

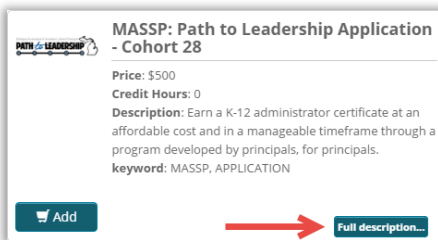
Professional Learning Portal



MASSP Course Enrollment

Learners can enroll in a MASSP course for the purpose of completing professional development requirements. This document describes how to locate and access courses within the Professional Learning Portal.

1. Click [here](#) to open the catalog to view MASSP courses.
2. Review the price, basic information and credit hours as it pertains to the course. Select the **Full Description** button if additional information is needed.

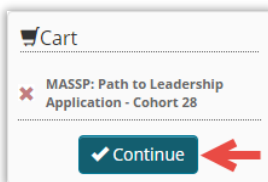


3. Click the **Add** button next to the desired course. Repeat steps 1-3 if additional courses are needed.

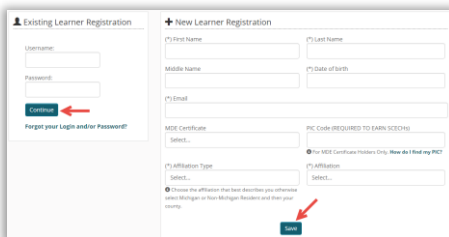


*Note: To return to the top of the page to view selected course(s), click the floating **Go to Cart** button.*

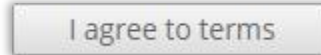
4. Once the course or courses have been selected, click the **Continue** button within the Cart summary to continue with registration requirements.



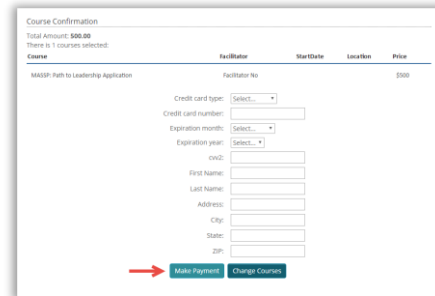
5. Complete the appropriate Learner Registration form. Click the **Continue** or **Save** button to proceed.



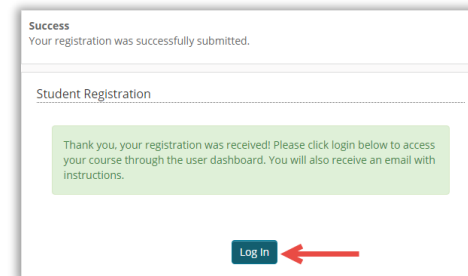
6. The Terms and Conditions page will appear, select **I agree to terms** to proceed.



7. Complete your transaction by reviewing the order details, entering credit card information and finally selecting the **Make Payment** button.



8. A confirmation page will appear, click the **Log In** button to proceed to the Dashboard.



9. The course will be displayed in the “Active Courses” module within your personal Dashboard. Click the linked course title to access your course.

