

How to Create an Account on LearnPort for a new user

To register for courses and access NetTrekker, new users will need to create an account on LearnPort. Registration is **free** to educators and non-educators.

- 1) Go to <http://learnport.org>
- 2) Click on 'Login/Sign Up' from the left menu
- 3) Click on the 'Create New Account' link below the password box.
(If you already have an account, just login by entering your Login ID and password.)
- 4) **User Information** – fill out all the fields

The screenshot shows the 'Create New Account' page with the 'User Information' tab selected. The page title is 'Create New Account' and the subtitle is 'Create an account for a new user.' On the left, there is a sidebar with a 'USER INFORMATION' tab and three input fields: 'Manager', 'Organization', and 'Job Title'. The main content area contains the following fields:

- * Login ID:
- * Password:
- * Confirm Password:
- * First Name:
- * Last Name:
- * Email Address:
- * Section 508 Support: Off
- * Language:
- * Region:
- * Time Zone:

At the bottom of the form are 'Next' and 'Cancel' buttons.

5) **Manager**

Leave the *last and first name blank* and click on the **Search** button.

The screenshot shows the 'Create New Account' page with the 'Select Manager' tab selected. The page title is 'Create New Account' and the subtitle is 'Create an account for a new user.' On the left, there is a sidebar with a 'User Information' tab and three input fields: 'MANAGER', 'Organization', and 'Job Title'. The main content area contains the following fields:

- Type a last name, first name or both and then click Search. Click the button to the left of the manager's name and click Select Manager (or click Next if creating a new account).
- Last Name:
- First Name:
- Search:

At the bottom of the form are 'Back', 'Next', and 'Cancel' buttons. A red arrow points from the 'Search' button in this screenshot to the 'Search' button in the previous screenshot.

Create New Account

Create an account for a new user.

User Information

MANAGER

Organization

Job Title

Select Manager

Type a last name, first name or both and then click Search. Click the button to the left of the manager's name and click Select Manager (or click Next if creating a new account).

Last Name

First Name

Click this checkbox if you are unable to select a manager at this time, and then click Next (if creating a new account) or click Select Manager (if editing a profile).

Records found: 65536

	Last Name	First Name	Title	Location
<input type="radio"/>	Burrell	Dorothy	Other	
<input type="radio"/>	Pistolesi	Candice	Other	
<input type="radio"/>	A	Arumugaraja	Other	

Click in the **checkbox** and **Next** at the bottom of the search results.

6) Organization

Create New Account

Create an account for a new user.

User Information

Manager

ORGANIZATION

Job Title

Select Organization

Select your organization (only one can be selected)

Guest

MDE

MVU

Preservice

Professional Organization

School Employee

Click the + sign in front of School Employee

Click in the box for **Washtenaw ISD**

- Shiawassee Regional ESD
- St. Clair County RESA
- St. Joseph County ISD
- Traverse Bay Area ISD
- Tuscola ISD
- Van Buren ISD
- Washtenaw ISD**
- Wayne RESA
- Wexford-Missaukee ISD

7) Job Title

Enter 'Search Text' such as 'teacher' and click on the **Search** button.

Create New Account

Create an account for a new user.

User Information

Manager

Organization

JOB TITLE

Select Job Title

Perform a search to find job titles. Click the button to the left of the search text if creating a new account). Click the checkbox if unable to select a job title.

Search Text

Search Type All words

Search

Create **Back** **Cancel**

Click in the circle of your selection and then click on **Create**.

Records found: 3

	Job Title
<input type="radio"/>	Student Teacher/Preservice
<input type="radio"/>	Substitute Teacher/Teacher's Assistant
<input checked="" type="radio"/>	Teacher

Create **Back** **Cancel**

You are done! You will get a message that says: **Welcome to Michigan LearnPort!**
This is a one-time welcome page for new users that helps show them where to go next.

These directions can also be found on the LearnPort webpage:
<http://learnport.org/GettingStarted/DocumentsHandouts/HowtoRegister/tabid/338/Default.aspx>