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.
- Select the drop down list under Choose Category and highlight the recommended category for the class – such as “Professional Development – Continuing and Distance Education”
  
  or

  Select the drop down list under Choose Contact and highlight Missouri State Outreach.

- You will now see all the classes listed under the category or contact. 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.

My Learning Connection Questions or Assistance:

- 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.