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:
  o Full Name
  o M#
  o Department in which you are employed
  o University email address
  o 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.