

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 <u>hrtraining@missouristate.edu</u> with the following information:
 - o Full Name
 - o M#
 - Department in which you are employed
 - University email address
 - Contact phone number
- Please visit the Human Resources <u>My Learning Connection training webpage</u> 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.