




Michigan LearnPort New User Sign Up

Go to www.learnport.org and click on the **New User? CLICK HERE.** link.

Select a unique Login ID and Password. Write it down so you will remember. Click on the Submit  button.

IMPORTANT: Select the root organization after reviewing the choices in the drop down menu. Select the Expand  button to show each sub organization.

CONTINUE: Look in each sub organization drop down for your ISD, then your district, then school building as far down as appropriate. When you have selected the lowest appropriate organization, click on Select  button. The next page will be a personal information form to be filled out. You are now registered.

User Profile Form

Michigan LearnPort

[Register](#) [Login](#)

REGISTER User Profile

As part of the registration process, you need to provide some general information. Please fill in all required fields. All required are marked with *.

* Salutation:

* First Name:

* Middle Name:
(Enter None if no middle name.)

* Last Name:

* Email Address:

Send me updates and notification of content changes at this email address.

* Title:
Select your title. Only if your title is not listed, type your title.

* Address 1:

Address 2:

* City:

* State:

Province/Other:

* Zip:

* Country:

* Phone:

Fax:

* DOB:
Date of Birth must be in mm/dd/yyyy format.

PIC Number:
Personnel Identification Number

Manager's Email:

Licensure Type:	Expiration Date:	Certifying Group:	Credit Hours Required:
<input type="text" value="Select"/>	<input type="text" value="mm/dd/yyyy"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Select"/>	<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Select"/>	<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Reasonable Accommodations:
(Please indicate any reasonable accommodations you need to attend a class.)

Gender:

Race/Ethnicity:

Grade Level:

Please use the following area to highlight your area of expertise and professional interests. You may include qualifications and certifications, as well as a brief biography. You may post a resume at any time after you have submitted your User Profile.

Qualifications:

Make this information available to others in the User Directory.

Make this information available to others in the PeerNet.

Submit

Use of this site signifies your agreement to the access agreement.

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A complete user profile form is required so that LearnPort can accurately distinguish between users with similar information. You may use your district or business address and phone number.

Fields with an asterisk must be completed.

The profile information may be edited by you anytime that information changes or you want to add new information

Michigan LearnPort has a feature, PeerNet, to assist users in finding teachers in other districts that have similar interests. You may enter in any special interests, projects, programs or qualifications to enable others to locate you for collaboration. This is not required.

You can choose to make the information in your profile available to other users by leaving a check mark in the boxes for User Directory and/or PeerNet. Birthdate information is not shown to anyone.

Click on the **Submit** button when you have completed the form.