

## Creating an Account in *Michigan LearnPort*<sup>®</sup>

### Logging in to Michigan LearnPort

If you already have a *Michigan LearnPort*<sup>®</sup> account, visit [www.learnport.org](http://www.learnport.org) and enter your Login ID and Password. Both are case sensitive. If you have but have forgotten your Login ID or Password, contact *Michigan LearnPort* at 888.889.2840.

### New User Registration

**STEP 1:** New users may create an account by clicking on the [New User? CLICK HERE.](#) link at [www.learnport.org](http://www.learnport.org).

**STEP 2:** Enter your desired login ID and password. Your Login ID and Password should consist of at least four letters and/or numbers, and is case-sensitive. If an existing user has already requested the username you selected, you'll be prompted to select a new login ID.



The screenshot shows the Michigan LearnPort registration interface. At the top, there are buttons for 'Register' and 'Login'. Below this, the heading reads 'REGISTER Establish Login & Password'. To the right is the Michigan LearnPort logo. A paragraph of instructions states: 'To begin registration, type a Login ID and Password. You will enter these each time you access the site. Your Login ID and Password should consist of at least four letters and/or numbers. Your Password is case-sensitive.' Below this are three input fields: 'Login ID: temp', 'Password: [masked]', and 'Confirm Password: [masked]'. A green 'Submit' button is positioned below the fields. At the bottom, there is a small link: 'Use of this site signifies your agreement to the access agreement.' and a copyright notice: 'Copyright © Meridian Knowledge Solutions, LLC 1997-2007'.

**STEP 3:** Identify your Registration Category as one of the available categories (for example, School Employee or Professional Organization) by selecting it from the dropdown list below. Parents should select the Category Guest. Click the **Submit** button.

**STEP 4:** School Employees will identify your Intermediate School District, District, and school building as appropriate by selecting the Expand button until your organization appears. Click the **Select** button. When you receive the Confirmation screen, click on the **Submit** button.

**STEP 5:** Users will then be prompted to complete a thorough User Profile, which is important for maintaining accurate records. Any field with an asterisk next to it is a required field.

**STEP 6:** Click on the **Submit** button at the bottom of the page. Users will be taken to the Registration Confirmation page which shows that the registration was successfully completed. Clicking on the **Next** button takes the user inside *Michigan LearnPort*.

Users will land on their **Home page** or their **My Personal Pages** view each time they enter *Michigan LearnPort*.

(continued)

### My Personal Page View

For questions or assistance about *Michigan LearnPort*, please contact 888.889.2840.

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**MICHIGAN LEARNPORT**

My Account  
Courses  
Collaboration Center  
Resources  
Administration Tools  
Reports

Announcements  
My Personal Pages  
Surveys  
What's New  
Top 10 Resources  
Top 10 Searches  
Shopping Cart

In strategic partnership  
**MICHIGAN Education**

Welcome General Test User

Learning Plan My Portfolio Links Search History Bookmarks My Peers My Community Rooms

**My Personal Pages**

**Mandatory Training**

Status	Course (required by)	Type	Training Period
<i>You are not currently required to take any courses</i>			

**e-Learning Web-based Training Courses**

Status	Course	Start Date / Information
Started	101 Tips and Tricks for the iMac and Macintosh - Notes & Assignments	07/25/2008
Started	12 Steps to a Successful Job Search - Notes & Assignments	10/09/2008
Started	A Beginner's Guide to Computers and the Internet - Notes & Assignments	04/07/2008
Started	A to Z Grant Writing - Notes & Assignments	
Started	Advanced Grant Proposal Writing - Notes & Assignments	10/09/2008
Started	Air Zoo: The Total Flight Experience	05/13/2008
Started	ASSIST - Buildina Student Comprehension v1.1 - Notes & Assianments	01/29/2009

Visit **My Account** to change passwords and access rich-media tutorials for important areas in *Michigan LearnPort*, such as your **Development Record** and the tools in the **Collaboration Center**.

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