

# Enrolling for Model Schools Classes through Questar III/ My Learning Plan portal

<p><b>Activity Details</b></p> <p><a href="#">Click to Enroll</a></p> <p><b>Session Info</b>  <b>CA-Microsoft Power Point: The Revolution is Here!</b>          Top 10 tips to remember when creating effective Power Point presentations. No more death by Power Point! NO ON-SITE PAYMENT ACCEPTED!</p> <p><b>Location</b>          EJ Arthur Elementary School <a href="#">[map]</a></p> <p><b>Dates and Times</b></p> <table border="1"> <thead> <tr> <th>#</th> <th>Dates</th> <th>Times</th> <th>Room</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>2/7/2011</td> <td>4:00 pm - 6:00 pm</td> <td>CACSD- EJ Arthur Elementary School lab</td> </tr> </tbody> </table> <p><b>Enrollment Options</b></p> <table border="1"> <thead> <tr> <th>Units</th> <th>Description</th> <th>Price</th> <th>Subscriber Price</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Certificate of Completion</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>2</td> <td>District PD Hours</td> <td>\$120.00</td> <td>\$15.00</td> </tr> </tbody> </table> <p><b>Payment Options</b></p> <table border="1"> <thead> <tr> <th>Payment Method</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Dist. Purc. Order</td> <td></td> </tr> <tr> <td>Cross Contract</td> <td></td> </tr> <tr> <td>Personal Check</td> <td></td> </tr> <tr> <td>Q III Employee</td> <td>Q III Employee</td> </tr> <tr> <td>Other</td> <td>Other payment or option.</td> </tr> </tbody> </table> <p>Registered: 0/20 (Minimum enrollment = 6)</p>	#	Dates	Times	Room	1.	2/7/2011	4:00 pm - 6:00 pm	CACSD- EJ Arthur Elementary School lab	Units	Description	Price	Subscriber Price	0	Certificate of Completion	\$0.00	\$0.00	2	District PD Hours	\$120.00	\$15.00	Payment Method	Description	Dist. Purc. Order		Cross Contract		Personal Check		Q III Employee	Q III Employee	Other	Other payment or option.	<ol style="list-style-type: none"> <li>1. Look over course information and make sure it is the correct course before clicking the “Click to Enroll” button.</li> </ol>
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<p><b>Web Registration</b></p> <p>Select Log In Method To Continue</p> <p><b>I'm a registered user</b>   Select this option if you have already created an account.</p> <p><b>I'm a new user</b>   Select this option if you do not have an account yet. The account is free and you can use it to check the status of your registrations and maintain records. <a href="#">Click here for more info</a></p>	<ol style="list-style-type: none"> <li>2. Click “I’m a new user”</li> </ol> <p>* If you are a Model Schools instructor, please check with Jen Seekamp as you have accounts already created in My Learning Plan</p>																																
<p><b>Web Registration</b></p> <p>Email Address</p> <p>First Name: <input type="text" value="Michelle"/></p> <p>Last Name: <input type="text" value="Whiting"/></p> <p>Email address: <input type="text" value="whitingm@coxsackie-athens.org"/> <input type="button" value="Next"/></p>	<ol style="list-style-type: none"> <li>3. Fill out the personal information and click “Next”</li> </ol>																																
<p><b>Web Registration</b></p> <p>Account Exists</p> <p><b>Our records indicate that you already have an account in the system</b></p> <p>If your email address is <b>whitingm@coxsackie-athens.org</b>, <a href="#">click here to retrieve your password via email.</a></p> <p>Click the Next button to continue your registration.</p> <p><input type="button" value="Start Over"/> <input type="button" value="Next"/></p>	<ol style="list-style-type: none"> <li>4. <b>If this message appears, it means Jen Seeekamp already set you up as a test or instructor account. Click to retrieve your password via e-mail and then click “Next” to continue registering.</b></li> </ol>																																
<p><b>Web Registration</b></p> <p>Create your account:</p> <p><b>Name/Email Address</b></p> <p>Registrant's First Name: <input type="text" value="Tara"/></p> <p>Registrant's Last Name: <input type="text" value="Westfall"/></p> <p>Type your Email Address: <input type="text" value="westfallt@coxsackie-athens.org"/></p> <p>Type a Password: <input type="password" value="••••••••"/></p> <p>Retype Password: <input type="password" value="••••••••"/></p> <p><b>Basic Information</b></p> <p>Select Your District/Organization: <input type="text" value="Coxsackie-Athens Central Schools"/></p> <p>Building/Division Name: <input type="text" value="EJA"/></p> <p>Select Position: <input type="text" value="Teacher - Elementary, General Education"/></p> <p><input type="button" value="Create Account"/></p>	<ol style="list-style-type: none"> <li>5. Create a password</li> <li>6. Select your School District</li> <li>7. Type in your School Building</li> <li>8. Select your position</li> <li>9. Click “Create Account”</li> </ol>																																

**Activity Information**  
Activity Title CA-Microsoft Power Point: The Revolution is Here!

**Meeting Dates/Times/Locations**  
# of Meetings 1  
Meeting 1 Feb 7, 2011 04:00 PM - 06:00 PM  
Location: CACSD- EJ Arthur Elementary School lab  
Building/Campus EJ Arthur Elementary School

**Enrollment Options**

Select	Units	Enrollment Type	Fee
<input checked="" type="radio"/>	0	Certificate of Completion	\$0.00
<input type="radio"/>	2	District PD Hours	\$15.00

**Payment Types**

Select a Payment Method

Select Payment Type
<input type="radio"/> Cross Contract
<input type="radio"/> Personal Check
<input type="radio"/> Dist. Purc. Order
<input type="radio"/> No Cost Select this option if there is no cost for this workshop.
<input checked="" type="radio"/> Other Other payment or option.

10. Under **Enrollment Options**, check “Certificate of Completion”
11. Under **Payment Types**, check “Other”

**Terms and Conditions**

**What is the course cancellation refund policy?**

We reserve the right to cancel any and all courses due to insufficient enrollment. One-hundred percent of course fees will be reimbursed on all courses cancelled due to insufficient enrollment.

Notification of course cancellations will be made by email or by phone.

In the event your course is canceled due to insufficient enrollment, you may register for any other available course.

All course listings are accurate at the time of printing. However, course times, dates, locations and costs are subject to change.

For additional information, please contact the registrar at 518-479-6847.

Cancellation Refund Insufficient enrollment . . . . 100%  
If a student withdraws from a course, the following refund policy applies:  
Withdraw up to 14 days prior to first day of class.....100%  
Withdraw 7 to 14 days prior to first day of class...

**Confirmation**

I agree to the terms and conditions noted above.

[Back](#)   [Submit Registration](#)

12. Check that you “agree to the terms and conditions noted above” and click “Submit Registration”

**Confirmation**

**Confirmation**

**Registration Submitted!**

**Registration Instructions**

Your registration will **NOT** be complete until you gain district level approval using the official enrollment form.  
Please print out the enrollment form and obtain that required approval.  
If you need to cancel the registration, please log in and DROP the activity.

**Actions**

You can monitor the status of your request by logging into your account and clicking the activity title.  
All notifications regarding this registration will be sent via email to westfalt@coxsackie-athens.org [change](#)

[RETURN TO MAIN](#)

13. When this message appears, just ignore it. It’s a standard My Learning Plan disclaimer.
14. You **DO** still need to fill out a C-A Registration form and e-mail it to your building administrator for approval.