Register for the Guest Teacher Training Program

Please use the link below to register for the Guest Teacher Training Program.

https://www.mylearningplan.com/Webreg/catalog.asp?H=1&D=22654

If the link does not redirect you, copy and paste it into your internet browser.

1. Type in the Search Term box: “Guest Teacher”
2. Click on “Search”
3. The Guest Teacher Training options will be listed. Please read the information for each option to make sure you are choosing the correct session.
   a. **Guest Teacher Training - Online** is asynchronous and is offered via Google Classroom.
   b. **Guest Teacher Training** is offered on specific dates and times. This option will be live and gives participants an opportunity to interact with the instructors.
4. Click on the BLUE title for the Guest Teacher Training you wish to attend.
5. Click on “Enroll”
6. Click on “I’m a New User”.
7. Enter your First Name, Last Name, and email address. **IMPORTANT: All communication will be via the email address you use during registration.**
8. Click on “Submit”
9. Complete the data requested to create your account. **IMPORTANT: When entering your district, choose “Other-Not listed”.**
10. Click “Create Account”
11. You will be redirected back to the enrollment for Guest Teacher Training.
12. Choose your payment option. **IMPORTANT: If you make payment with a check or purchase order, you will not receive access to the training until MIU IV has received that payment.**
13. Click “Agree to Terms & Conditions”
14. Click “Submit”
15. If you chose to pay with a credit card, a pop-up screen will appear requesting your credit card information.
16. You will receive an email notification “Course Registration Confirmation”

When MIU IV has received your registration information for Guest Teacher Training - Online, we will send you an invitation to join our Guest Teacher Training Google Classroom. The invitation will be sent out on the business day AFTER you have registered.

If you have registered for the Guest Teacher Training with specified dates, you will receive an invitation to join the training session on the date indicated in the course description.

**IMPORTANT** – All communication will be via the email address you used to register.

If you have any questions or concerns, please feel free to contact Gail Myers or Cheryl Pilch.

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