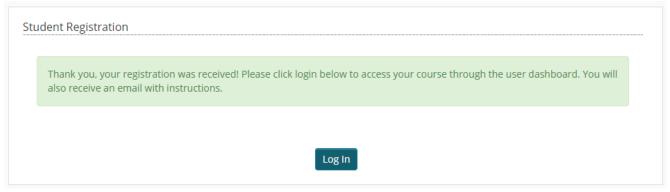
5. Next complete the appropriate Learner Registration form. Click the Continue or Save button to proceed.

Please log in or create a new learner registration. If you need assistance, please contact Michigan Virtual's Customer Care at http://help.mivu.org. Learner ♣ New Learner Registration Registration (*) First Name (*) Last Name Existing LearnPort users, please create a new account using the form on this page. Middle Name Date of birth Username: (*) Email Password: MDE Certificate PIC Code (REQUIRED TO EARN SCECHs) Select... Continue 3 For MDE Certificate Holders Only. How do I find my Forgot your Username and/or Password? (*) Affiliation Type (*) Affiliation Select... Select... 1 Choose the affiliation that best describes you otherwise select Michigan or Non-Michigan Resident and then your county. By clicking below you agree to Michigan Virtual's Terms of Service

6. Now review your order details and select Confirm to proceed with the course registration.

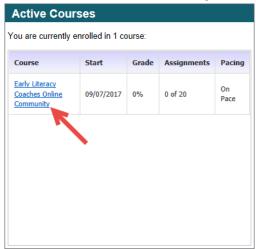


7. Next a registration confirmation page will appear, click the **Log In** button to proceed to the learner's personal Dashboard.

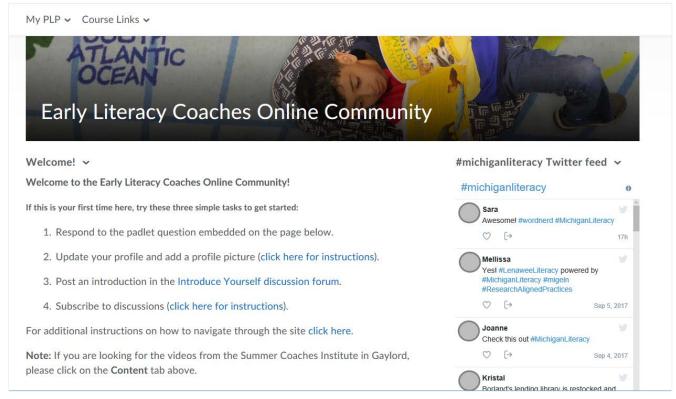


8. Then the course will be displayed in the "Active Courses" module within your Dashboard. The course cannot be accessed until the date displayed in the Start column. Once the date has arrived/passed, click

the linked course title to access your course.



9. Finally a new window will open and you can proceed with completing your course.



This document was last revised 8/14/2017 9:37 AM. Please be aware that you may not be viewing the most updated version of this article when in printed form. Refer to the <u>Michigan Virtual Knowledge Base</u> for updates to this article.

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