



Guest Teacher Training Registration Information

Create a user account

Thank you for participating in the Midwestern Intermediate Unit IV Guest Teacher Training Program. Please follow the instructions below to create a user account in the MIU IV online registration system.

1. Click on this link <https://www.edulinkinc.com/iu4registration/>
The link will take you to the MIU IV online registration system. If the link does not redirect you, please copy and paste it into your internet browser.
2. On the right-hand side of the screen you will see “New User? Click Here”. You will be taken to the User Registration page.
 - a. You will NOT have a **Professional Personnel ID**. Skip both of those boxes.
 - b. **Employer School District/Organization**: Choose “Other”
 - i. “**If Other, Enter Organization Name**”: Substitute
 - c. **Building / Dept of Employment**: Skip
 - d. **Position**: Other
 - i. “**If Other, Please Specify**”: Substitute
 - e. **Grade Level**: Skip
 - f. **What IU is your District/Organization associated with?**: Midwestern Intermediate Unit IV
 - g. **Employer Address, etc**: Use your own address in these boxes.
3. Click **Register**

Your Username will be the email address that you use to register. You will create your own password. **IMPORTANT – All communication to you will be via the email address that you use to register.**

Register for the Guest Teacher Training Program

Once you have created a user account in the online registration system, you will need to register for the Guest Teacher Training Program.

1. Click “View Workshops”
2. Click on “Guest Teacher Training”
3. Click on “More Information”

4. Click on “Register for Course”
5. Enter payment information. **IMPORTANT** – If your training is scheduled within 1 week of the date you are registering, **DO NOT** click Check or Money Order. The information that you will need in order to participate in the training will not be sent to you until payment has been received by MIU IV.
6. Click “Place My Order”



When MIU IV has received your payment and registration, we will send all of the documents that are required to request an emergency day-to-day substitute permit. You will also receive a Zoom link so that you can join the training session.

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

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

Gail Myers
gail.myers@miu4.org
724-458-6700 x1286

Cheryl Pilch
cheryl.pilch@miu4.org
724-458-6700 x1224

NOTES:

Username (email): _____

Password: _____

