## **MISD REGISTRATION PROCESS**

## You must first create an online account before registering for any Traveling Tours workshops.

- 1. Go to: <u>www.misd.net</u>
- 2. Click on the "Course Offerings" tab on the top menu.
- 3. Click on "Complete List of Courses/Events."
- 4. A screen will pop up indicating that you need to have an account before you are able to register.
- 5. Click on "Create Account" tab near the top of the page on the right.
- 6. Follow the prompts to create an account.
  - For the "District" box, click on the drop down list, and select "Other/NA" for both the District and School name. <u>Only</u> <u>employees of a school district should fill in their District and</u> <u>School names</u>.
  - Use the next two spaces to record your Employer (your agency, not your department) and Position (your job title). Leave "Grade taught" and "Content area" blank.
- 7. Then click on the green "Agree and Create Account" button on the lower right hand side of the screen.
- 8. Once registered, click on the "Home" tab and the courses will be displayed at the bottom of the page.
- 9. Click on the calendar drop down list and select "May 13, 2019" for the start date and "May 14, 2019" for the date.
- 10. Select one session in one or more of the four tracks (A, B, C, D).
- 11. Click on "Add to Cart"