




My Learning Connection Registration Instructions

Please register for all events through **My Learning Connection** following these steps:

- Go to <http://www.my.missouristate.edu>.
- Log on to **My Missouri State** with your Bear Pass Login and Password.
- Click the top **Profile** tab in My Missouri State.
- Locate the **Professional Development** channel (you may need to scroll down to view).
- Click on **My Learning Connection** - The Avatar Learning Platform window will open up.
- On the left navigation bar, click the blue **Course Catalog** tab.
- Select **Show All Classes**.
- In the right top corner, select the drop down list under **Choose Category**.
- Move down the list and highlight the recommended category for the class – such as **“Professional Development – Teaching and Learning”**.
- You will now see all the classes listed under the category. Click on the title to view more information about the session.
- Click **Add to Cart** next to the class (s) you wish to attend.
- Click **Check Out** button. 
- Click **Finalize**.

Questions or Assistance:

- If are unable to access **My Learning Connection** to register, please contact hrtraining@missouristate.edu with the following information:
 - Full Name
 - M#
 - Department in which you are employed
 - University email address
 - Contact phone number
- Please visit the Human Resources [My Learning Connection training webpage](#) for online tutorials and additional resources on how to navigate the site.
- If you need additional assistance accessing the site, please call HR Employee Development and Performance at (417) 836- 5779/4592.