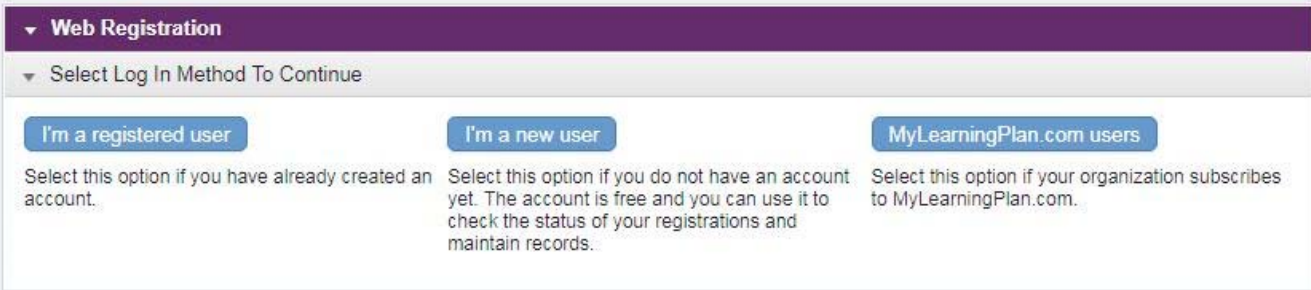


Creating a Public Account

You can create an account while registering for your first course. Visit the course catalog, choose a course, and scroll down the page to click on the enroll button.

A blue rectangular button with rounded corners and the word "Enroll" in white text.

The next screen asks that you select a log in method.

A screenshot of a web registration interface. At the top is a purple header with a white downward arrow and the text "Web Registration". Below this is a grey bar with a white downward arrow and the text "Select Log In Method To Continue". The main area contains three columns, each with a blue button and descriptive text. The first column has a button "I'm a registered user" and text: "Select this option if you have already created an account." The second column has a button "I'm a new user" and text: "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." The third column has a button "MyLearningPlan.com users" and text: "Select this option if your organization subscribes to MyLearningPlan.com."

- If you already have a personal account set up in Frontline Professional Growth, click “I’m a registered user”, (far left).
- If your organization already uses MLP and you have a login and password established, click on “MyLearningPlan.com users, (far right).

If you do not have an established account or an account through your organization, please click on the middle option “I’m a new user”, follow the screen prompts to enroll and write down your login and password.

Under “basic information” for District/Organization you may use “other” if there is nothing appropriate on the dropdown list, if requested information is not applicable please use other or n/a. Complete your account setup and save.

- Once you have set up your account please log off completely, and then click the link above to go back to the enrollment screen. This time when you click to enroll the system will again prompt you to choose a method of log in, this time choose “I’m a registered user”, enter your new login & password and move through the enrollment process.